

Minutes of the FIE Steering Committee

Part 1

Boston Park Plaza Hotel

November 6, 2002

Attendees: Jim Avery (2003 co-general chair), Ted Batchman (IEEE-ES), Dan Bundy (web and proceedings), Melany Ciampi (2003), Gerald Engel (MOU committee), Jeff Froyd (IEEE-ES 2003), Ann Gates (IEEE-CS), Mary Heberling (KU Continuing Education), Robert Hofinger (Exhibits Chair), Joseph Hughes (2004 general chair), P.K. Imbrie (ERM 2002), Dan Moore (ASEE ERM), John Orr (2002), Mike Pavelich (chair), Melinda Picket-May (2003 general co-chair), Jane Prey (IEEE-CS), Stephen Seidman (IEEE-CS), Jim Sherman (2003 conference coordinator), Bill Oakes (ERM 2005), Jim Roberts (IEEE-ES), Tim Skvarenina (ASEE-ERM), Dan Voltmer (2005), Charlie Yokomoto (ERM 2005)

Handouts: FIE 2002 Registration Summary, FIE 2003 Income, Proposed Guidelines for Handling WIPs, MOU

1. Welcome and Introductions. M. Pavelich called the meeting to order at 6:30 p.m. Each attendee introduced his/herself.
2. Agenda. M. Pavelich asked for additions to the agenda. None were added. The June 2002 meeting minutes were posted on the web for review. The minutes were approved.
3. Conference Reports #1.
 - a. Reno (2001). Ted Batchman reported that there were 515 attendees. Of these, 27 were guests, 25 full-time students; 69 non-members, 330 society members. He reported that there was an overage of \$55,729.58 with each society receiving \$18,576.52. Each society has been mailed a report. The costs were \$50,000 less in Reno than in Kansas City, partly due to having a good meal estimate. The only thing remaining is publication of the best papers in JEE. There has been a delay due to missing reviews (two reviews have been received on each paper). The papers were to be published in November, but this has now been moved to March. T. Batchman thanked M. Heberling, the co-chairs, and D. Bundy.
 - b. Boston (2002). J. Orr reported that preparation for the conference went well. The program committee worked hard, and the conference was on schedule for the call for papers, pre-registration brochure, and abstract submission. Approximately 578 abstracts were submitted and 396 papers were scheduled. 150 papers were rejected at the abstract stage, 15 were rejected at the final paper stage, and 30 removed for other reasons. There are 577 people registered with 495 full registrations. There have been a few walk-ins and late registrations today. International people are canceling at the last minute because of lack of travel money. The rule is that authors must pay for registration even though they do not show, and this is being enforced. Those that do not pay are put on a list and future submissions are not accepted.

There are 8 parallel sessions and a full day is scheduled on Saturday. The workshops are doing well, although there is concern about the low pre-registration figures (104 workshop participants). Workshops represent a tremendous amount of effort for a few people and they do not make money. M. Picket May noted that it's important to keep workshops because they add another dimension to the conference. P.K. Imbrie added that workshops are integral to the conference. The committee talked about the number of workshops that can be offered simultaneously.

In addition to Mary, there are 2-full time staff, 4 staff were hired from the convention center in Boston, and 4 full-time WPI staff. One WPI staff member will stay for conference. Bob has done a great job on exhibits. The awards are running well, and the papers for JEE are on track. P.K. Imbrie added that D. Bundy has done a great job. Program chairs can get anything they want at any time they want it. J. Orr acknowledged all the hard work that D. Bundy and Goranka did. The paper proceedings are being sold

at the registration desk for \$75.00. The on-line registration ran well. Information about Boston did not get posted on the website in time.

- c. Boulder (2003). J. Avery reported that they have received a tentative budget from M. Heberling. The budget shows a 10% increase over this year. M. Heberling can only list as income those industry partners that have committed in letters, and there are only two letters to date. The plan is to hold off getting it to IEEE as long as possible. Registration prices should come down as soon as industry support is received. The general co-chairs have visited the facility a couple of times. The hotel is honoring free internet in all the rooms. The hotel rate will be \$129. The Program Committee meeting will be at Westin Westminster on January 31 and Feb. 1, 2003. Dr. Bill Wulf will be the keynote speaker. The general co-chairs would like to liven up the presentations by getting away from presenting them in lock-step and by promoting more interaction with the audience.

4. WIP Review Guidelines. J. Prey and A. Gates discussed their handout, Proposed Guidelines for Handling WIPs, which was written in response to the concern that work-in-progress papers (WIPs) were becoming a short-cut way to get papers published. WIPs are meant to encourage reporting of experimental and work that could move engineering education. There was discussion that WIPs should be integrated with other papers and not segregated. J. Orr reported that 20-30% of papers were WIPs. The handout on the Proposed Guidelines for Handling WIPs was distributed to all attendees and discussed.

The following change was made under "Presentation:" WIP papers will be grouped in the same session *when appropriate*. Some attendees felt that the wording on abstracts needs to be clarified; T. Batchman remarked that abstracts are reviewed for content. It was noted that the review criteria for both WIPs and full papers be published on the web so that authors could make a choice during the submission process. M. Pavelich deferred further discussion to Discussion and Decisions.

5. Other Reports.

- a. Web-site, paper review: The review of the Dasher papers has not been going well. All nominated papers have to be read before the people come to the conference. The committee then listens to the presentations at conference. At the end of the review process, reviewers mark their choices. Some papers that were not deemed good became better after they received reviewers' remarks. It would be difficult to re-review the papers because of the volume of papers (~400 papers). The question about considering a second review for the Dasher Award was posed. Further discussion was moved to Discussion and Decisions.

D. Budny noted that the website has to be adjusted each year based on the needs of the conference general chair. The question about who owns fie-conference.org was asked. It's currently hosted on the KU server. It was suggested making that this become the clearinghouse domain name with each conference using it as their domain name. D. Bundy suggested hosting it on his server. The 1996 proceedings are in the process of being added to the clearinghouse page.

- b. Awards: D. Kerns could not attend because of illness. It was reported that all certificates and plaques are present. The Thurman award will be arriving at noon. Wayne Johnson from HP will be presenting.
- c. Exhibits: B. Hoflinger reported that this year there are 23 exhibitors with 24 booths, an increase of 6 over last year. Three exhibitors were obtained by having a booth at ASEE Montreal. This year and in the future we will offer internet connection to exhibitors in the hall so that they can show and give presentations in their booths. J. Orr's internet people have helped. It was suggested that FIE put together a parallel track that allows exhibitors to give workshop presentations. This will give them a chance to show off new products to larger audience and to show faculty what's available in their discipline. M. Pavelich acknowledged Bob's excellent work on exhibits.

- d. Awards: J. Orr presented a plaque to T. Batchman for his work on FIE 2001. J. Orr remarked that he learned much from Ted and he thanked him for the great work that he did under bad conditions.
6. MOU Discussion #1. M. Pavelich asked G. Engel to give a brief history on the MOU. G. Engel told the group that IEEE-CS joined FIE 6 years ago. As time progressed, IEEE-CS became more involved in administration of conference in a variety of ways. The involvement of the societies provides a safeguard against financial losses. It was decided that an MOU was needed to document how the conference should run, who the agents are that fulfill the responsibilities, and how the agents will be compensated. The steering committee will recommend to societies that this is something that should be signed.

Section 1B is ambiguous—suggestion that it be reworded as follows: budget will be reviewed and approved by the steering committee. The steering committee reviews the budget and sponsors approve it. Mary has a budget form that allows her to work with numbers. Once approved, then she puts it into IEEE-CS's form. Chairs should understand that the four months stated in C is a loose restriction.

Section II - It was noted that the publisher is required to work with the IEEE tab products division. The proceedings is not forwarded in electronic format, but on paper. It was suggested that the format be eliminated in the MOU. Other suggestions included: change "shall" to "will;" add "The proceedings will carry the names, logos, and address of the co-sponsors, IEEE, and ASEE as required" and "The copyright for FIE proceedings will be held by the IEEE." The proceedings publisher is required to forward the intellectual property to ASEE Press, the IEEE Press, and the IEEE CS Press as requested.

7. Discussions and Decisions #1.
- a. M. Pavelich asked that discussion on the Dasher website be moved to the Saturday meeting.
 - b. **Motion #1** S. Seidman made a motion to accept the committee's report with the noted change (see Item 4)--Proposed Guidelines for Handling WIPs. The motion was seconded and passed unanimously. J. Prey, C. Yokomoto, and D. Budny will draft descriptions for papers, panel discussions, workshops, and WIPs for the website.
 - c. The question was raised as to why there is a 6-page limit on full papers.

Respectfully submitted

Ann Gates
January 6, 2003

Minutes of the FIE Steering Committee
Part 2
Boston Park Plaza Hotel
November 9, 2002

(These are rough notes from the Chair's recollection. These will be supplanted when better notes become available.)

Attendees: (See Nov 6 list) Voting members in attendance were Jim Roberts (Ed Soc), Ted Batchman (Ed Soc), David Kerns (Ed Soc), Jane Prey (CS), Ann Gates (CS), Stephen Seidman (CS), Mike Pavelich (ERM), Bill Oakes (ERM), Tim Skvarenina (ERM).

Introductions: The approximately 25 folks in attendance introduced themselves and enjoyed a few laughs.

Carry-over Items:

FIE2004 Joe Hughs reports that the hotel contract has been signed, rest is on hold pending motions outcome (see below).

FIE 2002: John Orr brought the group up to date on the number of attendees (625 total registered with 532 full registrations). Reported no problems of note. Other commended the quality of the meeting and its organization.

FIE 2003: A Program Co-chair change: Alisha Waller to be Special Sessions Co-chair while Cindy Finelli will become ASEE-ERM Program Co-chair

Dasher Committee: Discussed the concerns of the current system, which led to no winner last year. The group brainstormed possible procedure changes. None could be found that didn't overload the committee with work. We will continue procedurally as we did last year, but try for about 25 nominated papers from the Program Co-chairs. Mike Pavelich and Dan Moore will get with Charlie Yokomoto to recap history, concerns of past Dasher Committees and clear criteria for the website. They will report to the group in June, 2003. Jim Slice (Oklahoma) has the system running well for FIE2002.

New Items:

JEE – Joe Hughes said that the editor of JEE may have concerns about the relationship between journal and papers from FIE – Joe is to check that out and report.

Faculty Fellows – Russ Meier reports that 62 submissions, 40 actually eligible, 8 selected. Are within one year of PhD or 2 years on first job. Recap of process: lots of work, papers went thru regular review process, this year had a second review – too much work, suggestion: just do the vita review. 8 of 10 from last year here at FIE2002, 4 from year before still here this year. Funding: this year Verizon donate \$5000 to program (John Orr says it is an easy sell),

Future Sites:

Mike Pavelich reported that Magdy Iskander has withdrawn his proposed bid to host FIE2006. The Main problem was that too many other engineering conferences were scheduled for Hawaii around that time.

The group brainstormed possibilities for 2006 and 2007 by discussing ideas in pairs and then reporting. The main points that came out were:

- > We haven't had anything on the west coast for several years; there is a need for that. Several groups came to this conclusion and several west coast cities were suggested, but no sponsoring schools were identified.
- > We can do without a proactive sponsoring school. We can choose a site and have someone like Dan Budny run the main part of the organizing with a local Co-Chair and sponsoring college.
- > Bill Oakes reported that Morgan St has discussed the possibility of bidding for 2007 or 08. He will keep in touch with them.
- > Russ Meier reported that Milwaukee might be interested in hosting in the future, but not by 2006.

Mike Pavelich will continue to work with these folks and others to see if we can set up 2006 and 2007 within the next year. Jane Prey, Dan Budny and Mike Pavelich will explore the "choose a west coast site and find a sponsoring school" approach.

Executive Session (Included all voting members plus Jerry Engel and Joe Hughs)

Motion #2: J.Hughs moved that Mary Heberling and KUCE be approved to manage FIE 2004. The motion was seconded, discussed and passed unanimously. He then moved that Dan Budny be approved to manage the review web site and publications for FIE 2004. The motion was seconded, discussed and passed unanimously.

Motion #3: B. Oakes moved that Mary Heberling and KUCE be approved to manage FIE 2004 and that Dan Budny be approved to manage the review web site and publications for FIE 2004. The motion was seconded, discussed and passed unanimously.

Motion #4: M. Pavelich moved that he be empowered by the Committee to discuss with Mary Heberling (KUCE), Dan Budny and IEE-CS their desire to, costs required and concerns about managing their respective parts of FIE through 2007. The idea was to put in place a tried team of managers to stabilize that aspect of the Conference. Pavelich would report his finding to the Committee in June, 2003. None of his discussions would bind the Committee. The motion was seconded, discussed and passed unanimously.

MOU: The Executive Committee with Jerry Engel proceeded with its paragraph-by-paragraph discussion and changes to the drat MOU. These changes can be seen in the final version of the MOU given below.

This final version was approved unanimously.

Co-sponsor representatives are to take this back to their respective organizations and begin the process of getting the MOU signed. Reports of progress are expected in June, 2003; signings are expected by November 2003.

Respectfully Submitted

Jane Prey
February 6, 2003

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**MEMORANDUM OF UNDERSTANDING
between the IEEE Education Society,
the Educational Research and Methods Division of
the American Society for Engineering Education, and
the IEEE Computer Society**

By this memorandum, the IEEE Education Society (IEEE-ES), the Educational Research and Methods Division of the American Society for Engineering Education (ASEE-ERM), and the IEEE Computer Society (IEEE-CS), hereinafter referred to as the "Cosponsors" agree to cosponsor an annual conference to be known as Frontiers in Education (FIE) subject to the following conditions.

I. Financial Sponsorship

A. Each Cosponsor will assume one third (33.33%) of the legal and financial liability for FIE. All surplus accrued from the successful operation of FIE will be returned to the Cosponsors after repayment of advance loans. Should losses occur, making full recovery of the advance loans by the Cosponsors impossible, partial recovery will be made by prorating the loss against the advances in proportion to the percentage of Cosponsor contribution to the total advance.

B. For budgetary purposes, FIE will prepare a budget that includes a minimum two (2) percent surplus and ten (10) percent contingency. These percentages will be of the budgeted expenses excluding

social function expenses. The budget will be reviewed by the Steering Committee and forwarded to the Administrative Cosponsor for approval (see Section III).

C. The Cosponsors will receive a final financial report from the FIE General Chair no later than four (4) months after the conference. The Cosponsors will receive their share of surplus funds or will cover a loss in accordance with the terms noted in Section I.A no later than thirty (30) days after the submission of FIE's final report.

D. The Cosponsors share equally ownership rights to FIE.

II. Ownership of Intellectual Property

The proceedings will carry the names, logos, and addresses of the cosponsors, IEEE, and ASEE as required. The copyright for FIE proceedings will be held by the IEEE. The cosponsors, IEEE, and ASEE reserve the right to include the FIE proceedings in their respective digital libraries each year. The proceedings publisher is required to forward the intellectual property to ASEE Press, the IEEE Press and the IEEE-CS Press as requested.

III. Responsibilities

Executive: The FIE Steering Committee will perform general conference oversight such as selection of chairs for Conference Committees for each conference and selection of conference locations. The Steering Committee will obtain, through open solicitations, proposals for: conference locations, names of individuals who are suitable to serve as General Chair(s), names of individuals who are suitable to serve as Program Chair(s), and multi-year contracts for services necessary to run the conference.

Management: The Conference Committee for each conference will be responsible for compliance with IEEE and ASEE policies and for the development and marketing of the conference. Cosponsors will each be represented on the Conference Committee. Except as covered by multi-year contracts for services, the FIE Steering Committee and each Conference Committee may select and recommend one or more of the cosponsors or another entity as a vendor to implement specific elements of management responsibility such as publication services, registration, marketing, or local arrangements.

One of the Cosponsors must sign contracts with hotels and vendors specifying their responsibilities, conditions, and compensation. This Cosponsor will be termed the Administrative Cosponsor for a conference. The Steering Committee will name the Administrative Cosponsor for each conference at the time that the site for that conference is approved. Compensation received by the Administrative Cosponsor for such tasks will be in addition to any other payments specified in this MOU. Contracts signed by the Administrative Cosponsor are binding on all Cosponsors as indicated in Section I-A. In the case where the Administrative Cosponsor is also a vendor of the conference, another Cosponsor will sign the Administrative Cosponsor's vendor contract.

The Steering Committee, working with the Conference Committees, is responsible for evaluating the performance of contractors and recommending specific contracts for approval by the Administrative Cosponsor of each conference. The Conference Committee for each particular conference will establish a banking account and may obtain loans from the Cosponsors. Such financial arrangements must be in compliance with the policies of the Administrative Cosponsor. The Conference Committee will prepare the conference budget using a form approved by the Administrative Cosponsor and will submit that budget to the Steering Committee for review and recommendation.

IV. Dissolving the Relationship

This MOU will be in force from the date of signing. The relationship may be dissolved by any Cosponsor after giving the other Cosponsors notice in writing no later than twelve (12) months prior to the next conference date. If this occurs, the remaining parties will assume equal financial, legal and managerial responsibility for FIE. However, the departing Cosponsor will remain liable for losses incurred by conferences whose contracts were signed while that Cosponsor was active. The amount of liability will be calculated from profits and losses incurred by all such conferences in accordance with the 33.33% provision. The departing Cosponsor will make all reasonable efforts to transfer all conference-related materials under its control (such as accounting materials) to the remaining Cosponsors.

Accepted By:

The Institute of Electrical and
Electronic Engineers, Incorporated
through its IEEE Education Society

Educational Research and Methods
Division of the American Society for
Engineering Education

Authorized Signature

Authorized Signature

Name

Name

Title

Title

Date

Date

The Institute of Electrical and
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