

**Minutes of the FIE Steering Committee**  
Kansas City, MO

**Part 1: October 18, 2000**

**Attendance**\* : Jim Avery, Ted Batchman, **Dan Budny (ERM)**, Trond Clausen, Gerald Engel, **Ann Gates (CS)**, Mary Heberling, Robert Herrick, Robert Hofinger, **David Kerns (ES)**, **Sherra Kerns (ES)**, Russell Meier, **Ronald Miller (ERM)**, Dan Moore, Barbara Olds, Michael Pavelich, Melinda Piket-May, **James Roberts (ES)**, **Steve Seidman (CS)**, **Larry Shuman (ERM)**, Tim Skvarenina, David Soldan, Ric Vaz.

The meeting was called to order at 6:35 pm by Sherra Kerns, Chair. The following items were discussed:

1. Jim Roberts presented a special award to Dan Budny for his leadership of FIE '99 (Puerto Rico)
2. **The minutes** of the June 18, 2000 meeting in St. Louis were approved as written.
3. **Conference reports 1:**
  - a. **Puerto Rico (1999):** Dan Budny reported that there were 707 registered attendees; The conference ended with a surplus of \$40,094 that will be divided among the three societies.

Sherra Kerns requested that the treasurers of the three societies acknowledge receipt of the checks for their share of the surplus.

The FIE website was discussed; it was agreed that it will remain at the University of Pittsburgh for the time being; Dan Budny and Larry Shuman will update the website.

Dan Budny raised two problems that should be addressed. The first problem has been the number of papers that were inappropriately formatted when submitted. After discussion, it was moved and passed that:

Papers must conform to FIE standards in order to be published on the CDrom.

The second problem has been the number of papers submitted without a signed copyright release form. As a result, Chair Kerns appointed a committee consisting of Dan Budny, Jim Avery, Mike Pavelich, and Ann Gates to review the current standards and policy on copyright forms and provide a recommendation for the Steering Committee by January 15, 2001.

- b. **Kansas City (2000):** Jim Roberts reported that there were 370 advanced registrations for the Conference. He will not know until Saturday how the Conference will turn out financially. Mike Pavelich noted that there will be a special session on the history of FIE.

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\* Bold indicates Steering Committee member

- c. **Reno (2001):** Ted Batchman reported that the call for papers is out. He is currently culling down a mailing list. A budget was distributed based upon 486 attendees.
  - d. **Boston (2002):** Ric Vaz noted that planning for the conference is moving along. The Conference will be at the Park Plaza; the room rate will be \$122 per night.
  - e. **Colorado (2003):** Jim Avery noted that the Conference will actually be in Westminster. Two Program Chairs have been appointed – Steve Seidman (Computer Society) and Alicia Waller (ERM). The Conference will be at the Westin Hotel. While the Conference will be able to have the entire hotel, there may be a problem due to the limited number of rooms available. Alternative arrangements for additional rooms are being considered.
  - f. **FIE 2004:** no site has been selected. Chair Kerns appointed Dan Moore, Jerry Engel and Larry Shuman as a site selection committee with the charge of finding potential sites for FIE 2004, 2005 and 2006.
  - g. **International Conferences** – ICEE 2000 was held in Taiwan with over 250 people in attendance. Trond Clausen reported on ICEE 2001 which will be held in Oslo, Norway; 2002 will be held in Valencia.
4. **Administrative Service Contracts:** Jerry Engle reported that the IEEE Central Office must now sign off on all contracts exceeding \$25,000 unless the Conference is co-sponsored. This condition will continue to provide flexibility to the FIE Conference Chair. The Computer Society is still willing to do the hotel contract. After discussion, it was moved and passed that the Computer Society, IEEE or ASEE must sign the contract unless the Steering Committee approves an alternative arrangement.
  5. A policy manual is being developed by Russ Meier and David Soldan. A report will be provided by the Albuquerque ASEE meeting.
  6. **Conference Logo:** Following discussion, it was agreed that the Conference logo will include the letters FIE with the year underneath. The logo would be augmented each year with something underneath the letters and date that was indicative of the location.
  7. **Awards Policy:** It was agreed that the most recent past Conference chair would receive an award from the Steering Committee.
  8. **Publications:** It was agreed that 1000 CDs would be produced. The extra CDs will be distributed to engineering deans. Jim Roberts will distribute CDs from this year's Conference to the engineering deans.
  9. **Exhibits:** Bob Hofinger reported that there are 23 exhibitors at this year's Conference. They will generate approximately \$35,000 in revenue.
  10. **Sponsors:** Ted Batchman raised the problem of continuity of sponsors. The Steering Committee needs to look at the entire issue of sponsorship.
  11. **Website:** Jim Avery requested that the FIE website be registered and a permanent address established. Tim Skvarenina and Jerry Engel agreed to develop a permanent address that would be transparent.
  12. **New Faculty Fellows:** Russ Meier reported that 25 candidates originally applied, of which 16 submitted papers, and 8 were selected. It was moved and passed that the prospective Fellows' papers will be due the same time that the Conference papers will

be due. Each New Faculty Fellow will receive an award of \$1,000 for meeting expenses.

13. **ASEE Meeting:** The FIE Steering Committee is supposed to meet on June 24 in Albuquerque. However, Chair Kerns has a conflict with the ASEE Board Meeting. This will be discussed at the follow-up Steering Committee on October 22, 2000.
14. **Adjournment:** The meeting was recessed at 9:25 pm.

## **Part 2: October 21, 2000**

**Attendance:** James Avery, Ted Batchman, Jerry Engel, **Ann Gates (CS)**, Robert Hofinger, **Sherra Kerns (ES)**, Russ Meier, Barbara Olds, Melinda Picket-May, **Ron Miller (ERM)**, Dan Moore, John, Orr, Larry Richards, **James Roberts (ES)**, Victor Schmitz, **Steve Seidman (CS)**, **Larry Shuman (ERM)**, Tim Skvarenina, David Soldan,

The meeting was called to order at 3:20 pm. The following items were discussed:

### **15. Conference Reports 2:**

- a. **Colorado (2003):** Program chairs were announced – Tim Skvarenina (ES), Alisha Waller (ERM) and Steve Seidman (CS).
- b. **Boston (2002):** John Orr reported that Russ Meier will continue as New Faculty Fellow Chair; P.K. Imbrie will serve as ERM Program Chair.
- c. **Reno (2001):** Ted Batchman reported that the planning committee will meet on January 19 – 20, 2001. He asked about moving the Awards Banquet to Friday. The consensus of the Steering Committee was to keep the Banquet on Saturday evening.

Exhibit space was discussed. It was felt that 175 to 200 sq. ft. per booth was needed. It was agreed that the exhibits worked great at Kansas City. The representation of books was discussed. It was proposed that there be more books focused on topical areas of interests to attendees; there should also be more books on education displayed. It was also recommended to have books by the plenary speakers on display.

- d. **Kansas City (2000):** Jim Roberts reported that there were 386 regular registrations (including 272 early and 38 late); there were 24 exhibits; 477 total attendees. It was suggested to couple student registration with faculty.

Al Moye is considering being Sponsors Chair for the Conferences.

Chair Kerns appointed a committee to develop a list of elements for the Conference. The Committee consists of Jim Avery, Melinda Picket-May, Larry Shuman, Dan Moore, Jerry Engle and Sherra Kerns (ex officio).

- e. **Brazil Meeting:** A meeting in Brazil was proposed. There were mixed feelings concerning this. The risk of going off-shore is high; would this be a spin-off group in the summer? An add-on to another conference? For example, could this

consist of a series of workshops that would be held in Brazil in conjunction with another Conference? Nothing was agreed to.

16. **Publications:** Ted Batchman reported that the cost of producing the CD was \$17,000. The problem with copyrights was addressed. It was agreed that the role and responsibility of Dan Budny as Publications Chair had to be spelled out. The General Conference Chair is responsible for releasing papers for publication, not the Publication Chair. It was agreed that:
- a. A contract between FIE and the service provider (publications) for the proceedings be signed.
  - b. The General Chair will be responsible for obtaining all copyright releases.
  - c. Proposing to contract with a member of the Steering Committee or ASEE Board may be a problem.

David Soldan will examine old minutes to see what, if anything, had been decided concerning such a contract. It was suggested that he check with Don Evans about any contract that FIE 98 may have had with Dan Budny.

17. **Paper on Web.** Larry Richards requested that the 1996 Conference Papers (Salt Lake City) be posted on the web. It was noted that this is up to the Education Society. David Kerns and Ted Batchman will resolve this issue.
18. **ASEE Meeting:** It was agreed to hold the ASEE meeting at the regular time, Sunday morning, June 24, 2002, from 9:00 am until 4:00 pm with a one hour break. Jerry Engel will chair the meeting since Sherra Kerns will be attending the ASEE Board Meeting.

Respectfully submitted, Larry Shuman (Secretary)

#### **FIE Steering Committee Membership**

##### **ERM**

Larry Shuman (01)

Ron Miller (02)

Dan Budny (03)

#### **IEEE Education Society**

Sherra Kerns

David Kerns

Jim Roberts

#### **IEEE Computer Society**

Ann Gates

Steve Seidman

Jane Prey

#### **Officers:**

Chair: Sherra Kerns

Secretary: Larry Shuman

Treasurer: Rod Soukoup

