

FIE Steering Committee Meeting
Wednesday, Nov 5, 2003
Boulder, Colorado

6:30 pm

Attendees:

Mike Pavelich, Jim Avery, Steve Seidman, Ted Batchman, Manuel Castro, Jane Prey, Dan Moore, Bill Oakes, Mary Heberling, Joe Hughes, P.K. Imbrie, Bob Hofinger, Melany Ciampi, Melinda Picket-May, Tim Skvarenina, Cindy Finelli, Jeff Froyd, Dan Moore, Dan Litynski, Dan Budny, John Orr

Introductions:

Mike Pavelich welcomed the group and introductions of all present were made.

The discussion of international sites for FIE was added to the agenda.

The discussion of NAE-CASEE involvement with FIE was moved to the beginning of the meeting

CASEE:

Norman Fortenberry from the Center for the Advancement of Scholarship on Engineering Education from the NAE spoke to the group expressing his interest in having the NAE become a co-sponsor of FIE.

- The goal of the CASEE at NAE is to engage in dialogue and activities with as many stakeholders as possible; the attendees to FIE are exactly the group that is appropriate to the mission of CASEE
- Norman envisioned an annual meeting/workshop for the fellows of CASEE. Norman would like to hold this workshop annually at FIE. The goals of the workshop would involve the NAE fellows who would present current research (not only engineering) and how it may apply to CASEE
- Norman is not interested in making money as part of the sponsorship. Melinda suggested perhaps in the case of a profit, the NAE would sponsor the FIE faculty fellows
- The NAE workshop would be the day prior to the conference
- Norman wants to be a sponsor not a corporate affiliate

Conference Reports:

2003 Boulder: (Melinda Picket-May)

- There are approximately 584 full registrations which translates into approximately- 660 total
- HP brought about 100 people for their symposium which was held on Wednesday. As part of their program, they paid for any of their attendees to stay for FIE
- Microsoft funded this year's faculty fellows (10); for this, they have been provided space to conduct various workshops all day Thursday.
- we are having more vendor workshops and BOFs
- Jim Avery has set up a new evaluation form which will eliminate much of the paperwork involved with evaluation. Each form is pre-set with the name of the session, paper title and author. Reviewers need only to fill out the ratings. The forms will be scanned and tabulated automatically. We may want to use it next year for paper awards; there will be a full report at Utah meeting

2004 Savannah: (Joe Hughes)

- A draft budget was examined. It was based on 2002 numbers. The administrative costs have gone up significantly (KU costs, Computer Society administrative fee, etc)
- Joe raised concerns about the Computer Society fees which include a set of services which we are not using. It should be noted that many of the services the CS does for the conference were free in previous years but now require payment.

- There will be a loss of income from the computer societies not purchasing proceedings any longer.
We are not losing money, just not making any from this anymore.
- Program schedule will include one less lunch and more free time during the day so people can enjoy Savannah
- Hotels have limited session rooms (sufficient, but not abundant). Also, they are not affiliated with the convention center so ability to add sessions will not be easy
- Program co-chairs:
 - Dan Moore ERM
 - Neal Coulter CS
 - Tim Skvarenina ES
- Other activity Chairs carry over (Hofinger, Meier, Jones, Budny, Litynski)

2005 Indianapolis: (Bill Oakes)

- All things are going well.
- The draft budget exists
- There are discussions with HP about some kind of thematic session in trade for HP sponsorship

Action item: need edu society and computer society program chairs

FIE-JEE Collaboration Reports:

Background: best Dasher papers would be included in a special edition for JEE. Jack Lohmann (editor of JEE) would like to see JEE be much more research focused. The Dasher papers are not necessarily a direct/easy fit into the JEE model.

2001: Ted reported that of the 10 FIE papers submitted, Jack expressed interest in only 2 (which would be publishable with extensive revisions.) Ted has talked with these authors who did not express any interest in doing this.

2002: John Orr reported that 8 manuscripts were submitted to Jack; John contacted the authors of JEE's interest with the understanding that these papers would be reviewed as if they were direct submissions to JEE. John will contact Jack to check on status

2003: no contact with Jack

2004: Joe has talked with Jack; both believe that there is a long-term relationship that can be built between JEE and FIE Dasher papers.

Discussion included:

- Possibility of sending Dasher papers to/developing relationship with "IEEE Transactions on Education"
- Belief that there is a different mission between JEE and FIE papers
- JEE is not interested in doing a special edition for FIE papers
- Can we do early identification of candidate papers so that papers unsuitable for JEE are not submitted?
- Jack indicated a JEE associated editor could assigned to work with the FIE papers. Joe would like to try this for 2004.
- Steve: do we want to be the pre-screen for JEE? Our best don't seem to be what JEE wants.
- Dan Bundy: we are currently getting 10,000 hits a month to the FIE clearing house website so why do we want to do this extra work?

- Dan Moore: this would be an impossible task to add to the program co-chairs' job
- PK: why not just sent list of Dasher papers to JEE?
- Ted: papers are already copyrighted – to do another paper requires authors to do extra effort
- Dan Moore: let authors know about the 3 different journals for them to submit further work to and not continue the formal relationship with JEE
- Ted moved to sever the formal relationship with JEE
- Steve amended that it was not a formal relationship

Motion was tabled until Saturday

Draft Contract with Budny:

Discussion of the contract revealed some questions that need clarification. Revisions need to include details about expenses. Should this be a contract or an MOU?

Mary will submit this to IEEE CS for inclusion into official conference documents

The official version of this document can be modeled on the one we have with KU/Mary.

Vote tabled to Saturday.

Other reports:

Web-site and paper reviews: (Dan Budny)

- Everything is running fine. The only problem is how we want to handle Dasher award, voting, papers, score compiling.
- Do we want the names of reviewers be kept as a database or do we want to ask them to reregister for the next year?
- There are several places on the web site for the conference (Dan) and the web site for registration (Mary) that had separate but supposedly identical information. This was a problem in keeping both locations current.
- Changes to 2004 web site for paper submissions will require authors pick between the different types of papers (WIP, full, etc) before submission.

Action item: For next year Dan and Mary will work together to keep only one source for the information and have the other site just point the location.

Awards: (Dan Litynski)

- This is Dan's first year. In the future, he will get information to Mary earlier. There were some miscommunications which were all taken care of.
- Dan B: what awards are actually FIE awards?

Action item: Dan B and Dan L will get together and make a list of the appropriate awards

Exhibits: (Bob Hofinger)

- There are 19 exhibitors plus one space for next FIE. The exhibit hall is full.
- We will receive almost \$36,000 income from this.
- Six exhibitors workshop to be presented

Action item: Bob H will check out the number of attendees at these workshops

FIE costs: (Mike Pavelich)

presentation postponed

Discussions

International site for FIE conference

- If we go out of North America, can we draw as well? can we draw local academics to make up the difference?
- What's in it for FIE?
- Will it build a bigger base for us?
- Is it that we do something that the world should know about?
- What is the vision for FIE?
- An alternative: FIE special meeting
- IGIP could be co-sponsor/European leader for conference
- ASEE has fall colloquium outside of the US
- How large do we want to get? The bigger we are the harder it is to find appropriate venues
- PK: motion to appoint subcommittee to develop vision; vote tabled.

Adjoined: 8:30 pm

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Saturday, Nov 8, 2003, 8:00 am

New Attendees: Jim Sherman, Jerry Engel, John Orr, Russ Meier, Susan Lord, Charlie Yokomoto, Ann Sobel.

Introductions:

Mike welcomed committee and reviewed agenda for this session.

Attendees introduced themselves.

Steve Siedman reported that Ann Sorbel would be his replacement on the Str Cmt.

Mike reviewed the reports and ideas from Wednesday night's meeting. Votes will be taken this morning.

JEE relationship - further reports

2002: John Orr reported the reviews of the 8 papers the committee recommended, JEE believes 4 were eligible for publication. There will still need to be rework involved by the authors to get the papers into JEE format.

2001: Ted Batchman spoke to one of the author who did go thru the process. Report was that author was not happy with the process and did not know if he thought it was worth doing.

Conference Reports:

2002 Boston (John Orr)

- Minor revision of final reports figures. 398 published papers, 643 total registrants, and \$65,800 surplus distributed to Co-sponsors.

2003 Boulder: (Jim Sherman)

- Total attendance is 677 attendees – new record.
- Tours have been very successful.
- Special session one hr might be better, perhaps there should be some kind of summary materials, nothing more than workshops, maybe there are not 15 innovative things, maybe 2 or 3 sessions would be sufficient.
- Workshop attendance has increased. What about holding workshop during the regular sessions?
- HP session was successful. We hope they will do it again. They brought about 76 attendees and 21 staff. Attendees paid regular fees.

2004 Savannah: (Joe Hughes)

- Program book: should we include ads? Exhibitors?
- We need to define the different levels of affiliation.
- Do we want to develop long-term agreement with outside recurring sponsoring groups?
- Do past program chairs need to be involved in Jan meeting. (Not necessary – this is the choice of the current year general chair.)
- 2004 budget – no changes from Wed

Action item: Bob H, Mary, Joe and 05 chairs will make straw man version of proposal to up price to exhibitors and give them a half page ad in the Program. This will be submitted to Mike. Mike will distribute to committee.

Future Sites:

2006 San Diego:

- Ted reported that David Hayhurst has agreed to host FIE in San Diego.
- Mary sent out rfp. 4 responses: Hyatt Islanda has dates, Sheraton had Sat to Wed dates available; she will take a look to at all those who submitted bids.
- Board is willing have meeting in the Sat-Wed time slot.

Motion: Should Mary and D. Hayhurst commit us to a San Diego hotel if they like it?
Passed with one abstention

Action item: Dan: will check on Washington for 2005 and 2008

2007 Milwaukee: Russ Meier

- Choice of dates: Oct 10-13 or Oct 17-20, 2007 in downtown Milwaukee
- Milwaukee School of Engineering has committed to the conference – will flextime Russ as we get closer to the conference
- Can also use convention center but cost for using the CC would be an addition to the conference. The hotel can probably hold meeting
- Showed a video of Milwaukee highlights

Motion : That Milwaukee be approved for 2007 with Russ Meier as General Chair.
Passed with one abstention.

Executive Session

Entered into at 9:10 w/ Engel, Sherman, Hughes, Yokomoto attending by invitation

JEE relationship

- Joe: has JEE policy of relationship of JEE with conferences, is as reported Wed.
- Interest expressed from Transactions of the IEEE
- Tim: Edu society has had bad experience getting conference papers included in publications
- Charlie: why not publish own
- May be too burdensome a task given JEE's need for high end research publications.

Motion: That FIE sever its formal relationship with JEE providing for a "Best FIE Papers" issue. This is done with thanks to JEE for several years of welcome cooperation and understanding that JEE and FIE now have different goals.

Passed unanimously.

NAE relationship

- Jerry : NAE co-sponsorship very valuable, but is co-sponsorship the right way?
- Ted: talked with David Kerns - we should pursue this and work on MOU or some type of relationship – don't know that sponsorship is the right way.
- Jerry: form a committee in conjunction with the leadership of the 3 sponsoring societies
- Charlie: need to determine what the value is to us/FIE
- Joe: Norman can bring in a workshop on Wed for 2004

Action item: Mike will contact Co-sponsor Heads to get one member from each of the societies to form a committee to explore the relationship

Contract with Goranka and Dan

- 2003 costs: \$18,700 services plus manufacturing expenses
- Computer society will sign
- Contract 2003 to 2007

Motion: Mike takes to computer society to write up as a contract per our MOU.

Passed unanimously.

International site for FIE

- Jerry: difficulties include financial issues
- Ted: what about exploring something closer – Mexico/Canada
- Charlie: what do we do with corporate affiliates?
- Joe: international is not one place; what is the interest of the organizational help?
- P.K. We need to address questions: what is our vision? what is the implication to the organizational structure?

Motion: to set up subcommittee to develop a visions for FIE, thinking in particular with respect to such things as international cooperation, relationship with NAE.

Passed unanimously.

Subcommittee volunteers: P.K. Imbrie, Jane Prey, Tim Skvarenina

Motion: FIE Str Cmt will not consider any further motions on international site for FIE until we have adopted a vision statement for FIE.

Passed unanimously.

Other discussion:

Computer society ready to sign MOU

Action item: Jane: contact Carl Chang to designate who will to be chair of FIE steering committee, June 2004 to June 2006. Mike: contact David Kerns of Ed Soc to designate a secretary for June 2004 to June 2006.

Adjourned 9:50 am.

Respectfully submitted,

Jane Prey, Nov 12, 2003