

Minutes of the FIE Steering Committee
St. Louis, Missouri
June 18, 2000

Attendance: James Avery, Ted Batchman, Dan Budny, Dick Culver, Trond Clausen, Gerald Engel, Ann Gates, Robert Herrick, Sherra Kerns, Russ Meier, Ron Miller, Barbara Olds, John Orr, Mike Pavelich, Melinda Piket-May, Larry Richards, Jim Roberts, Stephen Seidman, Larry Shuman, Karl Smith

The following minutes were submitted by Stephen Seidman, in the absence of David Kerns, the FIE steering committee secretary.

The meeting began at 10:30 AM. The members present introduced themselves. Jerry Engel, chair of the steering committee, distributed the agenda and minutes of the November 10, 1999 meeting in San Juan. There were no additions to the agenda. Approval of the previous meeting's minutes was deferred.

Agenda item 4a: service contract issues

Jim Roberts said that he had requested that University of Kansas (KU) continuing education staff take over most of the services needed for FIE 2000. He reminded the committee that this had been approved at an earlier meeting, and reported that service issues for FIE 2000 had been discussed in January by KU and CS staff. KU staff are continuing to provide support services for FIE 2000. This has worked well so far, but corporate memory may be a problem.

Ted Batchman said that he is also working with KU and CS staff on the planning of FIE 2001; he mentioned that he is also concerned about corporate memory. Jim Roberts then said that Anne Marie Kelly of the Computer Society told him that the Society will be happy to negotiate hotel contracts even it is not providing other conference services.

Several committee members then expressed concern about the services to be provided at FIE meetings. It was stated that Computer Society expertise may be critical here, in particular with respect to managing meal counts. Larry Shuman said that the KU staff should ask CS staff for guidance on these matters. Jerry Engel reassured the committee that the arrangements for the 2000 and 2001 conferences are well in hand. Some committee members were still concerned that other service providers may have insufficient expertise in dealing with hotel crisis situations, and that the Computer Society's experience may be invaluable.

Agenda item 4b: travel for program chairs

This issue was raised by Dan Budny, who felt that conference budgets should include funds for travel to conferences and steering committee meetings. Jerry Engel replied that the sponsoring societies support their program chairs' travel according to their own

rules. It was asserted that the Computer Society has supported such travel. Sherra Kerns said that since there was no guarantee that conferences would always be profitable, it would be dangerous to ask conferences to provide travel support. Ted Batchman supported Dan Budny's request, but Barbara Olds said that societies should work out their own plan for supporting program chairs' travel.

The discussion shifted to travel for general conference chairs. Karl Smith asked about the travel that is currently supported by conference budgets. Jim Roberts replied that the budget supports travel to January planning meetings in two consecutive years. He also mentioned that the program committee will get complementary hotel rooms at FIE 2000. Larry Shuman said that the issue is travel to FIE in the preceding year and to the summer (ASEE) steering committee meetings.

Ted Batchman asked the committee to look at how we can budget for these expenses, but Sherra Kerns said that raising expectations may be dangerous. Jerry Engel asked what the sponsoring societies are prepared to do. Considerable discussion ensued, and there was general agreement that budgeting is very difficult. Larry Shuman emphasized that budgeting for RotherS expenses needs to be done explicitly. There was a consensus that the FIE conference should not pay for program chairs or conference chairs to attend the summer (ASEE) steering committee meeting.

Karl Smith stated that the increased workload for conference chairs comes (at least in part) from the need to referee abstracts and papers. Jerry Engel said that conference surpluses can be used by the sponsoring societies to pay for steering committee travel. This is done by the Computer Society.

Melinda Picket-May asked whether it would be a good idea for a prospective conference chair to get a commitment from the host university for specific support items. Jerry Engel asked for a report and/or proposal on this topic at the committee's October meeting.

In summary, the committee concluded that there should be no change in policy right now. In particular, conference budgets are not to include non-January travel.

Agenda item 4c: domain name registration

Dan Budny said that the FIE webserver is now at the University of Pittsburgh, and all files are to be moved there, although some political technicalities remain to be solved. The main path is now fie.pitt.edu. Dan will report on further developments in this area.

Agenda item 4d: logo

No action was taken on this item.

Agenda item 4e: announcement of 2000-01 chair and secretary

Chair: Sherra Kerns
Secretary: Larry Shuman

Agenda item 5a: status report on FIE 99 (San Juan)

Dan Budny reported that the meeting ran a profit of approximately \$40K. There had been approximately 600 registrants, and also 100 students, 57 guests, and 50 exhibitors. There was an extended discussion of AV, emphasizing the advantage of bringing equipment into the hotel if at all possible. Dan also recommended placing a security guard inside the exhibit room; there had been thefts in San Juan.

Agenda item 5b: status report on FIE 2000 (Kansas City)

Jim Roberts reported that all is going well, thanks to the support provided by Mary Heberling of the University of Kansas continuing education office. He also said that he has an excellent committee. Bob Hoffinger is the exhibits chair, and Russ Meier is handling the new faculty fellows program. Jim Roberts said that corporate sponsorship hasn't moved along as well as he would have liked. There was some discussion of the corporate sponsorship issue. It was hoped that sponsorship could be carried over between FIE conferences, but many committee members felt that local links were essential. Hewlett-Packard and Wiley will be sponsoring major awards at FIE 2000. Several speakers emphasized the need to link the planning of sponsors and exhibitors. Larry Shuman said that we need to state explicitly what will be expected of sponsors, and what they can expect in return.

FIE 2000 will be held October 18-21. There will be 20 exhibits in a room that has room for 50. Email and coffee will be provided in the exhibit room, and breaks will be held there.

The conference has budgeted for \$30K from sponsors, but they currently only have \$11K. They had hoped for support from Sprint, but this may be a problem.

There will be a full social program, with tours and a reception at Union Station.

Russ Meier reported on the new faculty fellows program. Rockwell, Microsoft, and Sprint may be interested in supporting this program. Requested support levels are \$2.5K, \$5K, \$10K. The deadline for program applications is July 15.

Jim Roberts said that the conference is projecting 486 registrants. He said that they need department head lists for all FIE disciplines. The committee secretary will look into this matter.

The steering committee will meet twice at FIE 2000: on Wednesday, 10/18 at 6 PM, and on Saturday, 10/21 from 3:30 to 5 PM.

Agenda item 5c: status report on FIE 2001 (Reno)

Ted Batchman reported that the meeting will take place October 10-13, 2001. The call for papers is currently being generated. He said that they are considering including sessions and workshops that deal with K-12 issues, and on Native American participation. Hotel rates will be \$89-95, and there will be free transportation from the airport to the hotel. There will be a reception at Harrah's Automobile Museum. Social events will include a full range of tours.

The University of Kansas conference staff will be doing the conference management. Conference co-chairs have already been appointed. The conference is projecting a registration of 593. Several committee members felt that this might be too high. Larry Shuman recommended using the FIE 2000 numbers, in the absence of specific justification for a higher number.

There is currently a \$12K deficit in the conference budget. Larry Shuman gave two reasons for the size of the conference budget: committee member travel and the cost of AV equipment. He felt that it was dangerous to use a high estimate for conference registration. Ted Batchman replied that the deficit would vanish if committee member conference travel is removed.

A discussion of reduced registration fees for life members followed. Jerry Engel said that such reduced fees are no longer required. The committee consensus was that reduced fees be offered only for students, and that **student** should mean **full-time student**.

Agenda item 5d: status report on FIE 2002 (Boston)

John Orr said that the meeting would take place November 6-9, 2002, at the Boston Park Plaza Hotel. The hotel contract is signed, and the rate will be \$122 for a single room. The conference will be able to bring in AV equipment, but the reception location is not yet determined.

Agenda item 5e: status report on FIE 2003 (Colorado)

Melinda Picket-May and James Avery reported on the plans for this meeting, which will take place November 4-9, 2003. A contract with the Westin Hotel is currently being worked on, at a room rate of \$123. The Computer Society is concerned that there may not be enough rooms in the hotel. An overflow hotel is available with shuttle service. The conference chairs asked whether they should continue with this hotel or seek another.

Jerry Engel said that there might be a public relations problem if the offsite rooms cost more. The chairs responded that the Doubletree will match the rate and the Homewood Suites will be \$99. They also said that the conference rooms at the Westin will be sufficient in number and size, and that some of the ballroom can be used for exhibits.

A discussion of exhibits and sponsors followed. The chairs will look into the possibility of industry-run panels. Since the meeting will actually be held in Westminster, Colorado, the chairs proposed that it be regarded as a Colorado meeting, with significant collaboration from Colorado State University and the Colorado School of Mines.

There was further discussion of the hotel situation, including airport shuttle service and the availability of small meeting rooms. This led to a discussion of whether non-FIE business meetings could be held in association with FIE. It was proposed that such meetings should not take place during conference sessions or meals; in other words, only before or after the conference. After considerable discussion, the committee decided to leave this question to the discretion of conference chairs.

There was then some discussion of last-minute complementary registrations (often award recipients). It was decided that such people should be allowed to attend, with bills for registration fees to be sent later to their societies.

The question of conference assessment was then raised. Larry Shuman said that session evaluations are useless, but that conference and workshop evaluations are a good idea. Sherra Kerns said that past conference chairs could serve for several years as advisors, looking at possible improvements. She said that she would like to formalize this practice, and she will work on implementation.

Agenda item 6: future sites

Jerry Engel said that volunteers for 2004 and beyond are needed.

Agenda item 7: international projects

Trond Clausen reported on ICEE 2001, to be held in Oslo. He said that he expects approximately 300 attendees. Registration will be about \$500, which will include most food. The room price will range from \$60-70 to \$100-130 (conference hotel). Sherra Kerns inquired about the cost of air travel, which will be approximately \$900, and also about the possibility of guaranteeing hotel rates in US \$.

Agenda item 8: awards

Marion Hagler is coordinating awards. It was agreed that Marion and Karan Watson be commended for their work on awards at FIE.

Agenda item 9: faculty fellows

Russ Meier stated that there are very few applicants this year. He also said that applicants were asked to submit full papers, and that some had been submitted to the general conference, rather than to the new faculty fellows program. Larry Shuman

said that the number of applicants is too small, and that we need approximately 40 applicants. Dan Budny said that last year there were 20 applicants (mostly from smaller schools), and that the quality of the written statements was poor. Larry Shuman asked whether we want to kill this part of the program. Jim Roberts asked whether the Sloan and NSF support had helped us get better applicants in the past. Melinda Piket-May asked whether all fellows should be in the same session. There was some discussion of whether industrial funding could be obtained for this program. It was also stated that this year's fellows are being asked to register for a workshop.

Agenda item 10: publications

Dan Budny stated that all is going well. The printing of paper proceedings is now "on-demand", after the conference. Papers from no-shows can now be deleted from the published proceedings. He said that the \$70 charge doesn't cover the cost of international shipping. He proposed that all orders for paper proceedings be done through IEEE. In response to a query from Larry Shuman, Dan Budny said that tables of contents are available on the website. It was moved that paper proceedings no longer be offered as a part of registration. The motion passed.

Dan Budny also stated that a 6-week lead-time is now needed for CD-ROM production.

Agenda item 12: other

Dick Culver reported that the Dasher award process has been very problematic. The following committee was appointed to manage this process in 2000: Stephen Seidman (CS), David Kerns (ES), Susan Lord (ERM). Stephen Seidman will serve as chair.

The meeting adjourned at 4 PM.