

Minutes of their Steering Committee Meeting

Sunday, June 22, 2003

Nashville, TN

Attendees: Jim Avery (2003 co-general chair), Ted Batchman (IEEE-ES), Dan Bundy (web and proceedings), Mary Heberling (KU Continuing Education), Joseph Hughes (2004 general chair), Eric Soulsby (ASEE ERM Chair), Mike Pavelich (chair), Jane Prey (IEEE-CS), Stephen Seidman (IEEE-CS), Bill Oakes (ERM 2005), Jim Roberts (IEEE-ES), Tim Skvarenina (ASEE-ERM), Dave Voltmer (2005 co-general chair), Charlie Yokomoto (2005 co-general chair), Jack Lohmann (JEE).

Preliminaries

Folks introduced themselves, added money issues to agenda, Minutes of November, 2002 in Boston were approved.

Conference reports

Boston:

Mary distributed final report sent to IEEE-CS. 398 papers made the Proceedings, 14 workshops with an average attendance of seven were held, 24 exhibitors were present. Net surplus was \$65,807 that was distributed back to the sponsoring societies. Evaluations of the FIE by participants were positive. Mary circulated summary of comments.

Boulder:

Jim Avery reported or began discussion of the following

1. IEEE CS apparently wants one-third of 14% of non-social fees/total expenses for this year.
2. Last night program co-chairs sorted papers, sessions, etc. One track of panels, one track of special sessions. Reception at ITL lab. (20 min bus ride from hotel)
3. Concerns: number of attendees.
4. HP would like to bring 100 HP education people to the conference but wanted a discount. Decision was made by Pavelich and Avery to allow a \$100 per HP attendee reduction.
5. Concern about meeting the number of room nights was discussed. Mary indicated that we did not have a minimum room night requirement.
6. Discussion about how to evaluate the special sessions. How to best approach problem. Mike will work on this.

Savannah:

Joe Hughes reported or began discussion of the following

1. Lollipops, tent cards, call were handed out.
2. Conference update handed out
3. Use of title "Interactive Sessions" rather than "Special Sessions" is being contemplated
4. Walked-through of conference update handout
 - need for ERM program co-chair as Dan Moore may want out of that task.
 - workshop schedule will change due to the flight schedules for attendees. Joe is thinking about some new models for workshops on Wednesday

- not having a Keynote speaker (space, time issues – not decided)
- lunch dessert will be in the exhibit hall – Thursday
- riverboat dinner cruise (about 2 hours) – Thursday
- Friday lunch on own
- Thinking about offering Fri night extra Ghost Walk
- Variable time slot length, e.g. 2 hours, 1 ½ hours, etc.
- Concern about budget because of extra fees showing up
- Concern about a falloff in attendance.
- Concern about KU Continuing Ed. costs going up
- Concern about having a full breakfast vs. continental
- Do continuing conference surpluses represent a contradiction with worrying about tight budgets?
- Assuming 525 (450 paid) base attendance, but represents a deficit at this point.
- No able to put in corporate sponsorships until have letter in hand.
- Where/when are we going to do the events/food/level?

Indianapolis:

Bill Oakes, Charlie Yokomoto, Dave Voltmer reported:

1. Contracts signed with hotel, Mary, Dan
2. Can we do totally wireless sessions? or have broadband available? suggest talking with HP
3. Possibility of joint with mobility conference
4. Hotel rooms are about at max
5. Discussed that filling conference committee positions is up to the general chairs.

Discussion of future sites

Mike reported that no offers had been received for 2006. Although Kingston, Canada had expressed an early interest, they have decided not to go forward. Milwaukee wants to do 2007. Mike also reported that ASEE is interested in managing future FIEs

2007 – Russ Meier, Milwaukee School of Engineering

FIE 2005 is in Indianapolis, ASEE 2006 is in Chicago, is this a problem? None were brought up with any strength.

Russ will need to get us a formal proposal, hopefully by FIE 2003

2006 – Dan Budny volunteered to do a California meeting

Is there a conflict?? are we departing from our traditions too much?? There was general agreement to try our best to stay with a local, volunteer, General Chair.

Mike will talk with Anne Marie Kelly (IEEE CS) about what they can do with hotel bids.

Ted Batchman will look into/talk with the Dean at San Diego State

Bill Oakes reported that Gene DeLoatch – (Morgan State) could be interested in doing Baltimore soon

Awards

Dan Litynski is now the awards chair. David Kerns reported in absentia that information is being transferred and that “everything is okay.”

Dasher Award Committee

- Society Repes are to check on their representative for the Dasher Award committee
- Two people from each society for Boulder is best, but one is a must
- Send name of person to Mike Pavelich by July 15
- Chair is someone from IEEE Ed Society

Exhibits

Mary reported that Bob Hofinger is doing his usual fine job of recruiting and working with exhibitors. Booth commitments seem to be going along fine for Boulder. There will be a room for exhibitors to do presentations on Thursday. NCIIA sponsored breaks last year – might look for one this year.

Website and paper reviews

> Everything is working well – Goronka has been very responsive to requests of Program Chairs
 Charlie: could Goronka send out email reminders of deadlines?
 Dan: there is already an automated system for reminding people. Protocol based on requests of the general chairs/conference needs

> History of awards is not quite up to date
 Mary will send Dan a copy of the awards brochure

> 1996 proceedings are on-line. How are we going to pay for it?

Motion #1: If the 2003 conference has a surplus of at least \$3,000, Dan will submit a bill for the 1996 proceedings on-line work for \$3,000. Motion approved.

> Dan will put the history of all proceedings on line – will let us know how much. It should be around the same am of money as the 1996 work.

MOU signings

Mike reported that Barbara Olds presented MOU to ASEE Board. They approved of it ‘in concept’ but they are not signing until their find a way to have ERM Division alone cover the ASEE-ERM shortfall liability. They do not want ERM to foist liability on ASEE as a whole.

Do we need MOU signed? Discussion seemed to indicate yes. Society Reps will look into signing of MOU. Deadline: 1 year for next discussion to decide if we sign or can live without signing.

FIE Cost Increases

IEEE CS wants to separate out the cost of doing their administrative Co-Sponsor work from the surplus. IEEE will now only pay "costs" for paper proceedings, not all charges for proceedings work-up, web site. Mary/KUCE expenses are also going up. The first two may result in the following

1. A new 4.66% fee from IEEE CS, or about \$8,000
2. A real cost of \$12,000 to \$17,000 to the conference for web site and Proceedings

Points brought out:

- > Idea: if everyone has same contract with same percentages, etc then everything is still the same.
- > Does this happen even if we don't use them? Mike will find out legal, etc answers. IEEE CS will be doing the next 3 meetings anyway so we have time to find out.
- > Pub cost change effects ERM much more than IEEE-ED Soc or IEEE-CS because they were docked for the Pub Bill and reimbursed only partially from sales.

Discussion and Decisions

Future sites

1. Bill Oakes will push Baltimore people for commitments on timing.
2. Ted Batchman will talk with San Diego people
3. Mike will talk with Russ for '07 – formal proposal at fall meeting
4. Mary will gather names of people from CA to Mike and Ted to use in talking with folks
5. General chairs should be asking at every FIE conference for future site volunteers

(Dan reiterated that he and Teresa could do '06 via American University with conference in DC)

JEE Publishing of best papers from conference

1. Jack Lohmann Presentation

- establishing a better process for passing along papers from FIE to JDE
- 2001 are still not published
- 6 month lead time needed
- 2001 papers probably won't come out until 2004
- looks bad
- how can we do 2003 papers in 2004?
- Currently program chairs identify papers – Jack needs to know who they are so he can work more closely with them to speed up the process
- more interaction/connection with how papers are selected
- how to do?
- Publication rate is 16% in JEE
- JEE has own editorial board
- Can we let people know that JEE is a possibility? Promotion issue for both sides

2. General discussion:

- how can we re-formulate this relationship
- Ted: copyright issue – lots of time involved in getting authors to change paper enough to avoid this issue
- There are actually 2 different papers, not one
- Originally the intent was that the best papers were printed in JEE.
- Dasher award – best written and presentation
- JEE is interested in best paper in RESEARCH, not just best paper.
- JEE hopes/targets 8-10 papers from FIE
- How to couple and de-couple FIE papers for JEE

- In '97 – '00 the general chair became the editor for that whole issue of JEE
- How does computer science fit into the engineering education model?
- Does JEE see its mandate as a broad to include computer science

Action item #1: Jack will go to his editorial board and make decision about what they want from FIE. He and Joe will work on 2004 articles from FIE on that basis to see how they match JEE and FIE needs. Jack will communicate with Mike about the results of the meeting of the JEE board.

Final Ideas Expressed

1. Mike was to negotiate with Dan and Mary for work through 2007. Currently, Mary/KU is going year to year and happy to continue this way. Dan and Mike will work out a contract that will be brought to the Steering Committee.

2. Key issue: get 2006 in place by Fall, 2003

3. FIE costs

- Need to think about the \$5000 loan from 3 societies and how the taxes are done and returned.
- What's wrong with holding back \$15,K of the surplus and rolling over to the next meeting?
- We need clarification of budget issues.

Action Item #2

Jim/Mary/Mike will look into the details for the IEEE CS costs, implication of rolling over the loan, etc. How should the conference manage its money? Who is charging what and why and how competitive is it? Joe will send list of budget issues to Mike for investigation.

Respectfully Submitted

Jane Prey
June 28, 2003