

2006 FIE Steering Committee Meeting Minutes

Saturday, October 28, 2006, 6:-8:30 p.m. (minutes by Ann Sobel)

FIE Steering Committee Attendees

Fernando Naveda, IEEE-CS
Ann Sobel, IEEE-CS
Susan Lord, IEEE-ES
Ted Batchman, IEEE-ES
Jim Roberts (Chair), IEEE-ES
P.K. Imbrie, ASEE ERM
Bill Oakes, ASEE ERM
Dan Moore, ASEE ERM

All Other Attendees

Jeff Froyd, Texas A&M
Goranka Bjedov, Google
Russ Meier, MSOE
Kevin Curry, University of Kansas
Mary Heberling, University of Kansas
Larry Richards, University of Virginia
Robert Hofinger, Purdue University
Sonja Atkinson, CASEE
Joseph Hughes, Georgia Tech
David Hayhurst, San Diego State University
Cherrice Traver, Union College

Meeting was called to order by Jim Roberts at 6:30 p.m.

All attendees introduced themselves.

The meeting minutes of the FIE Steering Committee June 2006 meeting were moved and seconded for acceptance. The vote was unanimous.

All past meeting minutes appear on the web site.

Conference Chair Reports

- Susan Lord & David Hayhurst (2006)
 - Reception will be held for the Conference and Steering Committee following this meeting
 - Conference reception will be held Sunday evening.
 - Monday morning keynote speaker will address the future of cell phones
 - Might be missing some session chairs because not all invitees responded
 - Preliminary report on the statistics of the conference was distributed
 - WIPs were reviewed by the program chairs for the first time

- Workshop enrollment is way up (possibly due to them held on a Saturday)
- No awards banquet – awards will be presented at lunch and at the keynote address
- Bill Oakes (2005)
 - Checks have been sent but no statement has been made from the IEEE that the conference has been closed
 - He passed on a token of leadership from the past general chair to this year's general chairs
- Russ Meier (2007)
 - CFPs were sent and cows were a big hit
 - Two possible sponsors for the receptions
 - Will have an awards banquet on Friday evening (as per request by the IEEE EdSoc)
 - Expected surplus and might this influence what we charge for registration
 - Working with Dan Budny
 - Formal agreement needs to be written so that all parties understand what is and isn't work included.
- Cherrice Traver (2008)
 - Still working on the hotel and conference center contracts
 - Identified the program chairs but no workshop, special sessions, or panel chairs have been selected (are these positions appointed by the steering committee or should ERM select a chair(s) in conjunction with the general chair)
 - Logo has been selected
 - Given the discussion of registration rates during Russ' presentation, the Steering Committee should be looking at a proposed budget for this conference to determine what the registration should be.
- Jeff Froyd (2009)
 - Hilton on the Riverwalk has been selected at a rate of \$189. The conference rooms are evenly split between the 4th and 22nd floor. Will need to have dedicated elevators.

Larry Richards (preliminary proposal for 2010)

- University of Virginia will be the host but the conference will be held in D.C.
- Virginia Tech may join in co-hosting

Expected a preliminary proposal for 2011 in Orlando but none was given at this time.

Jim would like to have 2010 approved by ASEE 2007 so that the next four conferences can be listed in the FIE program.

Bob Hofinger (Exhibits)

- This year's numbers are low (12)
- Looking to find ways to increase it

Joe Hughes has asked the steering committee to consider what to do about the awards banquet. There should be an official appointment by the Steering Committee of the Awards chair. What is the formal process for selecting the three other award representatives. (Dasher, etc.)?

The Steering Committee will consider seeking a national sponsor.

CASEE representative, Norm Fortenberry

- Pleased to be an affiliate and to have their meeting integrated with FIEs
- May have difficulty keeping their sponsorship numbers up: this year their number was lower, and it will be even lower for Milwaukee
- Their MOU with FIE is binding until 2007

FIE Steering Committee Meeting Tuesday Oct 31, 2006 (minutes by Jane Prey)

1. FIE 2006 final report

Electronic evaluations getting good response
Total registration about 667 [25 walk-ins]
Expectation that conference will more than break even
Keep 06 FIE Conference site live until at least Dec 1
** Susan to let Dan know when to move to archive

2. Russ reported that the FIE 07 site not live yet

** he will work with Dan to get this corrected asap
Brief discussion on the no feedback for the rejected abstracts with general agreement to continue this policy

3. Awards

Want to keep awards pic and bio in proceedings
Like the posters for awards
If we have separate awards banquet/no proceedings brought, then we need to have some sort of handout. – event that strictly focuses on award
Don't want banquet on last nite
IEEE Ed Soc recommends there is an awards banquet

4. FIE08 budget

There is a 2% overhead charge included in the budget
** Jim will check into KU overhead charges
** Mary and Jim will send steering committee history of different fees from 2002 – 2006
This budget assumes that registration fee is same as 06
Discussion about student registration. Student scholarships - to be revisited next meeting.

** Each rep to ask societies to ask about potential scholarships for students.
Budget is approved in principle so it can move forward to IEEE CS
Publication/proceeding discussion
Dan gave brief history of how the publication job evolved.
** Jim, Mary & Dan to work on mou to include dates, dollars and signatures.
** steering committee will review when appropriate

5. FIE 2009 San Antonio
Issue of splitting between two floors
** Jim will talk to Jeff about this.

Meeting Ended – Executive Session began