



2010-2012 IACEE Executive Committee Agenda
Tuesday, 1 February 2011 - 8:30 a.m. - 5:00 p.m.
Crowne Plaza Hotel Riverwalk - Executive Salon 1
San Antonio, Texas, USA

1. **Welcome & Introductions, Verification of Quorum**

President Nelson Baker called the meeting to order at 8:40 a.m. and extended a warm welcome to all participants. He also offered Happy Chinese New Year greetings to Zhang Guoqing and He Weipeng, who had traveled from Beijing to represent CACEE. As every member of the Executive Committee except Past President Mervyn Jones was present, the quorum was easily met. Those in attendance at the meeting were the following, with Executive Committee members indicated by an asterisk * :

*Nelson Baker	John Klus (Past President guest)
Edward Borbely	*Linda Krute
*Frank Burris	Catherine Polito
Soma Chakrabarti (IACEE Member guest)	*Kim Scalzo
Louk Fennis	*Wim Van Petegem
Patricia Hall	*Zhang Guoqing
He Weipeng (CACEE guest)	

In addition to those present in the meeting room, *Mervyn Jones and Alfredo Soeiro both joined selected portions of the meeting via Skype calls.

2. **Apologies for Absence**

As has been our custom, all Council members were invited to participate in this meeting of the Executive Committee. The following Council members indicated their inability to participate:

Susan Bray	Kirsti Miettinen
Andy DiPaolo	Patricio Montesinos
Leizer Lerner	Philip O'Leary
Colin Leung	Katriina Schrey-Niemenmaa

No response was received from Sergey Gavriushin.

Sue Bray had originally planned to participate but has recently fallen ill and is unable to travel. Those present expressed their high regard for the work that Sue has done in leading our Strategic Planning effort and expressed their profound wishes for a speedy recovery.

3. **Approval of Agenda**

The Agenda was approved as distributed in its final form.

4. **Electronic Ballots Since Singapore Council Meetings**

4.1 **Minutes of 16 October 2010 Council Meeting in Singapore - review actions**

4.2 **Minutes of 19 October 2010 Council Meeting in Singapore - review actions**

Frank Burris called the attention of the Executive Committee to the Minutes of the two Council Meetings in Singapore and noted that they had been approved, distributed, and posted on the website in November 2010. While it had been our intent to review the action items in these Minutes at this time, because of time pressure we agreed to return to such a review near the end of the meeting if time permits.

5. Report of President Nelson Baker

5.1 Executive Committee meeting goals

Nelson announced four principal goals for our meeting:

- a) Status update on the organization and how it ties in to our Strategic Plan;
- b) Learn to use our Strategic Plan as a roadmap and reporting mechanism;
- c) Better reporting to IACEE members;
- d) What risks/concerns do we have as a group for IACEE and how can we overcome them?

5.2 Headquarters transition

- a) The move was accomplished in ~3 months but, by and large, is now complete;
- b) IACEE is currently in a very tactical stage, not yet strategic;
- c) Recent focus has been on cleaning up the membership database and learning details about the Vieth Membership Management System (MMS);
- d) Nelson acknowledged Frank's major effort in achieving c);
- e) A number of "legal things" still need to be resolved, including the filing of a tax return by the 15 April US tax deadline;
- f) Nelson invited interested members to visit Headquarters and survey the contents of the 5-6 remaining file boxes, approximately half of which are old photos;
- g) Nelson asked if there are other services that Georgia Tech needs to perform for the Association? How can HQ help the IACEE leadership function better?
- h) It was noted that the HQ phone number is +1 404 385 3534 and that errors in that number ("3435") still seem to reside in portions of the website. It was also observed that this line currently is not answered by Voice Mail and Nelson will take steps to correct that situation. (This has already been done.)

5.3 Report on 12th WCCEE wrap-up

Colin Leung submitted a two-page report on the 12th WCCEE last week, which was attached to the agenda handout package; at Nelson's request, Colin later added a third page highlighting the pros and cons of coupling the WCCEE with other organizations in the World Engineering Education Forum (WEEF). This third sheet will be distributed to Council after the Executive Committee Meeting.

Nelson summarized some of the WCCEE highlights:

- a) 99 WCCEE participants came from 22 countries;
- b) 40 participants were non-members of IACEE and will receive an Individual Membership by virtue of their registration;
- c) More than 80 international Deans attended, with over 500 attendees for all five WEEF events;
- d) Our current Financial Report (22 Jan 2011) indicates approximately US\$ 5,634.34 as IACEE's share (10%) of the registration fees and US\$ 1,538.46 as IACEE's share of the fees of the 40 non-member registrants.

Kim Scalzo spoke about the need for having standards/templates for reporting on events like the WCCEEs in a standard manner; she has spoken to Ed Borbely and Andy DiPaolo about leading this effort.

On behalf of IACEE, Nelson again thanked the NUS team led by Colin Leung for its efforts in organizing and running the 12th WCCEE.

5.4 Presidential overview of progress since 12th WCCEE

Nelson indicated that a bit of a lull had set in on his activity after the WCCEE because of the press of tactical items that had to be accomplished before the holidays to complete the HQ transition. He said it is time to get "back in gear" as we move into late winter and spring.

5.5 Council member changes

- a) Tuula Bergqvist of Chalmers University in Sweden resigned in November from the Council because of family health issues. Nelson then issued an invitation to serve to Kirsti Miettinen of Aalto University in Finland and she accepted in January.

MOTION: Mervyn Jones moved and Kim Scalzo seconded a motion to seat Kirsti Miettinen on the Council as a representative of an Academic Institution. Motion APPROVED unanimously. The entire Council will be asked to ratify this action at the Council Meeting on 15-16 June 2011.

- b) Just six days ago Nelson Baker and Frank Burris received a letter of resignation from the Council & Executive Committee from Prof. Cheng Jianping of Tsinghua University. A letter from the CACEE President has recommended Mr. Zhang Guoqing, a Vice President of CACEE, to fill the CACEE Regional Leader Organization opening on Council. As this is an RLO opening, there is no need for action to seat him on the Council. Mr. Zhang introduced himself to the group and reviewed his qualifications. Nelson thanked him for his words and wished Cheng a speedy recovery. When the full Council meets in Valencia in June, it will take up the matter of possible election of Mr. Zhang to the Executive Committee. In the meantime, he will serve as Interim Vice President, Communication & Member Engagement. The various letters pertaining to these actions were distributed to the Council on the day they were received in late January.

5.5 National Academy of Engineering (USA) Lifelong Learning Project

<http://www.llproject.org>

Andy DiPaolo and Nelson Baker were invited to participate in an "invitation only" workshop of the USA's NAE Lifelong Learning Project in June, 2009 in Washington, DC. The report that came out of this workshop is on NAE's website and does not reflect involvement of IACEE. Nelson has received notification that NAE is moving into Phase II of this project. He recommends writing a letter to the NAE LLP emphasizing the existence and 22 years of experience of IACEE in lifelong learning issues. The Executive Committee concurred that Nelson should write a letter to the Project Steering Committee with the IACEE Council's names identified. The letter will state what we are, what we have in place, and what we can do for the project.

Visit from ASEE Interim Executive Director Lyle D. Feisel

Lyle Feisel entered our meeting room at this point to greet the Executive Committee on behalf of the American Society for Engineering Education (ASEE). Frank Burris introduced him as an old friend, who had earlier served as a US Dean of Engineering and as President of ASEE. Lyle assumed the role of Interim Executive Director on Frank Huband's retirement on 1 November 2010 and will serve until the appointment of the new Executive Director.

Nelson Baker rose to welcome Lyle and to read and present the Resolution of Thanks to ASEE that the Council had approved in Singapore on 16 October 2010. Lyle responded graciously, expressing the hope that ASEE and IACEE would be able to return to the spirit of cooperation that we had enjoyed earlier.

6. Report of Secretary General Frank Burris

6.1 Membership Database update activity & progress

Frank provided an "IACEE Membership Database Update Summary" as one of the handouts with the Agenda. Since acquiring an Access database of approximately 640 membership records from ASEE in September, 2010, the database has been culled to 171 members in January, 2011. Of these 171,

76 are currently PAID and 95 are in an UNPAID status. Frank also indicated that three different sets of letters and invoices had been sent to members about dues renewals in early November. Two additional sets of letters and invoices were sent to the members in arrears on 12 December 2010, with a deadline of 15 January requested for payment.

Frank then directed the attention of the meeting participants to the 6-page spreadsheet entitled "IACEE Membership Expirations", which had been distributed with the Agenda. The meeting then walked step-by-step through the entire list of 171 entries, determining which should be dropped immediately and assigning follow-up responsibility for those who were unpaid but who were deemed to have promise for dues collection. Because of the inordinate amount of time that has been required for database clean-up, Frank indicated that he hopes to have most of the database "cleaned up" by the end of the first quarter of 2011 (3/31/11). Despite the painstaking nature of this process, there was significant enthusiasm for achieving the desired clean-up soon. The consensus of the discussion was that we should, for the time being, provide unpaid members with a grace period of one year, as the clean-up proceeds.

Frank also directed the attention of the meeting to the two-page "IACEE 2010 Dues Revenue Record" and the one-page "IACEE 2011 Dues Revenue Record". These contain records of all dues collections since the relocation of HQ to Georgia Tech. The most interesting things to note on these reports are the comparisons of Net Payment Received vs. Dues for the various payment methods. Generally, we have learned that bank wire transfers take a lot of time and paperwork and also tend to incur the largest expenses. We strongly encourage members to pay online via PayPal as the fees are relatively small and these payments require less labor than cash, check, PayPal Virtual Terminal, or bank wire transfer.

6.2 Financial Report (October 2010 - January 2011)

Frank discussed the "IACEE Financial Report," which had been distributed with the Agenda. In addition to the various Income and Expense items, the 22 Jan 2011 version shows the approximate amounts that we will net from the 12th WCCE: US\$ 5,634.34 from our 10% share and US\$ 1,538.46 from the non-member registrants. These payments have not yet been received from NUS and are subject to slight changes because of prevailing currency conversion rates at the time of transfer. Net funds available at the time of this report were US\$ 17,267.00 less the amounts not yet received from NUS. Nelson Baker also distributed the FY2011 IACEE Budget that was approved by the Council in Singapore and commented briefly on several budget items.

6.3 Headquarters Operations long-term

Frank reminded the meeting that Georgia Tech has committed to host the Headquarters (HQ) until 31 Dec 2012, which is now only 23 months away. We as a Council need to be thinking about our next HQ home during 2011 and preparing for a possible transition at the end of 2012. He also stressed that we are currently surviving on incredible amounts of volunteered time from a handful of individuals and this volunteer-only help cannot be expected to sustain us over the long haul.

7. Report of Past President Mervyn Jones

7.1 Bylaws revisions

Mervyn had joined the meeting earlier via Skype and indicated that he had no Bylaws revisions to recommend at this time. However, because we have made some changes to the responsibilities of the VPs and other operational changes, we are due to revisit the Bylaws and bring them up to date with current practices at the 2011 Council Meeting in June in Valencia.

7.2 Nominations for 2012-2014 Council

7.2.1 Number of candidates

While we seemed to agree on the desirability of having significantly more nominees than openings, we also agreed that at this time in our organization's life, this may not be practical. We shall focus on having solid candidates for at least the 19 Council slots specified in the Bylaws.

7.2.2 Geographic distribution of candidates

Council membership has been skewed in recent years with the growth of the number of USA members. Every effort should be made to re-distribute the Council seats to include Council members from under-represented areas of the world.

7.2.3 Nominating Committee Chair

Mervyn has agreed to continue in the role of Chair of the Nominating Committee, although he technically is Past Past President.

8. IACEE Strategic Planning Update - Nelson Baker

Nelson outlined the Strategic Planning work and introduced the spreadsheet recently developed by Sue Bray for tracking our progress against the Strategic Plan. He thanked the Goal Team Leaders (Alfredo Soeiro #1, Louk Fennis #2, Frank Burris #3, and Mervyn Jones #4) and their teams for all their work on the plan leading up to Singapore. He stressed that the VPs who were elected in Singapore are NOW the owners of the Strategic Goals (Kim Scalzo #1, Zhang Guoqing #2, Linda Krute #3, and Wim Van Petegem #4). They are now responsible for executing the goals with their teams and will be expected to provide updates at every future Council and Executive Committee meeting. These spreadsheets will be living documents and each VP will be responsible for updating the strategies and actions for their particular goal on the spreadsheet.

9. Report of Vice President, Products & Services Kim Scalzo

Kim anticipates that the Sue Bray spreadsheet mentioned above in item 8 will be the primary mechanism for reporting in the future. Alfredo Soeiro submitted a one-page status report on Strategic Goal #1 that was included in the Agenda handouts. Kim commented that such reports will not be necessary in the future, as they will be replaced by the spreadsheet.

9.1 DAETE Project - Alfredo Soeiro, Kim Scalzo

The DAETE Research Team met in Leuven, Belgium in mid-January and did a full inventory of every institution involved and participating at the \$200 level in DAETE. 60+ institutions have thus far been involved. Kim distributed the six-page IACEE DAETIX Activities report dated 31 January 2011. The updated inventory has been assembled into a booklet by Georgia Tech staff and is being made available to all project members.

9.2 CEE Manager Training Project - Pat Hall

Pat distributed several handouts to bring the Executive Committee up to date on this project, one of which was a "rough draft" survey that has been developed "for detecting CEE managers' CE needs." Pat asked for comments on this draft survey and asked that the Executive Committee complete the survey and submit results, along with any additional feedback or suggestions on topics, etc. One comment that was made pertained to the importance of proofreading the survey document carefully with respect to spelling (webinar), awkward language, difficult-to-interpret segments, meaning of the Ns/N column, etc. The "draft" survey distributed at this meeting was intended for the Executive Committee's review only at this point. Once all the feedback is received, we will make corrections and formalize the survey for distribution to the membership.

9.3 Special Interest Groups - Cath Polito

Cath distributed a report on the status of the SIGs and led the Executive Committee through a discussion of each of the eight SIGs currently listed on the IACEE website, only three of which have a working link. As a result of the discussion of each alleged SIG, Cath will revise the list of active SIGs downward to approximately five.

9.4 13th WCCEE - Patricio Montesinos

Kim distributed the 13th WCCEE preliminary brochures to the Executive Committee. These will also be used at the CIEC Expo and at the CPD Division breakfast to promote CIEC and the 13th WCCEE. Kim showed Patricio's updated WCCEE PowerPoint presentation dated January 2011. We made comments and Kim promised to pass them back to Patricio.

- a) The conference website in the presentation has a .net extension and it should be .org to be consistent with the past.
- b) The promotion plan is great but the three RLOs should speak with their organizations about what else they can do.
- c) There need to be promotion activities beyond November 2011, not JUST for solicitation of abstracts.
- d) We would ask Patricio to indicate the promotion focus for each month and will he be providing content for the promotion activities each month?

The following Council members agreed to join the Conference Planning Committee (CPC): Nelson Baker, Ed Borbely, Frank Burris, Linda Krute, Kim Scalzo.

The expectation is that the CPC will meet regularly via Skype over the next 15 months; when and how frequently?

Potential major speakers should be identified now, with input from Council. The Awards Committee is now chaired by Kati Schrey, not Colin Leung, and Patricio should work with her on awards.

This PowerPoint presentation will be sent to the Council.

9.5 14th WCCEE bid process & candidates

A Hong Kong group, whose identity could not be further recalled at the meeting, has apparently expressed interest in 2014. Our discussion focused on the need to propose a process for soliciting and reviewing bids for future WCCEEs. It is hoped that we will be selecting the 2014 venue at the Fall 2011 Executive Committee meeting. Kim inquired about the recent bid packages and Frank agreed to search his files and forward the latest version to her after the meeting. (This has already been done.)

10. Report of Vice President, Communication & Member Engagement Zhang Guoqing

10.1 IACEE Awards - Katriina Schrey-Niemenmaa

Nelson and Frank shared their recent info exchanges with Kati about what they believed the Awards Committee should be doing. In addition to updating existing Awards criteria, she and her Committee will be looking into potential new awards. Nelson also encouraged us to be active in nominating candidates for professional awards from other organizations, indicating that he, Ed Borbely, and Kim have recently nominated one of our members for an ASEE award.

10.2 Newsletter Editor - Phil O'Leary, Frank Burris

Frank reviewed the plan for the 15 March IACEE Newsletter, which was included as a handout with the Agenda. The concept is to provide the membership with many relatively short articles by many different members. Frank will distribute the production schedule in early February to all who are expected to write an article. Articles are due on 1 March, with

distribution planned for 15 March. The following issue of the quarterly Newsletter will be targeted for 15 June 2011. Zhang Guoqing indicated that translation of the Newsletters into Chinese is under consideration by CACEE to improve dissemination and outreach.

10.3 Website Development - Louk Fennis, Soma Chakrabarti

Louk recognized Soma for her help in the effort of documenting problems with the current site that need to be fixed. He then introduced the five-page list of 39 items that they feel needs attention. A discussion of the various categories of recommended changes ensued. Overall, Louk and Soma have done an outstanding job of documenting website issues, most of which we were aware of but previously have not had time to explore and fix. Nelson and Frank made plans to meet with Louk and Soma the next morning to further review the processes for making changes to the site. At the end of this follow-up meeting, Louk was given News Manager Access and Website Content Manager Access to the site, in addition to the Photo Album Access that he was granted several weeks ago. He has agreed to keep Frank apprised of changes he makes in his Website development role and to consult with Frank for proofing of the English usage on the site.

11. Report of Vice President, Membership Linda Krute

11.1 Staffing booth at CIEC Expo (1 & 2 February)

As General Conference Chair of CIEC, Linda provided IACEE with a no-cost table in the CIEC Expo area. She and Frank solicited help to staff this table Tuesday evening and all day on Wednesday. Linda redesigned the IACEE membership brochure and had some printed for use at various CIEC events. The new brochures and the 13th WCCEE booklets were passed out at the Expo and at the Continuing Professional Development Division Breakfast.

11.2 Membership Efforts initiated & needed

The need to develop a strong list of IACEE membership benefits was discussed extensively (again!). Linda and her team will follow up between now and the June Council meeting in Valencia. Nelson and Frank mentioned that the Vieth MMS has a membership prospect function that we have not yet explored and Linda agreed to look into this feature to evaluate its potential use for membership development. A wide-ranging discussion of new membership options ensued, with particular focus on Individual vs. Institutional memberships and the benefits of one over the other. Linda and her team will work on this and bring a proposal to Valencia in June.

Ed and Frank reported on a recent success in recruiting our first Australian member in many (15?) years. Noel Miller, a retired professional colleague of Ed's at Ford Motor Co. in Australia, has taken an interest in helping us promote IACEE "down under." Since December he has organized four 1-hour Skype conversations with various organizations, with a fifth scheduled for 14 February. In January Deakin University joined IACEE as an Institutional Member and we are using this success to try to engage more members in Oceania.

11.3 Academic membership - Colin Leung

11.4 Corporate membership - Tuula Bergqvist replacement?

Kirsti Miettinen will fill this slot for the remainder of the 2010-2012 Council term.

11.5 Individual membership - Sergey Gavriushin

11.6 Professional Org & Societies membership and RLOs - Leizer Lerner

11.7 Recommendation for disposition of lapsed members

This matter was discussed extensively in item 6.1 and will continue to be a priority of the Secretary General until the database is cleaned up.

12. **Report of Vice President, Organizational Sustainability Wim Van Petegem**
Wim expressed his desire to look at the Sue Bray spreadsheet for the Strategic Plan to review his team's progress. He presented the status of the actions using this Goal #4 sheet and the results will be made available as this process for gauging Strategic Plan progress matures. There was a discussion of the short-term nature of this goal. Nelson encouraged us to re-think this going forward and to identify a longer-term goal.
 - 12.1 **Audit/Budget/Finance - Andy DiPaolo**
 - 12.2 **Foundation/Philanthropy - Ed Borbely**
 - 12.3 **Process Improvement - Sue Bray**

13. **CIEC Session CPD 542, Friday 4 February, 9:30 - 11:00 a.m. - Ed Borbely, Kim Scalzo**
Originally intended as forum for regional reports from various IACEE members, the UK moderator and Alfredo Soeiro had to cancel their plans to participate in January. The plan is now to have Kim do a presentation on how she has implemented DAETE at SUNY, followed by discussion by John Klus, Ed Borbely, and Nelson Baker, with three relatively new project participants (Pat Hall, Paul Jewell, and Mario Vidalon) also commenting on their experiences. The last half hour will have new Council member Zhang Guoqing present his lecture on Cooperation Between Industry and Education in China.

14. **Future Meeting Plans/Locations**
 - 14.1 **2011 Council meeting, 15-16 June, Valencia, Spain - Patricio Montesinos**
Patricio has communicated this week a plan for hosting the June Council Meeting in Valencia, Spain. UPV will provide dinner for Council members on 14 June and lunch and dinner on 15 and 16 June. In addition, three nights' lodging will be provided for Council on 14-16 June. Nelson asked us to consider how much total time the Council would need for its annual meeting.
 - 14.2 **Fall 2011 Executive Committee Meeting**
Nelson asked for thoughts on the venue for a fall Executive Committee meeting. CACEE has offered to host the Executive Committee either before or after the annual conference of the Association for Engineering Education of Southeast Asia and the Pacific (AESEAP) in Beijing on 15-16 September. China is the current secretariat for AESEAP. Mr. Zhang will send information about the AESEAP conference. While this is an attractive location for recruitment of members in that region, it should be noted that the SEFI annual conference is in Lisbon 27-30 September. We shall consult with Executive Committee members on the workability of the Beijing venue and hopefully make a decision soon.
 - 14.3 **Mid-winter Executive Committee Meeting at CIEC, Orlando, Florida, USA, 31 January 2012**
If we follow the pattern of the past, this meeting would be held on Tuesday of CIEC week. The issue has also been raised that perhaps we should plan to meet after CIEC: Friday afternoon 3 February/Saturday 4 February 2012. There is plenty of time for this discussion.
 - 14.4 **2012 Council Meetings, 16 May & 19 May, Valencia, Spain**
The traditional meetings of the "old" and "new" Councils will be held before and after the 13th WCCEE.

15. **Other Business**
Item 6.3 was reiterated to emphasize the need to begin thinking about a new HQ for 2013.

Zhang Guoqing requested information about the bid guidelines for the World Conferences on CEE.

Pat Hall requested that the surveys mentioned in item 9.2 be returned to her by our meeting participants.

16. **Adjournment** - President Nelson Baker adjourned the meeting at 5:35 p.m.