

1. Welcome & Introductions, Verification of Quorum

President Nelson Baker called the meeting to order, having established that a quorum (1/3 of the Council's voting members) was present for the Council meeting. Present were the following members of the 2008-2010 Council:

Nelson Baker	Linda Krute
Edward Borbely	Colin C.F. Leung
Frank Burris	Patricio Montesinos
Andy DiPaolo	Philip O'Leary
Louk Fennis	Kim Scalzo
Flemming Fink	Katriina Schrey-Niemenmaa
Mervyn Jones	Alfredo Soeiro

In addition, Catherine Polito, nominee for the 2010-2012 Council participated. Hu Dongcheng sent his assistant Judy Hao to participate on his behalf because of his current health problems. In view of Prof. Hu's inability to participate as the CACEE representative, a four-member delegation from CACEE asked to be able to participate three days before the meeting began. One of the four was seated as the spokesperson for CACEE: Lu Yulin, Deputy Secretary General of CACEE. The other three (Yu Zhijie, He Weipeng, and Zou Xiaoqing) were admitted as observers for the meeting.

2. Apologies for Absence

Apologies for absence were received from:

Tuula Bergqvist (2010-2012 nominee)
Yury Bocharov
Susan Bray
Cheng Jianping (2010-2012 nominee)
Sergey Gavriushin (2010-2012 nominee)
Patricia Hall
Hu Dongcheng
Leizer Lerner
Francisco Javier Rebolledo
Wim Van Petegem (2010-2012 nominee)

3. Approval of Agenda

The agenda was approved as distributed with numerous attachments. Nelson Baker pointed out that the length of the agenda and the importance of many items would require careful time management throughout the day.

4. Electronic Ballot Since Beijing Executive Committee Meeting

4.1 Minutes of 20-21 May 2010 Executive Committee Meeting in Beijing, China

It was noted that the minutes of the 20-21 May Executive Committee meeting in Beijing were approved by electronic ballot in June. Furthermore, these minutes have now been posted, along with many other sets of recent minutes, on the new IACEE website (www.iacee.org).

5. Report of President Nelson Baker

5.1 Council meeting goals

Nelson Baker reported on the many activities since the May Executive Committee meeting in Beijing and thanked the many Council members who have worked so tirelessly over the past five months. The transfer of Headquarters from Washington to Atlanta has been a major effort, along with the creation of the new website to become the core of who we are as an organization. We also need to spend time reviewing our strategic planning progress since last spring and to finalize it for report to the membership at Monday's GMM. The five World Engineering Education Forum (WEEF) organizations meeting in Singapore this week will issue the Singapore Declaration at the closing session on 21 October. Finally, Colin Leung will report on the status of the 12th WCCEE this week in Singapore and Patricio Montesinos will report on 13th WCCEE planned for 2012 in Valencia. Transition of membership records from the ASEE database to the Vieth Membership Management System will also be summarized, with the new website becoming a primary communication tool for IACEE and one that we can now control conveniently.

5.2 Presidential overview of progress since October 2009

Nelson Baker thanked Flemming Fink for his stewardship as President of IACEE from the 11th WCCEE in Atlanta in May 2008 until the 29-30 October 2009 Council meeting in Aarhus, Denmark. Following Nelson's assumption of the Presidency on 30 October 2009, he met with Frank Huband about the leadership transition. On 11 March 2010 Frank Huband called Nelson Baker and Frank Burris to let them know that ASEE would not be able to continue to serve as IACEE Headquarters beyond the 31 October 2010 expiration of the current agreement. The Council began immediately to review many alternatives. On 9 June Nelson and Frank B. visited ASEE HQ in Washington to discuss the transition with ASEE counterparts. ASEE shipped 23 boxes of stored IACEE files to Atlanta, where Nelson and Frank B. sorted them on 10-11 August and reduced them to ~5 boxes. Only 1 or 2 minor items remain in the transition process before the 31 October deadline. Nelson developed a plan for moving all activities to Georgia Tech by the end of October. One outstanding issue is the finalization of the financial transfer from Washington to a Wachovia/Wells Fargo bank in Atlanta. Nelson recognized Frank Burris for his extraordinary efforts during this transitional period and Frank shared his opinion that Nelson had provided incredible commitment and leadership throughout this difficult transition process.

5.3 Financial Report - fiscal year ended 30 Sep 2010

Nelson Baker referenced the 10/1/09 - 8/31/10 ASEE statement, reminding the Council that one month was missing from the complete fiscal year. Most funds have been transferred to our new IACEE account but final resolution awaits a fiscal year-end report from ASEE. Nelson did a significant amount of research on banks and credit card processing and decided to use PayPal to minimize processing expenses and ensure security. Membership dues may now be paid online using Master Card, Visa, American Express, or Discover Card.

5.4 Change IACEE fiscal year to the calendar year? (1 Jan - 31 Dec)

Many factors suggest that we ought to change the IACEE fiscal year from the 1 October - 30 September year used by ASEE to the calendar year, given our new HQ setup.

MOTION: Kim Scalzo moved a change in the association's fiscal year from the ASEE fiscal year to a 1 January - 31 December fiscal year beginning in 2011. Linda Krute seconded. Motion APPROVED.

5.5 **Proposed 2011 IACEE budget**

Nelson Baker walked the Council through the proposed new budget in detail, noting the assumptions made about membership and project participation. No invoicing of member dues had been done by ASEE for the eleven months between October 2009 and September 2010. The DAETE project will be a new revenue source for 2011. We have chosen a banking system at Wachovia, which will become Wells Fargo on 25 October 2010.

MOTION: Ed Borbely moved approval of the proposed 2011 IACEE budget. Katriina Schrey seconded. Motion APPROVED.

5.6 **Change all membership terms to calendar year? (expiration 31 Dec)**

After discussion of the pros and cons of changing the terms of all memberships to the calendar year and in view of the outstanding capabilities of the Vieth Membership Management System, Council decided to *stay with the current distributed system for membership periods* rather than to move to a common expiration date. Among other things this will help to distribute cash flow throughout the year.

The Chinese representatives requested the ability to pay ahead for 2 years because they prefer to pay dues in cash at biennial world conferences. This desire can certainly be accommodated but will have to be anticipated at future conferences.

6 **Resolution of Thanks to ASEE for Eight Years Serving as IACEE Headquarters**

Nelson Baker asked for volunteers to develop a resolution for the General Membership Meeting. Mervyn Jones and Andy DiPaolo volunteered to construct such a resolution and bring it back to the Council later in the day.

MOTION: Mervyn Jones proposed the following resolution to the Council: *The Council of the International Association for Continuing Engineering Education (IACEE) at its meeting on October 16, 2010 unanimously wished formally to record its thanks to the American Society for Engineering Education and its Board of Directors for hosting the headquarters of IACEE during the period from 2002 to 2010. As the Council, we appreciate the contribution that Frank Huband, ASEE Executive Director, and his staff have made during this time to the development and success of IACEE. We look forward to future cooperation with ASEE in the promotion and development of continuing engineering education.* Andy DiPaolo seconded. Motion APPROVED.

7 **Report of Vice President, World Conferences on CEE Colin Leung**

7.6 **12th WCCEE - Singapore 2010**

7.6.1 **Program details/updates**

Colin reviewed the schedule and logistics for the WCCEE and the other four events occurring in conjunction with it in Singapore this week. He indicated that the WCCEE program book will be distributed at lunch today. Buses will depart the Marina Bay Sands Resort (MBSR) at 8:30 a.m. on Sunday and Monday mornings and the conference dinner will be held Sunday evening at the NUS Guild House near the campus before buses return to the MBSR.

7.6.2 **Sponsors**

NUS received a grant from the Lee Foundation but most of it will be going to support the Global Engineering Deans' Council event; there will not be any additional funds for IACEE.

7.6.3 **World Engineering Education Forum (WEEF) format**

Five organizations are meeting in Singapore as a part of the World Engineering Education Forum (WEEF) stressing the two grand engineering challenges of clean water and clean energy: IACEE - World Conference on Continuing Engineering Education

SPEED - Student Platform for Engineering Education Development
GEDC - Global Engineering Deans' Council
IFEES - International Federation of Engineering Education Societies
ASEE - Global Colloquium on Engineering Education

7.6.4 IACEE Awards and presentations

Colin Leung, Nelson Baker, and an NUS dignitary will open the WCCEE on Sunday morning with one of the opening presentations being by a representative of Baosteel Group Corporation, this year's winner of the Glen L. Martin Award for Corporate Leadership in Continuing Engineering Education. On Tuesday afternoon our own Mervyn Jones will receive the Joseph M. Biedenbach Distinguished Lectureship Award and deliver the Biedenbach Lecture.

7.6.5 WCCEE budget and revenue sharing plan with IACEE

Colin reviewed the WCCEE budget, indicating that we expect ~100 registrants and will break even financially. As has been the customary practice, ten percent of gross WCCEE revenues will be shared with IACEE.

7.6.6 General Membership Meeting on Monday, 18 October

Nelson Baker has planned a summary presentation for the membership at the GMM on Monday afternoon and Nominating Committee Chair Mervyn Jones will conduct the election of the new Council.

7.6.7 Special events for Council members

Colin noted several special dinners for members of Council and Nelson urged those attending the final WEEF session on Thursday afternoon to support the Singapore Declaration here and back home.

8. Headquarters Transition - Washington to Atlanta - Nelson Baker/Frank Burris

8.1 Archives moved in July and culled in August

As noted earlier, ASEE sent 23 boxes of archives to Atlanta in late July and on 10-11 August Nelson and Frank sorted through these historical records, retaining ~20% of them at the new Atlanta HQ.

8.2 Vieth Consulting's Membership Management System - Ed Borbely

After looking at several options for managing the website, membership records, and financial records, Ed Borbely and a small task group recommended the Membership Management System (MMS) of Vieth Consulting, a small firm in Grand Ledge, Michigan that specializes in such functions for small organizations. While we've just begun the use of MMS, all users reported great satisfaction with the capabilities of MMS and our new ability to control our own website and member records.

8.3 Membership dues invoices - Frank Burris

We have just begun exploration of the invoicing system and will be setting some time aside while in Singapore to experiment with the system.

8.4 Financial systems - Nelson Baker/Frank Burris

Most of the salient points regarding the new financial systems have been touched on earlier in this meeting. We are pleased with the progress thus far and continue to be pleased with the opportunities to control our own destiny financially without a lot of outside help.

8.5 Headquarters beyond Georgia Tech ?

Nelson Baker would like Council to state what it wants long-term from a HQ. He very much desires clarity on expectations for the HQ operation. Nelson would like to see a list of functions we need and would like a written agreement between Georgia Tech and IACEE. We should revisit the list of

functions that were generated earlier after we get more experience with the Vieth system. Kim Scalzo, Alfredo Soeiro, Cath Polito and Nelson Baker will work on this matter.

MOTION: Nelson Baker moved that Georgia Tech will serve as IACEE Headquarters until 31 December 2012, providing phone and the postal address of record. This agreement can be renewed/modified by either party with 90 days' notice. Mervyn Jones seconded. Motion APPROVED.

9. **Report of Past President Mervyn Jones**

9.1 **Nominating Committee report**

Mervyn Jones presented the Nominating Committee report, proposing the following nominees for election at the GMM on Monday, 18 October:

1 President - Nelson Baker

1 Rep of Professional Organizations & Societies - Sergey Gavriushin

0 Rep of Industrial Organizations & Companies - OPEN

11 Reps of Academic Institutions & Other Coordinators & Providers of CEE - Tuula Bergqvist, Edward Borbely, Susan Bray, Andy DiPaolo, Linda Krute, Colin Leung, Patricio Montesinos, Philip O'Leary, Catherine Polito, Kim Scalzo, Katriina Schrey-Niemenmaa

3 Reps of Individual Members - Louk Fennis, Leizer Lerner, Alfredo Soeiro

It was noted that our slate is one short of the number desired (1) for Industrial Organizations & Companies, with two more nominees than the number desired (9) for the group of Academic Institutions and Other Coordinators and Providers of CEE.

9.2 **Election process at General Membership Meeting on 18 October in Singapore**

After discussion, the following was enacted.

MOTION: Katriina Schrey moved that the slate of the Nominating Committee be put before the GMM for election by acclamation. Phil O'Leary seconded. Motion APPROVED.

Frank Burris commented that we need to pay special attention in the future to recruiting a more diverse set of candidates with broader representation from under-represented parts of the world.

9.3 **Bylaws revisions foreseen**

Mervyn Jones stated that the process has revealed the need for some potential revisions to the Bylaws. He would like to introduce the possibility of co-opting new members for Council as the need arises. Nelson Baker also anticipates some necessary Bylaws changes because of the changes to the responsibilities of the VPs that he expects to recommend to the membership at the GMM and to the Executive Committee at the Tuesday Council meeting.

10. **13th WCCEE - Valencia 2012 - Patricio Montesinos**

10.1 **Dates (Thursday, 17 May - Saturday, 19 May, 2012)**

Patricio confirmed the dates as 17-19 May 2012 in Valencia, Spain. He also showed a brief video on Valencia that he will also show at the conference closing on Tuesday.

10.2 **Preliminary planning**

Patricio presented his organization's conference services and how they and the UPV facilities will be used for the 13th WCCEE. He will set up room blocks in three different hotels that will be "~ 6 euros away from campus by taxi." There will be conference bags, a social dinner, a gala dinner, a social program, etc. organized for participants. He has already produced a small teaser brochure, which has been widely distributed at the WEEF and will be available for other upcoming conferences.

- 10.3 **Theme ideas**
 Patricio had floated theme ideas and thoughts on various tracks with the Council prior to Singapore. He will further develop these ideas with input from the Council.
- 10.4 **Discussion of process for WCCEE development**
 Patricio will develop a draft agreement between Universidad Politecnica de Valencia (UPV) and IACEE and forward it for consideration at the 1 February 2011 Executive Committee meeting in San Antonio.
 Ideas/thoughts on the process of development for the 13th WCCEE should be shared by all Council members.
11. **14th WCCEE 2014 and Beyond**
- 11.1 **Presentation/solicitation of bids**
 Nelson Baker indicated that he would like to put out a call to the membership for proposals to host the 14th WCCEE in 2014. We discussed the need to revise the bid manual for WCCEEs to bring it up-to-date. It was also mentioned that the next WCCEE General Chair should serve on the Council for the two years preceding the WCCEE; thus, we should have the potential 2014 Chair on the 2012 slate of nominees.
12. **Report of Vice President, Projects Kim Scalzo**
- 12.1 **DAETE Project**
 Alfredo Soeiro has been identified as the IACEE Project Coordinator for DAETE and a new IACEE Project Team is being formed to work with Alfredo including Kim Scalzo (SUNY, USA), Nelson Baker (Georgia Tech, USA) and Aiyi Wang (Tsinghua University, China).
 IACEE has adopted the DAETE methodology as the IACEE quality process for IACEE Centers and will develop a quality award system for later approval. A more detailed report on DAETE progress-to-date and anticipated next steps is available from Kim Scalzo.
- 12.2 **CEE Manager Training**
 Current members of the Project Team are Pat Hall (Univ. of Tulsa, USA), Patricio Montesinos (UPV, Spain), Phil O'Leary (Univ. of Wisconsin - Madison, USA), and Zhou Yuanqiang (Tsinghua University, China)
 One of the Goal Team #1 strategies is "to provide globally recognized manager training for continuing engineering educators" and at this time the focus of the Project Team has been to introduce the concept to the Council. Council expressed its pleasure at the progress that has been made and strongly encourages further development of the concepts.
- 12.3 **IACEE Project Structure and Decision Making**
 Projects will be identified and recommended to the Council based on processes, project criteria, roles of the VP, Projects and the Project Manager outlined in the report of the VP, Projects dated 16 October 2010.
- 12.4 **Spending of DAETE Registered User Group members' funds**
 Within the new IACEE bank account a separate accounting will be set up to track revenue and expenses resulting from DAETE activities.
13. **IACEE Strategic Planning Update - Nelson Baker, Kim Scalzo**
- 13.1 **Goal Team #1 - Products and Services - Alfredo Soeiro**
- 13.2 **Goal Team #2 - Communication/Member Engagement - Louk Fennis**
- 13.3 **Goal Team #3 - Membership - Frank Burris**
- 13.4 **Goal Team #4 - Organizational Sustainability - Mervyn Jones**
 Each Goal Team Leader (Soeiro, Fennis, Burris, and Jones) was asked to look at the 30 August 2010 draft of the Strategic Goals and to finalize their plan, having looked at the several comments that were made by the SP

Leadership Team. Each Goal Team Leader commented briefly on their goal plans.

MOTION: Kim Scalzo moved “to approve the IACEE Strategic Plan, including the Vision, Mission, Goal Statements, and Critical Success Indicators, understanding that the strategies and actions for each goal will continue to evolve, be updated, and be reported on at Council and Executive Committee meetings by the goal team leaders.” Louk Fennis seconded. Motion APPROVED.

13.5 Preview of potential Council assignments at 19 October Council meeting

Nelson Baker presented his vision of the new Council’s organization plan on a slide that suggested approximately the same number of responsibilities as there are Council members. Council was asked to comment on his chart, which is now available on the IACEE website at http://www.iacee.org/docs/IACEE_Org_Chart_Oct_2010.pdf . Mervyn Jones reminded us that implementation of this plan will require Bylaws changes. A refined version of this chart, with names identified, will be shared with the new Council at its 19 October formative meeting.

14. Report of Vice President, Special Interest Groups Hu Dongcheng

14.1 SIG activities

Lu Yulin read a written report from Prof. Hu, who reported the following progress:

- Members have been encouraged to join SIGs through the website and Newsletters. Fourteen SIG members have registered.
- Tried to organize papers for the website and Newsletter.
- Identified two SIG leaders: Pat Hall for “University-Industry collaboration and knowledge transfer” and Linda Krute for “Survey of best practices and different methodologies in CEE/CPD.”
- Alfredo Soeiro developed a structure for annual SIG reports. Each SIG leader will submit an annual report to the Council.

15. Report of Vice President, Membership Development Linda Krute

15.1 Membership Report

A new membership report generated by the Vieth MMS was included in the meeting handout package and the status of the current membership was briefly reviewed. Nelson and Frank indicated that an MMS feature allowed design and generation of custom membership reports. As we become more familiar with the system, Linda et al. will be able to tailor custom reports to meet our needs.

15.2 Recommendation for disposition of lapsed members

MOTION: Linda Krute moved that we establish policy that due dates in 2007 and 2008 not be required to pay dues in arrears but contacted and permitted to rejoin as a new member. Flemming Fink seconded. Motion APPROVED.

In addition, there was a consensus that the VP, Membership be charged to propose policy regarding reminder dates and expiration of membership.

15.3 Conversion of WCCEE non-member registrants to members

Colin Leung will provide a conference registration list from which the VP, Membership and Secretary General will award new memberships to those who have NOT been members. We will need to police that list so that it is applied to new members only.

15.4 Methods for increasing membership

Linda Krute distributed the 2011 CIEC brochure and asked for Council members to help staff the IACEE booth at the CIEC Expo.

Linda tasked the Council to supply her with:

- three benefits of IACEE membership from each Council member.

- names of five individuals who could be new individual members.
- names of five contacts who could become institutional members.

16. IACEE Website

16.1 Current status of conversion by Vieth

16.2 Website design - improvement of features

The press of time required us to skip over this item. However, the website administrators expressed their extreme pleasure with the ease with which changes can be made. We hope to be able to demonstrate this by performance and perhaps at the Tuesday meeting of the new Council.

17. Newsletter - Phil O'Leary

17.1 Production plan - quarterly?

Phil O'Leary wants to have 2 institutions profiled in each Newsletter, with no more than one from North America in each issue. Wisconsin will plan on 4 issues per year, with the next issue set for early December

17.2 Content assignments

Phil has already sent an e-mail soliciting ideas/articles for the December issue. He expressed his hope for widespread participation by the Council in developing Newsletter content.

18. Singapore Declaration (to be adopted by WEEF on 21 October 2010)

Final touches will be put on the declaration on Tuesday, 19 October. Nelson asked for comments by early in the next week. Alfredo Soeiro opined that a statement on quality in engineering education ought to appear. Nelson has been involved since the beginning in the evolution of the draft and pointed out that it was crafted by the Presidents of all five WEEF organizations. It will be formally signed at the WEEF closing session on Thursday afternoon and then published in WordPress for anyone else in the world to sign.

19. Awards

19.1 Appointment of new IACEE Awards Committee

19.2 Biedenbach Award objectives/definition

19.3 Martin Award objectives/definition

19.4 Establish new award(s)?

Frank Burris led a brief collective discussion of these topics, suggesting the need for an Awards Committee that is independent of the organization of the WCCEEs. The objectives of the Biedenbach Award need to be clarified and those of the Martin Award, drafted in 1997, need to be revisited. The committee should also take a look at the creation of new award(s) to honor other major contributors/members.

20. Future Meeting Plans/Locations

20.1 2010-2012 Council meeting Tuesday, 19 October 2010, Singapore

This formative meeting of the newly elected Council will elect the Executive Committee and the new First Vice President.

20.2 Executive Committee meeting, Tuesday, 1 February 2011, San Antonio, Texas, USA

20.3 2011 Council meeting, May 2011 ?, dates & location to be determined

Patricio portrayed advantages of Valencia as easiest for him but suggested we could benefit from Latin American reachout activities in Mexico. A third option would be for another Council member to volunteer to host the 2011 meeting. Council members were asked to share their opinions over the next couple of days and the decision would be made at Tuesday afternoon's meeting of the new Council.

21. **Recognition of Departing Council Members**

Nelson Baker expressed thanks to all the departing members of the 2008-2010 Council: Yury Bocharov, Flemming Fink, Hu Dongcheng, Frank Huband, and Francisco Javier Rebolledo. It was noted that Yury Bocharov had served on the Council for all 21 years of IACEE's existence and that he is the last sitting member of the very first Council.

22. **Other Business**

Alfredo Soeiro mentioned two items:

a) he has written the report for WorkPackage 10 of EUR-ACE Spread project <http://www.feani.org/webfeani/> and has recommended, after consulting the advisory board of this WorkPackage, that the IACEE tool for quality assurance of CEE centers (DAETE) should be used in future developments of accrediting CPD.

b) A Leonardo project subsidized by the European Commission started on 1 October 2010 that deals with the development of CPD by the Engineering Professional Organizations. It is coordinated by Engineers Ireland, lasts two years, and involves seven countries. Alfredo will recommend IACEE as the consultative body for CEE.

Flemming Fink expressed his thanks for his experience with the Council and for the opportunity for a leadership role through a portion of the 2008-2010 Council term

23. **Adjournment**

This final meeting of the 2008-2010 Council was adjourned, with instructions to meet for dinner as guests of NUS.