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Meeting of the FIE Steering Committee

June 20, 1999

Minutes

Charlotte, NC

The meeting began 10:30 a.m. with an introduction of the attendees and a Happy Father's Day wish from Chair Engel. The meeting agenda was discussed, and the minutes of the November, 1998, meeting were approved.

Agenda Item: Review of conferences

(1998 Tempe)

Don Evans reported on the Tempe conference. He said there were approximately 600 attendees, 22 exhibitors, 16 workshops (fee \$25) which were well attended and successful. He indicated there may be as much as a \$45,000 surplus after the \$10,000 refund to the societies. Therefore, approximately \$15,000 may be distributed to each of the three sponsoring societies.

There were ten faculty fellows at this conference; he reported that the fellows thought the conference went well, but thought many of the papers were too long.

Don Evans reported some difficulties with the administrative services supplied by the IEEE

Computer Society. He said the IEEE Computer Society staff were excellent on the negotiations with the hotel. However, with registration and related activities there were numerous problems and errors, many of which took months to clear up. Stephen Seidman and Ted Batchman noted similar recent difficulties with the performance of the computer society conference services.

Jerry Engel requested a report from Don Evans describing the problems he experienced with the IEEE Computer Society conference administration. Don Evans indicated the final conference report will be distributed in about one month. Chair Engel reported a new IEEE rule that requires the report to be submitted within one year or subject the society to a \$750 fine.

(1999 Dan Budny) Dan Budny reported that everything is “on track” at this point. All hotel arrangements have been made, and the technical program is coming together. A unique feature of this conference. A unique feature of this conference will be the college fair on Friday night. They were unsuccessful in securing NSF funding, however, have received some support from AMP (Alliance for Minority Participation).

There were 600 abstracts submitted, 500 accepted, and as of last Thursday, 240 final paper received.

Dan Budny expressed concern about the potential volatility of income from corporate affiliates and exhibitors. They have budgeted \$35,000 from corporate sponsors and \$18,000 from exhibitors, a total of \$50,000. As of now, they only have five exhibitors and five corporate affiliates; if others don't come in this could result in a significant budget shortfall.

The problem of reduced registration fees for life and student members was discussed. Jerry Engel appointed a sub-committee consisting of himself as chair, and Stephen Seidman and Dave Kerns to discuss further this issue. Don Evans suggested separate membership fees for student and life members.

Discussion followed that confirmed current policies:

1. Ten faculty fellows should be a budgeted item in each conference.
2. If a paper is accepted and published, and the author does not attend the conference (excepting special circumstance) he or she will be billed a registration fee.

Agenda Item: Publications

Agenda Item #10, Publications, was inserted at this point since Dan Budny had to leave. He reported that the publication process is essentially the same as last year and everything is proceeding as planned. There is one change this year: page numbers will be on the CD and proceedings, numbered sequentially in each session.

Dan Budny also requested that the steering committee considered implementing a more structured procedure by which the web site would be updated.

Agenda Item: Future sites, Boulder, Colorado and Lincoln, Nebraska.

Agenda Item #5, Future Sites, was inserted at this point due to prior scheduling.

(2003) Jim Avery and TBD made a presentation to host FIE 2003 at the University of Colorado at Boulder. He indicated that there was strong institutional support and that their associate dean was present at the ASEE meeting and was willing to come and expressed his support to the Steering Committee. His department chair has authorized release time from departmental duties to work on developing the FIE conference.

He presented three potential venues for the conference:

1. The university memorial center (UMC) is located on campus and has ten breakout rooms and a large ballroom capable of accommodating all of the FIE sessions. Hotel accommodations would be at a number of nearby hotels, all within a five minute shuttle ride from the UMC.
2. The second option is to contain the entire conference and hotel rooms within a single large hotel, most probably The Omni. This hotel can provide up to 700 guest rooms and all meeting rooms. It is located approximately 10-15 minute shuttle ride from the campus.
3. The third venue is the downtown Denver Convention Center.

Later in the meeting the Steering Committee approved unanimously a motion to authorized the

2003 FIE conference to be held at Boulder provided that they select a site in a single hotel venue, such as the Omni.

(2004 – Lincoln, Nebraska)

Rod Soukup ??? presented a proposal for hosting the 2004 FIE conference in Lincoln, Nebraska. He indicated the conference hotel would be the Cornhusker Hotel (290 rooms) located approximately one mile from campus. It has a convention center attached capable of holding all the FIE meetings. The additional hotel rooms would be secured in other nearby hotels.

He indicated that transportation to the conference would be through United or TWA, both of which fly into Lincoln, and that Omaha is only 50 miles away. He was asked if it was possible to host the conference in Omaha, and he agreed to check on this. He also indicated that it would be impossible to host FIE on a football weekend and the final football schedule in Lincoln is set only two years in advance. Therefore, the actual conference date would have to be set later. He has not checked on institutional commitment or support but is confident it would be strong.

Later in the meeting the steering committee discussed this proposal and did not approve it at this time for 2004. Chair Engel will relate the pertinent issues to Professor Soukup including the possibility of hosting the meeting at a later time with more planning.

(2000 – Kansas City)

The FIE 2000 will be held October 18 – 21, 2000. They may hold the Thursday night reception at the renovated “Old Union Station”, remodeled as Science City. It will be connected to the hotel with enclosed walkways.

Budgets for the conference were distributed and discussed. \$10,000 was noted missing for faculty fellows. The budgeted will be re-done after separate conference registration rates are established for student and life members. Ted Batchman agreed to investigate putting a full page ad in the Transactions on Education.

The major expense associated with audio-visual equipment was discussed and general concern was expressed that FIE future conference include provisions for this in their budget and negotiate hotel contracts that allow our own AV equipment be brought into the hotel.

The question was raised about a complimentary booth at the San Juan meeting with a call for papers and other information promoting the FIE 2000.

A discussion on budget procedure followed and Chair Engel requested that FIE budget forms (TMRF) be submitted as soon after conference closing as possible and that copies be submitted to both the Computer Society and the Education Society.

(2001 – Reno, Nevada)

Ted Batchman reported that FIE 2001 will be held at the John Ascuaga's Nugget Hotel and that the room rate is approximately \$89.00. The contract is almost signed and the scheduled dates are October 11–13, 2001. He expressed some concern that the hotel union contract would not allow us to bring our own AV equipment. The hotel will block 600 or more rooms and has a wide range of attractive amenities.

(2002 Worcester)

John Orr reported that the FIE 2002 has strong institutional support from Ed Parrish, President of WPI, and that they are considering several options. The current plan is to host the conference in Boston, however, it is the most expensive hotel venue in the U.S. They received a quote \$199 per night from the Sheraton. They are also considering Providence, RI and Worcester, MA and will have a specific proposal at the November meeting.

The Steering Committee indicated that hotel rate is a critical issue and he should strive to not exceed \$150 per night.

Agenda Item: International Participants

Professor Trond Clausen reported that the international conference in Oslo, Norway has been approved by the government and he has received a commitment of \$25,000 to \$30,000 of support. He indicated that it is likely separate, smaller hotels within walking distance to the conference site will be required. The target dates are the first or second week of August, 2001.

Also, following a European tradition, a post-conference activity is planned at a resort hotel in a famous region for one or two night. Chair Engel requested that he present in writing to the Chair exactly what additional support is requested from the Education Society.

Agenda Item: Organizational Matters

The issue of complimentary registrations was discussed. A motion was made, seconded, and approved unanimously that “there are no FIE complimentary registrations without prior approval of the FIE Steering Committee Chair on written request from the General Chair.”

The issue of a logo for the FIE conference was discussed again and committee members were encouraged to bring examples to the next meeting.

The subject of awards was discussed and it was confirmed that the Education Society has the responsibility for coordinating the awards presentation at the awards banquet and that the vice president of the Education Society is designated as the coordinator of the awards and the awards ceremony. It was requested that Marion Hagler (current Education Society VP) coordinate with Vic Schutz to update the awards manual and document in writing the processes and procedures for the awards.

The administrative services contract with the IEEE Computer Society was discussed. Chair Engel indicated that we are in the third year of a three year contract and that others, including ASEE, are interested. This satisfaction regarding the performance of the Computer Society and

administering the FIE was expressed by several Steering Committee member. A sub-committee chaired by Chair Engel and including Sherra Kerns and Karl Smith will further explore this issue including clarifying our options and evaluating past performance.

This subject of selection criteria for faculty fellows was discussed. Dan Budny reported that the selection criteria is currently on the web.

Agenda Item: Old Business: None

Agenda Item: New Business

1. The paper selection process was discussed. In particular, some Steering Committee members suggested that abstracts be eliminated and only papers submitted. Dan Budny recommended we try accepting abstracts and full papers as a interim and experimental process. After lengthy discussion, it was decided to not make any significant changes, but to allow the general chair to experiment with process variations which did not impose high risk on the number of papers submitted.
2. The issue of authorizing the FIE Steering Committee to establish assign an Exhibitor Chair was discussed. There was action on this matter.
3. Subject of life members and student members paying different registration fees at future FIE conferences was discussed. It was decided that more information is needed before

action.

4. The subject of AV expenses was discussed. The importance of negotiating into future hotel contracts the right to bring our own AV equipment, and budgeting AV expenses in the conference budget was emphasized. Methods for incorporating this concern in the “corporate memory” was discussed.

Chair Engel reminded the Steering Committee that the next meeting would be in San Juan, Puerto Rico on Wednesday from 6:00 to 9:00 p.m. and on Saturday from 2:00 to 4:00 p.m. The meeting was adjourned at 3:50 p.m.

