

FIE STEERING COMMITTEE MEETING MINUTES

LOCATION

ASEE ANNUAL CONVENTION

June 22, 2008

ATTENDANCE:

Ted Batchman (EdSoc, Committee Chair), Dan Moore (ERM), Jennifer Karlin (Guest), Kevin Curry (KUCE – Contracted Conference Management Service Provider), Cherrice Traver (FIE08 General Chair), P.K. Imbrie (ERM), Bill Oakes (ERM), Melany Ciampi (COPEC), Susan Lord (EdSoc), Jim Sluss (Guest), Jane Prey (CS), Mani Mina (Guest), Russ Meier (EdSoc)

APPROVED FOR PUBLICATION AFTER REVIEW

By committee vote

38th Annual Frontiers in Education Conference

Saratoga Springs, New York

October 22, 2008

1. Welcome and Introductions
 - a. Ted Batchman, IEEE EdSoc representative and Steering Committee Chair welcomed committee members and guests.
 - b. Agendas were distributed.
 - c. Ted Batchman retires from the committee at the end of this meeting.
2. Additions to the Agenda
 - a. Bill Oakes added coordination with ASEE to avoid conflict with FIE dates and ASEE Global Colloquium.
3. Approval of FIE2007 (October 2007) Steering Committee Minutes
 - a. Minutes were distributed.
 - b. Some minor corrections were made.
 - c. A question was raised if the societies approved the Vision and Mission statements. EdSoc yes
 - d. Oakes motioned approval with minor corrections. Lord seconded. Question called and passed.
 - e. Dan Budny requested meeting minutes be sent to him after approval for posting on the FIE clearinghouse website.
4. KU Continuing Education – Contracted Logistics Service Provider
 - a. Ted Batchman introduces Kevin Curry, Senior Program Manager Kansas University Continuing Education.
 - b. Kevin has taken over the contract for Mary Heberling.
 - c. Mary retired from KUCE this past Spring.
 - d. The committee welcomed Kevin.
 - e. Kevin will be coordinating the exhibit hall booth.
5. FIE Conference Reports
 - a. 2007
 - i. Russ Meier submitted his final report. The committee received copies.
 - ii. **Total papers and WIPs:** 403
 - iii. **Surplus:** \$93,505 post-audit, \$31,168.46 per society
 - iv. **Total attendance:** 642
 - v. **Exhibitors:** 18
 - b. 2008
 - i. Cherrice Traver, FIE2008 General Chair distributed a report and call for papers.

- ii. The report contains information about the schedule, keynote speaker, tours, and reception.
 - iii. Cherrice asks about having a “Special Interest Group” sessions – first come first served up to nine sessions. Self-organizing sessions, no business meetings.
 - iv. Dan Budny mentions that this has been done historically. The EE group has had a “BS session”, for example. Ted Batchman mentioned others.
 - v. The committee advises Cherrice that they have no problem with this concept.
 - vi. Cherrice summarizes an attempt that she made to change the Program and Process. No late abstracts were accepted. Word lengths of abstracts were enforced. There was a problem with reviewer assignment because it left them with only one week to review. She encourages future general chairs to smooth this process.
 - vii. The paper count now stands at 426. The last section on Saturday will be 20 minutes longer to accommodate one extra paper in those final sessions on Saturday.
- c. 2009
- i. Kevin Curry distributes 2009 Call For Papers
 - ii. Kevin Curry states CFP will be mailed through the distribution email lists.
 - iii. Marketing items were shown.
 - iv. Dan Budny has started the website and the link is live.
 - v. Dan Budny mentions the new categories – a result of the committees strategic planning meeting at FIE2007 in Milwaukee.
- d. 2010
- i. P.K. Imbrie reports for Larry.
 - ii. Program chairs have been appointed.
 - iii. October 27 – October 30, Marriott Crystal Gateway, \$199 per night, Crystal City, Northern Virginia.
 - iv. Hotel contract is in IEEE hands.
 - v. Theme: 40 years of innovation
6. Proposals for Future Sites
- a. 2011
- i. Jennifer Karlin presents for South Dakota School of Mines and Technology.
 - ii. SDSMT is a past host in 1981. They are excited about an anniversary conference!
 - iii. A proposal document outlining hotel rooms and convention space was distributed.
 - iv. The committee asked a number of questions that Jennifer answered. Some questions were about weather in October, airlines, tourist, time of month, etc.
 - v. Hotel price is \$70 per night. All hotels nearby.
 - vi. Voting tabled to executive session.
 - vii. **Result** of executive session: South Dakota will host FIE2011
- b. 2012
- i. Jim Sluss presented for Oklahoma City in 2012 or 2013.
 - ii. Jim will send a formal report to the committee.
 - iii. The hotel rate is \$105 per night. Overflow hotels are nearby.
 - iv. Considering the Cowboy and Western Heritage Museum for the reception.
 - v. Again, a number of questions were posed to Jim and he answered.
 - vi. Voting tabled to executive session.
 - vii. **Result** of executive session: Oklahoma City in 2013. University of Central Florida will be asked to submit a 2012 proposal to Ted Batchman by September 1, 2008.
7. Update on sponsoring societies new MOU (including liability)

- a. The MOU has been written. The societies have agreed. The Computer Society has signed the MOU. ERM and EdSoc will sign the document during this conference.
 - b. Certificate of Liability from ASEE has been obtained. Now, all three societies share in the liability of the conference.
- 8. Requests for Proposals Update
 - a. The Publications RFP is drafted. It will be discussed in Executive Session
 - b. Conference Management has not been drafted yet.
- 9. Exhibits Report
 - a. Bob Hofinger is unable to attend this meeting.
- 10. Proposal from IEEE – Real World Engineering Projects (RWEPP)
 - a. A new IEEE project to provide high-quality projects for engineering students. The committee believes this is an appropriate and interesting project and wishes to encourage the RWEPP group to participate in the conference.
 - b. RWEPP would like to run some special sessions at FIE.
 - c. The committee agrees to suggest: regular review process of special session, workshop, panel, exhibitor + exhibit showcase.
 - d. The committee does not want to set a precedent of guaranteeing a session track to any group.
- 11. Proposal from NCIAA.
 - a. They wish to increase their sponsorship from \$2500 to \$5000.
 - b. They wish to give one check for \$15000.
 - c. Ted has informed them that FIE cannot roll funds from year to year. Kevin needs to confirm yes or no. Kevin suggest depositing into multiple budget numbers.
 - d. Jane cautions the committee that if we cannot accept \$15000, it may be swept from their budgets in future years.
 - e. Ted and Kevin agree to work on this issue.
- 12. Appointment of New Steering Committee Chair (ERM)
 - a. ERM will assume the steering committee role.
 - b. Ted will coordinate the transfer of the chairmanship.
- 13. Adjourn to Executive Session