

IEEE Education Society Board of Governors Meeting

Held at the 44th Frontiers in Education Conference, Madrid, Spain

October 24, 2014

In Attendance (**bold**):

Absent (*italic*):

Manuel Castro, President

James Sluss, President-elect

Oliver Ban, Secretary

Lance Perez, Treasurer

Susan Lord, Sr. Past President

Rob Reilly, Jr. Past President

Martin Llama-Nistal, Vice President Publications

Russ Meier, Vice President Conferences

Seyed Hossein Mousavinezhad, Vice President Member and Geographical Activities

Edmundo Tovar, Vice President Educational Activities and Awards

Mani Mina, Board of Governors Member at Large

Michael Auer, Board of Governors Member at Large

Melany Ciampi, Board of Governors Member at Large

Claudio da Rocha Brito, Board of Governors Member at Large

Deepak Garg, Board of Governors Member at Large

Diane Rover, Board of Governors Member at Large

Victor Nelson, Board of Governors Member at Large

Felipe Razo, Board of Governors Member at Large

Lynne Slivosky, Board of Governors Member at Large

Rosa Maria Vasconcelos, Board of Governors Member at Large

Leonard Bowman, Finance Chair

Hamadou Saliah-Hassane (Standards Committee Chair)

Jeff Froyd, EIC Transactions on Education

Vic Schultz

Ed Jones, Awards Chair

Kai Pan Mark, Board of Governors Member at Large

Bogdan Dan Wilamowski, Division VI Director

Ivan Esparragoza, VP LACCEI

Danilo Garbi-Zutin

Alfonso Perez Gama

Jim Rowland – Fellows Chair

A table of **Action Items** follows these meeting minutes.

1. **Welcome and Introductions** — Manuel Castro
 - a. Manuel Castro called the meeting to order promptly at 2:30 p.m.
 - b. Introductions were made.
 - c. Attendance list circulated.
 - d. A quorum of voting members was established.
2. **Approval of Agenda** — Manuel Castro
 - a. Motion to approve – Meier
 - b. Second – Sluss
 - c. Motion passes
3. **Accept the Minutes from previous BoG/AdCom meeting** — Manuel Castro

- a. Motion to approve – Meier
 - b. Second – Mina
 - c. Motion passes
4. **Reports on business transacted other than at BOG meeting** — Manuel Castro
- a. **Strategic Planning Report** – Jim Sluss
 - i. The minutes from the strategic planning committee in June are available on the BOG agenda website.
 - ii. The strategic planning committee met on Tuesday of this week immediately prior to the start of FIE.
 - iii. Each VP updated the committee on progress since the June meeting.
 - iv. Sluss will put together a high-level strategic planning document for circulation among the committee members within the next few weeks.
 - v. The committee will meet one more time before the all-society review next year.
 - b. **Transactions on Education Review Report** – Manuel Castro
 - i. VP Publications, EIC, and Editorial assistant have finished the information required for the TOE review.
 - ii. A summary report will be submitted to TAB for the February meeting.
 - c. **Long-term Corporate Sponsorships On-going Agreement : Mathworks – Russ Meier**
 - i. Mathworks approached Meier and Castro about forming a long-term relationship with the Society conferences.
 - ii. A teleconference was held in September.
 - iii. For corporate sponsorship of a dollar amount to be yet determined, Mathworks will:
 - 1. Be a highly visible corporate sponsor at all three Society financially sponsored conferences.
 - 2. Work with Mathworks to develop workshop series
 - 3. Work with Mathworks to develop curriculum that integrates Mathworks – want educational experts to assist with this effort.
 - iv. The BOG will be sent a mature agreement before signature for comment.
5. **Report of Officers** — Manuel Castro
- a. **President's Report** – Manuel Castro
 - i. A report was submitted to the Board prior to the meeting.
 - ii. Dr. Castro thanks the BOG and friends for all the work they have done to assist him in his Presidential duties and agenda.
 - iii. Major accomplishment: implementation of strategic plan goal of restructuring BOG organization to match the IEEE structure (four VPs, etc.)
 - iv. Major accomplishment: implementation of strategic plan goal of starting the TALE conference series in Asia.
 - v. Major accomplishment: implementation of relationships with Latin American professional societies, universities, and educational communities as well as improving Education Society presence in IEEE Region 9.
 - vi. Major accomplishment: implementation of strategic plan goal of starting an active and robust educational standards committee working on formal IEEE standards in our educational field of interest.
 - b. **Treasurer's Report** — Lance Perez
 - i. A complete report was submitted to the BOG.
 - ii. All special projects were funded and are on-going.
 - iii. Current projection is a small deficit but history shows that this projection doesn't usually materialize.
 - iv. Reminds the BOG that moneys in budget lines must be spent before the end of the calendar year.
6. **Conferences Committee** – Russ Meier
- a. A complete written report was submitted to the Board before the meeting. Please review that report as Russ is taking meeting minutes at this Board meeting.
 - b. Key point from the report: all of our financially sponsored conference events in the last cycle have achieved surpluses. In the last six months nearly \$12,000 in conference surplus distributions has entered the Education Society accounts.
 - c. Key point from the report: IEEE Ethics was held for the first time in Chicago in May. The Society was a 20% sponsor of this all-IEEE event (sponsored by five societies and technical councils). This was an extremely successful event. The technical content was strong and the conference offered continuing

education credits for some workshops. The conference achieved a surplus for the Society of US\$6836.30.

- d. Motion by Meier to approve a budget line for the Society Awards Banquet at the annual FIE conference was brought back to the BOG table for review. This was first presented during the June BOG meeting and tabled at that time.
 - i. Dr. Castro notes that this is one of the most visible things that we do. Our awards banquet is where we reward our fellows, our meritorious service award, our distinguished leadership awards, our distinguished chapters awards. He believes we should be funding it so that the co-sponsors
 - ii. Seconded by Rover
 - iii. Jim Sluss notes that as a member of the FIE steering committee he supports this measure.
 - iv. Ed Jones notes that differential fee structures should be avoided and ES should probably still pay the registration fee since the budget line will not fully cover the expenses. Or, an investigation of an appropriate fee structure mechanism needs to be done.
 - v. Diane Rover says this seems to make sense to her. Knowing how expensive catering is and the fact that the other societies are not using an awards banquet seems to make this a strong argument.
 - vi. Question called: Motion passed unanimously with one abstentions (Meier)
- e. Comments from the report.
 - i. Bogdan Wilamowski notes that IEEE is subsidizing conferences and penalizing journals.
 - ii. Bogdan Wilamowski main income from conferences is through sale of intellectual property through Xplore. These numbers are generally hidden to Societies as they show up subtly in the budget lines.
 - iii. Bogdan Wilamowski notes that the average income from conference papers published on Xplore is \$150-\$200 / paper.
 - iv. Bogdan Wilamowski notes that financial sponsorship does have a cost that hits the Society budget but isn't directly visible in the "conferences budget."
 - v. Bogdan Wilamowski notes that technical co-sponsorship taxation is the best way of making money because there is no financial risk and for every paper you publish you get significant money, on the average \$150.
- f. Policy and Procedure Change – Meier
 - i. VP Conferences asked Castro for permission to assume the responsibility of recruiting and assigning the Program Chairs, the Helen Plants Awards Committee, and the Benjamin Dasher Awards Committee members. VP Conferences will make recommendations for appointment to the President.
 - ii. Castro agrees this seems to make better sense than always asking the President to do this without input from the conferences committee.

7. Education Activities and Awards Committee — Edmundo Tovar

- a. A complete report was submitted to the BOG prior to this meeting.
- b. Working with Latin American professional societies on accreditation recognition for R9 faculty members.
- c. Thanks Ed Jones for the work that he has done over the past year as the Awards Committee Chair.
- d. Two additional distinguished lecture program events have occurred since June.
- e. Collecting data about the distinguished lecture program to submit in the all-society review report.
- f. Web site data visualization portal has been completed. It presents our community members digital reputation (citations, author relationships, etc.). It will be integrated in the new Society website.
- g. Ed Jones notes that the awards process ran smoothly this year under the new organizational structure.
- h. Ed Jones notes that good candidates for the Rigas and other Society awards were submitted and peer-review proceeded smoothly. Some awards did not have nominations and will not be awarded this year.
- i. Mani Mina asks if there is an escape-clause that protects the society from bad nominations in the absence of other qualified candidates. It is confirmed that the Society completes quality peer-review before granting an award.

8. Members and Geographic Activity Committee — Manuel Castro

- a. A complete written report was submitted to the Board before the meeting.
- b. Membership remains mostly stable with a small decrease that parallels the overall decrease in IEEE.
- c. Membership is 3,264 as of August, 2014, down 1.9% following the IEEE trend.
- d. Chapter numbers have remained stable. None have been automatically deactivated due to inactivity.
- e. Dr. Reilly will be transferring chapters chair responsibilities to someone else as he assumes the Directorship in January.

9. Publications Committee – Martin Llamas Nistal

- a. The Education Society Digital Library was a special project. It has been completed.

- i. The website link was examined during the meeting. Dr. Nistal invites the BOG to proofread the site before it goes live on the new Society website.
 - ii. Meier congratulates VP Nistal for this fantastic new tool for the Society.
 - b. Quality Index
 - i. The TOE quality index impact factor (IF) is currently 1.221. It is rising under the new evaluation criteria put in place by the current Editor-in-Chief.
 - ii. The TLT quality index impact factor (IF) is currently 1.220. This is a joint publication with IEEE CS.
 - c. TLT needs more associate editors!
- 10. **Constitution and Bylaws Committee** — Victor Nelson
 - a. No changes for this meeting.
 - b. Will be starting the Policies and Procedures Manual that is part of the strategic plan.
- 11. **Fellows Committee** – James Rowland
 - a. A full report was submitted to the BOG prior to this meeting.
 - b. Verifying membership of the committee for next year. The real work is in April and May of next year.
 - c. Fellow announcements will be out by the end of November.
- 12. **Finance Committee** – Lance Perez
 - a. A full report was submitted to the BOG prior to this meeting.
 - b. All special projects were funded.
 - c. Budgeted a surplus of \$13,300 for next year.
 - d. Accumulated balance in the 2015 budget is \$1,193,100.
- 13. **Web Site** – Meier
 - a. Conference Catalysts has been hired to re-engineer the website to a modern version.
 - b. New website was supposed to be active by this meeting but was delayed due to security issues at IEEE headquarters where IT questioned the transfer of our data to an outside vendor through a password mechanism. That has been resolved and transfer has occurred.
 - c. New deadline is November 30.
- 14. **Unfinished Business** – Castro
 - a. None
- 15. **New Business** – Castro
 - a. Mani Mina asks if the proposal for a new journal is still on the table. Castro notes it is not and should be resubmitted.
 - b. Victor Schutz notes that we have a happy anniversary – James Rowland and Mary Anderson-Rowland met 20 years ago at FIE. The BOG congratulated James on this long relationship both with FIE and Mary! (She was his session chair!)
- 16. **Division Director Report** – Bogan
 - a. IEEE has 19 out of 20 of the world’s best journals.
 - b. IEEE has 450,000 members
 - c. IEEE voted best working place in New Jersey.
 - d. IEEE constantly monitors its investment portfolio because it is important to the fiscal health.
 - e. IEEE facing competition from open-access. This is challenging the financial models.
 - f. IEEE is a corporation as complex as the U.S. government! Sometimes communication breaks down and other times true collaboration works easily.
 - g. IEEE TAB consists of all the Society Presidents and usually TAB initiatives make sense.
 - h. But, decisions also go to the Board of Directors and here sometimes initiatives lose their focus.
 - i. One very controversial initiative this year was the Open Access Journal.
- 17. **Move to Executive Session for Officer Elections**
 - a. Quorum established.
 - b. Dr. Castro noted that Melany Ciampi has Lynne Slivovsky’s proxy vote.
 - c. Vic Nelson confirmed that proxy voting is not allowed in our election procedures.
 - d. Dr. Castro noted that Rob Reilly asked Martin Nistal to conduct the elections.
- 18. **2014 Education Society Elections** – Martin Llamas Nistal
 - a. Rob Reilly ran the 2014 nomination process as Jr. Past President.
 - b. The slate of candidates for Board of Governors members at large was prepared and presented in electronic form to the membership. Voting completes in one week.
 - c. President Elect
 - i. Hossein Mousavinezhad was presented as a candidate.
 - ii. Claudio da Rocha Brito was presented as a candidate.
 - iii. Open call for nominations from the floor.
 - iv. No nominations from the floor were received.

- v. Motion to close nominations: Nelson.
 - vi. Second: Mina
 - vii. Motion carries.
 - viii. Motion of the slate of candidate: Nistal
 - ix. Second: Mina
 - x. Discussion on the candidates occurred.
 - xi. Ballots were distributed.
 - xii. Claudio da Rocha Brito was elected 2015-2016 President-Elect. The BOG congratulates Claudio on his election.
- d. VP Educational Activities and Awards
- i. Edmundo Tovar was presented as a candidate.
 - ii. Kapil Nagwanshi was presented as a candidate.
 - iii. Open call for nominations from the floor.
 - iv. No nominations from the floor were received.
 - v. Motion to close nominations: Nelson.
 - vi. Second: Kai Pan Mark
 - vii. Motion carries.
 - viii. Motion of the slate of candidate: Nistal
 - ix. Second: Mina
 - x. Discussion on the candidates occurred.
 - xi. Ballots were distributed.
 - xii. Edmundo Tovar Caro was elected 2015-2016 Vice President of Educational Activities and Awards. The BOG congratulates Edmundo on his election.
- e. VP Member and Geographic Activities
- i. Hossein Mousavinezhad was presented as a candidate.
 - ii. James Conrad was presented as a candidate.
 - iii. Open call for nominations from the floor.
 - iv. No nominations from the floor were received.
 - v. Motion to close nominations: Nelson.
 - vi. Second: Mina
 - vii. Motion carries.
 - viii. Motion of the slate of candidate: Nistal
 - ix. Second: Saliah-Hassane
 - x. Discussion on the candidates occurred.
 - xi. Ballots were distributed.
 - xii. Hossein Mousavinezhad was elected 2015-2016 VP Member and Geographic Activities. The BOG congratulates Hossein on his election.
- f. Treasurer
- i. Leonard Bohmann was presented as a candidate.
 - ii. Terry Martin was presented as a candidate.
 - iii. Open call for nominations from the floor.
 - iv. No nominations from the floor were received.
 - v. Motion to close nominations: Nelson.
 - vi. Second: Sluss
 - vii. Motion carries.
 - viii. Motion of the slate of candidate: Nistal
 - ix. Second: Saliah-Hassane
 - x. Discussion on the candidates occurred.
 - xi. Ballots were distributed.
 - xii. Leonard Bohmann was elected 2015-2016 Treasurer. The BOG congratulates Leonard on his election.
- g. Return from Executive Session
- i. Motion to return from executive session: Castro
 - ii. Second: Meier
 - iii. Motion carries
- h. Motion to adjourn: Meier
- i. Second: Nelson
19. Time and Place of Next Meeting

- a. June 2015, ASEE National Conference and Exhibition, Seattle, Washington, traditionally on Monday night

Action Items

Item	Responsible Party	Date Completed
Ensure the awards banquet budget line is inserted in financial forecasting for 2015 and as a 2016 annual budget line.	Perez/Bohman/Treasurer	
Insert Digital Library into the new website.	Sluss/Meier/Lord	
Ensure all EdSoc Fellows are recognized on the new website.	Sluss/Meier/Lord	

Respectively submitted by Russ Meier, October 24, 2014