

FIE Steering Committee

June 24, 2001

Albuquerque, NM

Present: Jim Avery (FIE03 co-Chair), **Ted Batchman*** (ES; FIE01 Chair), **Dan Budny** (ERM), Trond Claussen (ICEE-01 chair), Don Dekker (guest), **Jerry Engel** (Past Chair), **Ann Gates** (CS), Mary Heberling (Conference Services), Joe Hughes (guest), PK Imbrie (guest), David Kerns (guest), **Sherra Kerns** (ES, Chair), **Ron Miller** (ERM), John Orr (FIE02 Chair), Melinda Picket-May (FIE03 co-Chair), **Jane Prey** (CS), **Jim Roberts** (ES), Victor Schutz (guest), **Steve Seidman** (CS), **Larry Shuman** (ERM, Secretary), Charlie Yokomoto (guest).

The meeting was called to order at 10:30 am by Chair Kerns. During the meeting Jim Roberts temporarily replaced Sherra Kerns as chair since she had to attend the ASEE Board meeting. The following items were discussed.

1. **Agenda** approved as amended.
2. The **minutes** of the October 18 and 21 meetings were approved as amended.
3. **Website:** Dan Budny requested permission to put the 1996 proceedings on the web. Dan will get permission from IEEE to put the proceedings on the web; he will try to convert the papers from HTML to .pdf. All proceedings are on line for 1995, 1997 – 2000; with links to upcoming conferences.

The website has been cleaned up, and now contains the history of ERM. However, Dan does not have history of the Steering Committee. Dave Soldan is working with Dan to develop a manual; they would like people to review the website and suggest corrections and additions.

4. **Organizational Issues and Archival Issues:** It was reported that David Soldan and Russ Meier are updating/developing a procedures manual. Neither was at the meeting to discuss the manual. Ted Batchman brought a copy of the *FIE Annual Conference and Recognition Manual* that should be updated. It was pointed out that the document is an Education Society matter since the Vice President of the Education Society serves as FIE Awards chair. Consequently, the manual was given to David Kerns as the Education Society Vice President to update and put it in a format to place on the web.
5. **Dasher Award:** Steve Seidman reviewed the recent history and problems with selecting a Dasher award winner. The main problem is how to arrive at a short list of papers that would be candidates for the Dasher Award. The process followed for FIE 2000 involved giving the Dasher Award Committee copies of the papers selected for JEE prior to the Conference. The Committee selected four papers from this set as Dasher finalists. The Committee then attended all four presentations and selected the

* Bold indicates members of the Steering Committee

winner. Steve recommended that this procedure be used for next year and adopted as the procedure for selecting future Dasher awardees. Following discussion, Steve moved that the procedure used for FIE 2000 be adopted as the formal procedure for the Dasher Award; the Awards Committee would consist of three members of the Steering Committee, one from each society, selected by the Society. They will be appointed at the FIE meeting prior to the Award; (Budny seconded). The motion passed.

Note: Susan Lord (ERM) is the Chair of the 2001 Dasher Award Committee. She will represent ERM on that committee with one representative each from the Computer Society and Education Society to be named. While the intent was to have each member of the committee come from the Steering Committee, the ERM Board endorsed having Susan Lord continue to serve since she had already been named as Dasher Awards Committee Chair for FIE 2001.

6. **Ronald Schmitz Award:** David Kerns recommended that the Award Committee consist of the three previous winners; Dan Budny explained the procedure used last year. The Committee for FIE 2001 will consist of Larry Shuman (Chair), Dan Budny and Bob Herrick.
7. **FIE Awards:** Jerry Engel, as past chair, agreed to serve in an oversight role for the FIE Awards.
8. **Helen Plants Award:** Dan Budny raised the issue of whether or not the Plants Awards should be continued. Dan reviewed the history; Melinda Picket-May will write a procedure for selecting the award winner.
9. **Service Contractor:** Mary Heberling asked that a process be established for selecting the Service Contractor. John Orr pointed out that he is working with the Computer Society for FIE 2002. Ted Batchman reviewed problems that he has run into with the Computer Society and IEEE regulations that effect both Mary Heberling's role as service contractor, and Dan Budny's role as Publications Chair since both have a contractual relationship with the Conference. Jerry Engel proposed that an extended three year contract makes sense and that it should be open up to others on a competitive basis. Larry Shuman pointed out the valuable role of the Computer Society in negotiating with the hotel and managing the on-sight running of the conference. Ted Batchman noted that an official organization is needed to sign the contract with the hotel. Ted also reviewed problems he was having in getting the FIE 2001 budget approved by the Computer Society, especially in being able to show a surplus. It was suggested that the advance provided by each society not be considered a loan; however, this may be in violation of non-profit tax laws.

Dan Budny recommended that a three-year contract be established with the University of Kansas Continuing Education for contract services for FIE 2001, 2002 and 2003. After considerable discussions, Jane Prey agreed to meet with Ann Marie Kelley to discuss the outstanding issues concerning interactions with the Computer Society and the issues raised by Ted. Jerry Engel proposed that there should be a

general memorandum of understanding among the three societies as to the operation of the conference, the advance money, the contracts, and approval of the budget so that there is not unnecessary duplication among the three sponsoring organizations. There would then be annual addendums that are introduced each year by the Conference Chair. Jim Roberts appointed Sherra Kerns, Bob Herrick, and Jane Prey with Jerry Engel as an advisor to draft a memorandum of understanding and make recommendations for a contracting process.

10. **Publications:** It was pointed out that Dan Budny cannot both have a contract with the Conference and serve on its Steering Committee. Dan then agreed to resign from the Steering Committee and ask ERM to appoint a replacement representative. The policy group established above will also address this issue.

11. Report of Conference Chairs

- **FIE 2000** – Jim Roberts reported that there were 449 attendees; the Conference will return a surplus of \$27,183 to the three sponsoring societies. Out of 432 papers that were submitted, 270 papers were accepted for inclusion. Of the 19 scheduled workshops, only 12 were held with 140 total attendees. Registration income was \$42,000 under budget; exhibits income was \$2,400 over budget. Food costs were \$24,000 below cost; publications \$11,000, AV \$4,200, reception \$7,200, the Awards Banquet \$12,000 below cost. What worked well – hotel, exhibits, sessions, food, special events, Mary Heberling and the Conference Committee. Areas for improvement – working with the Computer Society, securing corporate affiliates, and up-front cash.
- **FIE 2001** – Ted Batchman reviewed the budget – 487 attendees are being budgeted for with an estimated income of \$156,836; \$39,050 is being budgeted for exhibits; \$23,649 for corporate affiliates. There were only three faculty fellow applicants who were acceptable to the committee. Ted has agreed to bring the issue of additional new faculty fellow candidates with the ASEE deans. Workshops are budgeted at \$40 per attendees to cover AV costs. The reception will be at the National Automobile Museum. There will be an optional tour to National Gaming Machine Headquarters. Paul MacCready is committed as a keynote speaker – one of the top 100 people for the last century (*Time Magazine*), he has been involved with the development of a solar car, the Gossamer Condor flight; MacCready has been selected as inventor of year, etc. He will focus on education and innovation. Ted reported that there is still a possibility that Bill Gates will be a speaker. At this point 460 abstracts have been received. There have been a number of problems with review process, and only 286 papers are in the system. There has been some problems in getting information about the submitted papers back to the program chairs. Looking for someone to organize a golf outing. As noted above, Susan Lord will handle the Dasher Award; Melinda Picket-May will handle the Plants Award.
- **FIE 2002** – John Orr distributed the list of the planning committee and the call for papers. Planning is proceeding on track.

- **FIE 2003** – Melinda Picket-May and John Avery described the progress to date; they are beginning to look for corporate affiliates. Working theme: Engineering as a human endeavor – partnering education, industry and government. They are looking into featuring the process of design and writing. There will be a report on the Carnegie Foundation study of engineering education at the Conference. The official location will be Boulder although the hotel is in Westminster.
- **FIE 2004** – two presentations were scheduled from Brazil and Spain for future conferences. It was pointed out that the Steering Committee is not presently inclined to hold the Conference from being outside the US. Neither were available to meet with the Steering Committee. However, two presentations were made for the 2004 Conference: Savannah Georgia and Indianapolis, Indiana.

Joe Hughes (Georgia Tech) presented a proposal to host the Conference in Savannah in partnership with Armstrong Atlantic State University, Georgia Southern University and Savannah State University; the primary sponsor will be the Georgia Tech Regional Engineering Program. There are a large number of hotel rooms in close proximity; however, the issue may be the relatively high room rates. Joe stated that a decision would have to be made very quickly if in order to get a hotel site in Savannah. He reported that it might not be able to chair the Conference in 2005.

Don Dekker (Rose-Hulman) and Charlie Yokomoto (IUPUI) proposed holding the 2004 Conference in Indianapolis. The third partner would be Purdue with Bill Oakes (Purdue). Potential for corporate sponsorship is good. They are looking at the Marriott, but only one date is available; Hyatt may also be available. Indianapolis wants to be the next high tech center in the Midwest.

The Steering Committee went into executive session to discuss the two proposals. After discussion, it was moved that the 2004 Conference be given to Georgia Tech (subject to negotiation with the hotels for a favorable rate) and the 2005 Conference be given to the Indiana group. The motion passed.

An action item is to find someone for FIE 2006.

12. **Nominations Issues** – Vic Schmitz and Jerry Engel reported that ERM will appoint the next chair of the Steering Committee and the Computer Society will appoint the next Secretary at the end of the Reno meeting. Action: the names of the two new officers should be given the Secretary before the Reno Meeting.

Note: Jerry Engel later corrected this – the officers will not change until after the 2002 ASEE meeting in Montreal. Consequently, Sherra Kerns will remain as Chair for two more meetings. However, Larry Shuman's term as ERM representative has expired, and a new secretary must be named by ERM to serve for the Reno FIE meeting and the Montreal ASEE meeting following which a new Chair (ERM) and Secretary (CS) will assume office.

13. **ICEE-01** - Trond Clausen reported that 200 people have registered for the Conference and 300 papers have been received. It is possible to have 40 countries represented. Will need 350 attendees.
14. **Awards** – Sherra Kerns asked if the Steering Committee should be more proactive in the giving of awards.
15. **Exhibits** – Ted Batchman reported that signing up exhibitors is going very well. They are aware that they must make efforts to provide sufficient space and exposure for exhibitors. E-mail and food should be placed in the exhibit area.
16. **New Business: New Faculty Fellows** – it was agreed that we need to be more proactive. The Conference Chair should make an effort to get the deans involved. It was also suggested to get exemplars involved with nominating people; e.g., ask previous fellows and ASEE fellows to get nominate people. The full steering committee should be involved in recruiting prospective New Faculty Fellows. Sherra Kerns suggested we look for people who bring something innovative into the classroom who may not necessarily be new faculty. Sherra proposed that this will be moved to an e-mail conversation.
17. **Next Meeting** – October 10, 2001, 6:00 pm in Reno.
18. **Adjournment** – the meeting was adjourned at 3:35.