



2011 Fall IACEE Executive Committee Meeting Minutes
Saturday, 1 October 2011 - 08:30 - 17:00
Atlantic Pavilion Business Center Room #4
Lisbon, Portugal

1. Welcome & Introductions, Verification of Quorum

President Nelson Baker called the meeting to order at 9:09 a.m. and extended a welcome to those who had journeyed to Lisbon for the Executive Committee Meeting. All seven members of the Executive Committee were present:

Nelson Baker	Frank Burris	Mervyn Jones	Linda Krute
Kim Scalzo	Wim Van Petegem	Zhang Guoqing	

Four other members of the Council also were present:

Leizer Lerner	Kirsti Miettinen	Katriina Schrey-Niemenmaa
Alfredo Soeiro		

In addition, former Secretary General (1989-2001) Markku Markkula joined us for the entire meeting and Council member Patricio Montesinos joined the meeting via Skype in late morning for his report on the 13th World Conference on CEE.

2. Apologies for Absence

As all Executive Committee members were present, there were no apologies.

3. Approval of Agenda

Zhang Guoqing requested the addition of a report on the mid-September AESEAP (Association for Engineering Education of South East Asia and the Pacific) Conference in Beijing under Item 13 Other Business.

Nelson Baker asked for all to offer an estimate of the time required for their reports. He indicated that he would act as a "policeman" to facilitate our movement through a lengthy agenda.

It was noted that the Agenda and 27 other supporting documents are posted in the File Archive section of the Members' Area of the IACEE website

www.iacee.org. Thus, the Agenda and all supporting documents are available to all IACEE members by using their username and password to access the File Archive section of the Members' Area.

4. Electronic Ballots Since Valencia Council Meeting

4.1 Minutes of 15-16 June 2011 Council Meeting in Valencia - review progress on actions

Frank Burris led the group through a highlighted version of the Minutes of the 15-16 June IACEE Council Meeting. Seven such areas of needed action are highlighted in that set of Minutes and they will each be addressed at the appropriate point in this meeting's Agenda.

5. Report of President Nelson Baker

5.1 Fall Executive Committee Meeting goals

Nelson discussed "how" we operate with our strategic goals. How do we make our new structure more effective? He hopes to clarify the roles of Council members vis-à-vis the Vice Presidents. We also need to make major progress in moving the planning along for the 13th WCCEE.

5.2 Replacement of Inactive Council Member Sergey Gavriushin

The Russian Association for CEE (RACEE) was a Founding Member of IACEE, with Yury Bocharov serving on the Council from 1989 until 2010. Upon Yury's retirement from Council in 2010, he was replaced by Sergey

Gavriushin, who has not been able to participate in any meetings. Furthermore, the RACEE dues expired on 31 October 2010 and, without any action in October 2011, RACEE will be dropped as a Professional Organization & Society (PO&S) member on 31 October 2011. Frank compiled a list of the six current PO&S members and discussion led to the opinion that Mihai Mihaita of the General Association of the Engineers in Romania - AGIR would likely be the best replacement.

MOTION: Linda Krute moved and Kim Scalzo seconded the motion to replace Gavriushin with Mihaita for the remainder of the Council term. The motion carried 5-3. Frank will contact Gavriushin. Alfredo Soeiro and Leizer Lerner will contact Mihaita about his willingness to serve. Nelson and Linda will also write a letter to RACEE encouraging the retention of their PO&S membership.

5.3 IFEES Interactions and Relationship

Nelson, Kim, and Frank met on 30 September with IFEES Secretary General Hans Hoyer and IFEES President Krishna Vedula. After an extensive discussion of our earlier proposal for a reciprocal membership with IFEES and the subsequent IFEES explanation that they could not do this, we also explored potential benefits of IFEES membership for their 1 October 2011 - 30 September 2012 membership year. Our discussion and what we learned at our 30 September meeting with IFEES led Nelson Baker to propose joining IFEES at the \$500 level for one year and then evaluate the benefit at the end of that term.

MOTION: Kim Scalzo moved that we ask Council to vote on this matter electronically and Alfredo Soeiro seconded the motion. The motion passed unanimously. Linda Krute and Kim Scalzo will write up a set of expectations for our participation in IFEES, which will be used to evaluate or experience after one year. Linda will be our contact point with IFEES for this one-year period as she already plans to attend the World Engineering Education Forum in 2012 in Buenos Aires because of her Dean's leadership role at that meeting.

5.4 Council Member Annual Report

Nelson Baker asked all Council members to prepare a personal Annual Report for the period 1 May 2011 through 30 April 2012. Nelson will use these Annual Reports to report on IACEE's activity and achievements at the 13th WCCEE in Valencia during the General Membership Meeting. Frank Burris will revise the Annual Report form to reflect this new time period for reporting.

5.5 Vice Presidents' Autonomy, Mentoring, and Support

Nelson asked Mervyn Jones to have Council nominees identify their qualifications to run, why they want to run, and their first/second/third choice for the role they wish to play on the organization chart. Nelson urged that VPs have a more significant role without involving him and Frank in all the details; i.e., the VPs have significant autonomy to manage their areas of responsibility and should hold the Council members under them accountable. Nelson wants to hear from the VPs about the frequency of our communication between face-to-face meetings. We agreed to try virtual meetings between face-to-face meetings, although we recognize the challenge of a our wide span of time zones, with Zhang at the eastern end 15-16 hours ahead of Frank at the western end, depending on the time of year. (The date for the first of these Skype meetings of the Executive Committee has been set for Tuesday, 13 December at 2:00 PM GMT.)

5.6 Vice Presidents' Website Permissions

It has been noted that there is a wide variation in the current website permissions of the VPs. Nelson wants to hear from VPs about their needs

for site access. He and Frank will work with the VPs offline to make sure they have the access they need to do their work.

5.7 John P. Klus Remembrance

Nelson projected the "Remembrance" document that was created for the September 2011 Newsletter on the screen and asked that we go on record as saying thank you to John for all his contributions to CEE and IACEE as a founder and mentor to all of us. We discussed what kind of remembrance we should create to pass along to the Klus family. It was agreed that Alfredo will collect input of personal remembrances of John (1 paragraph each) and compile them into a document by the end of December. Alfredo will coordinate this effort and seek inputs from a wide variety of John's professional acquaintances.

6. Report of Secretary General Frank Burris

6.1 Membership Report & Expirations - role of every Council Member

Frank projected the 5-page IACEE Membership Expirations report dated 21 September 2011. He indicated that a number of lapsed members have Council members assigned for follow-up and stressed that active membership development efforts are a responsibility of every member. We have an especially large number of membership expirations in the last quarter of 2011 and it is vital that we retain as many of these as possible.

6.2 2011 IACEE Dues and Fees Revenue Record

Frank projected this 4-page report and briefly used it to demonstrate how different payment methods affect the net that IACEE receives. It is also an accurate record of dues and fees payments throughout the current year.

6.3 IACEE Financial Report (October 2010 - September 2011)

Two IACEE Financial Reports were projected for discussion: one for the period 1 October 2010 - 30 June 2011 and the second for the period from 30 June 2011 - 21 September 2011. Our Wells Fargo bank account received an unanticipated deposit of \$1,259.79 in September from ASEE as a final settlement of our accounts with ASEE. The NET funds available as of 21 September 2011 were \$24,258.90.

6.4 Performance Against FY2011 Budget

Frank shared a new report comparing Actual Performance against Budget for FY2011. Both Nelson and Frank expressed pleasure with the FY2011 performance against budget, given how little we knew one year ago about what to expect in 2011. As of 21 September 2011, our NET is approximately \$7,000 (41%) above the budgeted NET

6.5 Development of FY2012 Budget

Frank expressed reluctance to develop a budget for FY2012 until we are closer to the end of our current fiscal year, given our relative lack of experience with IACEE financial facts. Nelson wants to develop an approved FY2012 budget by the end of 2011 and asked that Executive Committee members send their requests/recommendations to him and Frank by mid-November. We will then develop a proposed FY2012 budget and send it to the Council for approval by electronic ballot by year's end.

6.6 Concerns about level of cooperation from some Council members and SG time commitment

Frank expressed a degree of frustration over the relatively low level of cooperation from some Council members and the extra time he has to spend playing "policeman." He frequently has to request input multiple times before inputs are forthcoming. He asked that those unable to respond to a particular request in a timely manner let him know with a short note rather than just ignoring the request.

- 6.7 Advertising or Job Board in IACEE Media? - Phil O'Leary subcommittee
As no report was received from this subcommittee, discussion of this matter was postponed to the next Executive Committee in Orlando in January.

7. Report of Past President Mervyn Jones

7.1 Honorary Membership category

We took advantage of the presence of Markku Markkula at our meeting and asked him for some historical background on the establishment of the Honorary Membership. Markku indicated that the Honorary Membership was created in the early nineties and awarded to Chief Olu Ibukun, who was the UNESCO representative who helped IACEE get its start. He shortly thereafter retired from UNESCO and the Honorary Membership has never again been used.

Mervyn Jones will write a definition for this type (Honorary) of IACEE membership for later review by the Council.

7.2 Nominations for 2012-2014 Council

7.2.1 Number of candidates

7.2.2 Geographic distribution of candidates

7.2.3 New candidates

Mervyn introduced his 19 September 2011 list of possible candidates. In addition, Frank has also sent him an email with 5-6 other potential candidate suggestions. It appears that, for the first time in several years, we may have more candidates than openings in at least one membership type, thus necessitating an election in Valencia. 29 February 2012 will be the closing date for our slate of candidates and for their election bio sketches, their statement of why they want to run, and their declaration of interests in the responsibilities portrayed on the organization chart.

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

8.1 Strategic Plan Goal #1 Report - File Archive on website

Kim projected the Strategic Plan Goal #1 Report and focused her remarks on those items having a status of yellow or red. Based on discussions at this meeting, Kim will update the Goal #1 Report and post it to the website.

8.2 13th WCCEE - Patricio Montesinos

The meeting jumped from Item 5.7 to this point after morning coffee break to accommodate Patricio Montesinos, who joined us via Skype.

The MOU between IACEE and UPV has still not been signed and Kim will be following up with Patricio on this matter.

Patricio has recently learned that the EUCEN Conference is scheduled in May for the week before our WCCEE and asked the Executive Committee for its thoughts. We decided that EUCEN did not sufficiently threaten the WCCEE and we will not consider changing our dates at this late time.

Conference Planning Committee (CPC) meetings will be scheduled every two weeks on Tuesdays at 17:00 in Valencia through the end of 2011. The first meeting will be held on 18 October but will have to be one hour later at 18:00 in Valencia.

The Call for Abstracts was noted as an Agenda supporting document and will be distributed in early October. (The call was sent to all IACEE members on 4 October.) Each Council member will be asked to review ~ 10 abstracts between 5 December and 30 December. The Call will also go to SEFI members (Wim), CACEE members (Zhang), ASEE members (Pat Hall), RECLA members (Patricio), UPV CFP list (Patricio).

We were asked to share with our LinkedIn contacts the information about WCCEE.

Gerardo Ferrando will be keynoter, as will be Debashish Dutta from the University of Illinois and the American National Academy of Engineering, and Markku Markkula from Aalto University.

Patricio needs names and contact info from Council for potential sponsorships. Many other items were referred to next CPC meeting on 18 October.

It was suggested that the Call for Abstracts also be translated into Chinese and Spanish.

8.3 14th WCCEE and beyond - Frank Burris

Kim, Nelson, and Frank updated the WCCEE Bid Manual during the summer and distributed the result to the Council. Bids have been requested in the last couple of Newsletters but none have been received thus far. Frank has had some discussions with Deakin University, our only Australian member, and Nelson has conversed with the University of Queensland. Other options discussed were partnering with IFEES in 2014 or Bogota or SUNY, although Kim would much prefer to wait until 2016 to host.

Nelson, Kim, and Frank will discuss this by phone before the end of October as the timing of this is becoming critical.

8.4 DAETIX to IACEE Quality Project Transition - Kim Scalzo

The revised DAETE2 booklet is being finalized and this project will be closing out this fall. We have no further project funding and IACEE is taking over this activity as a member benefit under the title IACEE Quality Program. Alfredo Soeiro and Kim are working on a draft of a communication to IACEE members that will be sent as soon as the online tools (see below) are ready.

Tsinghua University has indicated that they will not be able to continue with the project as a developer and GQ Zhang will seek a replacement from China.

Nelson reported from UPCEA and NAE that there is a significant hunger for the data we are collecting. We have a potentially huge advantage to be "first in market" with such data and must find a way to capitalize.

8.5 Development of Web-based Tools for IACEE QP - Ed Borbely

Kim and Nelson discussed the progress of this development by Vieth Consulting for Phase I, which was approved by the Council in June. Nelson estimates that we will be under budget on the project. The Executive Committee discussed at length the state of this project and concluded that, even though we do not yet have all the funding committed for this project, we need to move forward with Phase II to take advantage of our current position in the marketplace.

We have thus far collected developer fees of \$2,250 (\$750 each from Georgia Tech, Michigan, and Aalto) and feel that we have commitments for another \$2,250 pending.

There was a strong sense in the discussion that we need to move forward with Phase II now so we do not miss opportunities from our current competitive advantage and especially so we can make a "big splash" at the WCCEE in Valencia in May.

MOTION: Linda Krute moved that we spend the additional funds (up to \$6,000) to move forward with Phase II of the automation of the IACEE Quality Program. Kim Scalzo seconded. Furthermore, after much discussion, it was determined that this vote should take place electronically with the participation of the full Council, given the discussions of the full Council in Valencia in June.

Finally, Linda cited Article 5.5 of the IACEE Bylaws, which clearly specifies that electronic votes are to be conducted by the President, not the Secretary General or anyone else.

8.6 CEE Manager Training Project - Pat Hall

Pat Hall wrote a report on this activity for the September Newsletter and also submitted a written report that appears as a supporting document for this meeting in the File Archive section of the website. The project is on-track for a pilot before next year's WCCEE and a program for IACEE membership by next Fall.

There is a need for broadened participation, including team members from outside the US and EU, in this project as only Pat and Patricio Montesinos have been active thus far.

8.7 Special Interest Groups - Cath Polito

Kim Scalzo reported that we are significantly behind in identifying and promoting the Special Interest Groups (SIGs). Subsequent to our June Council meeting, Kim and Cath Polito determined that we should support only three SIGs at present, with the Chairs indicated:

1. Marketing - Cath Polito
2. University-Industry Partnerships - Pat Hall (Pat would like a co-chair, given her heavy involvement in the CEE Manager Training Project)
3. Community-based Innovation - Soma Chakrabarti

Update of the IACEE website's SIG information is an urgent need and new SIG descriptions are being finalized. Cath plans to work with each SIG to develop a program for the WCCEE in Valencia, thereby giving the each SIG some visibility and an opportunity for growth.

8.8 Future Project Ideas - CEE Rankings, et al.

This matter was not discussed, as we currently are quite busy with existing projects.

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

9.1 Strategic Plan Goal #2 Report - File Archive on website

The Strategic Plan Goal #2 Report was briefly discussed, with a focus on those items whose status is shown as yellow.

9.2 IACEE Awards - Katriina Schrey

Kati had distributed a report proposing criteria for four awards for IACEE; her report is in the File Archive section of the website. Two of those awards are existing and have been given for many years: Biedenbach Award and Martin Award. We quizzed Markku Markkula about the original intent of the Biedenbach award; he indicated that the original intent was to be flexible and to permit recipients who were major CEE contributors both within and outside IACEE.

The other two awards proposed by Kati are:

1. John P. Klus Award for CEE Quality;
2. IACEE Fellowship.

Nelson expressed the opinion that a research award would be more appropriate to honor John Klus: John P. Klus Award for CEE Research and Innovation.

After considerable discussion, Frank suggested that Kati and her committee take the points made under advisement and generate separate documents for each existing and proposed award to simplify future discussions and actions.

Nelson also asked us to consider how we might actively nominate IACEE members for awards of other organizations, thereby promoting IACEE.

9.3 Newsletter Issues - Frank Burris

Frank projected the Newsletter Production Plan for the September issue on the screen as a way of discussing the production process that has evolved and solicited comments/feedback on that process. Nelson commented that he would like us to take an annual look at Newsletter content and have the VPs propose topics of focus for each issue. Several expressed concern that

we have been trying to include too many items where there may be no news in the Newsletter. Another suggestion focused on using the Quality Program participants sharing a CEE best practice in the Newsletter. We should continue to welcome new members and promote membership and provide program highlights from a wide variety of members. Other ideas for future articles included:

1. Highlight world developments in CEE;
2. Provide information on the variety of Institutional Members - who, what, where, etc.
3. Alfredo proposed an article on third mission indicators: Lifelong Learning, Social Engagement, and Technology Transfer.

Linda suggested highlighting new members' issues. John Klus's idea about interactive questions in each Newsletter is still ripe for implementation. Nelson asked Wim to look into how the Newsletter can be used to improve organizational sustainability.

This discussion concluded with a request from Frank to try to identify an IACEE member, not necessarily a Council member, who is passionate about planning, compiling, and editing a quarterly Newsletter. It is a BIG job that takes a great deal of time and attention but also delivers psychic rewards. We might consider putting out a call for a Newsletter Editor.

Frank indicated that Newsletter production is another area where Council cooperation is often less than 100%. Publications inherently run on tight timelines. When a Production Plan is issued, he needs to know immediately if there is a problem so that alternate arrangements can be made. Too often an author request is denied after the copy deadline has passed, rather than well before that time.

9.4 Website Issues - Louk Fennis, Soma Chakrabarti

Soma contributed another fine article for the September Newsletter on the File Archive section of the IACEE website.

Louk Fennis submitted a written report that is posted with the supporting documents for this meeting in the File archive section and Zhang Guoqing reviewed Louk's report.

Additional suggestions for Louk and Soma were:

1. Continue the series of "how to" articles to help members' appreciation and use of the website and place these Newsletter items on the site;
2. See if we can get some statistics on how the site is being used;
3. Change "Join Online" button to "Join/Renew Online;"
4. Add a logout button to all pages;
5. Ask Soma to write about how to change a username and password.

10. Report of Vice President, Membership Linda Krute

10.1 Strategic Plan Goal #3 Report - File Archive on website

Linda reviewed the Strategic Plan Goal #3 Report, focusing on the items that have a yellow or red status.

Linda proposed a reduction in membership fee for those bringing in new members and recognition for them in the Newsletter. There was no formal action to this effect but Linda may have a formal proposal for the next meeting.

10.2 Membership Promotion activity

Linda proposed that we consider separate brochures for each type of membership and would like to develop some sort of portable display model for use at other meetings. She will also be working on a new video and a new PowerPoint presentation to promote membership and put on the website.

Kim will check into a possible social event for CPD Division and CIP Division members at the 1-3 February 2012 ASEE Conference for Industry and

Education Collaboration (CIEC). Kim will investigate options in the CIEC schedule.

Linda asked what we can do to retain the members we gain at the WCCEEs? She asked for the attendee lists from the 2008 and 2010 WCCEEs and Frank sent them to her immediately.

10.3 Membership brochure

Linda thanked Soma Chakrabarti for the latest revision of the IACEE membership brochure, which is now available in both 8 1/2 x 11 inch and A4 formats.

10.4 Membership fees

There was no proposal to change membership fees at this time.

11. Report of Vice President, Organizational Sustainability Wim Van Petegem

11.1 Strategic Plan Goal #4 Report - File Archive on website

Wim reviewed the Strategic Plan Goal #4 Report, focusing on the very few items that have a yellow status. Most of the Goal #4 strategies are complete. Reporting of completed projects and archiving has not been done so attention needs to be given further to this implementation.

Membership survey (5-6 questions addressed to membership) needs additional work. **Linda Krute will draft a survey and will report on this in Orlando.**

Kim suggested a new Council member orientation as an additional strategy. Nelson also suggested a short session at other conferences/meetings to orient others to IACEE.

11.2 Transition to paid staff - Wim Van Petegem & Andy DiPaolo

Andy's recent retirement has been a bit of an impediment to progress on this matter. Wim proposed that, if we need to have paid staff, we need to determine:

1. Capabilities that we need;
2. Staff time that we need;
3. What the paid staff will do.

Institutional membership fees may have to be increased. This might be done if member benefits are also increased.

Wim will think further about this and work with Andy to develop a proposal for Orlando.

12. Future Meeting Plans/Locations

12.1 Mid-winter Executive Committee Meeting at ASEE CIEC, Orlando, Florida, USA, 31 January 2012

In addition to the Executive Committee Meeting, Nelson Baker has volunteered to drive to Orlando and bring the remaining 5+ boxes of IACEE archives (mostly photos) with him from Georgia Tech. **We need a team to filter through these and decide which items should be retained.** Because of the age of many of the photos, we especially need those with a very long history of IACEE leadership: Markku Markkula, Anders Hagstrom, Louk Fennis, Frank Burris, Ed Borbely, Mervyn Jones, Alfredo Soeiro, Nelson Baker, and Kim Scalzo. We anticipate doing this "fun" work during evenings and/or on Friday afternoon.

12.2 2012 Annual Council Meetings, Outgoing 16 May & Incoming 19 May, Valencia, Spain

12.3 Fall Executive Committee Meeting, tentatively in conjunction with the World Engineering Education Forum (WEEF), Buenos Aires, Argentina, October 2012

12.4 Mid-winter Executive Committee Meeting at ASEE CIEC, Phoenix, Arizona, USA, February 2013.

13. **Other Business**

Zhang Guoqing reported on the Association for Engineering Education of South East Asia and the Pacific (AEESEAP) Conference held in Beijing 15-16 September 2011 with 80 attendees, 60 from China.

Keynote speakers came from eight countries. The AEESEAP Secretariat moves to Japan on 1 January 2012 for the next two years and the next conference will be 23-25 August in Japan.

14. **Adjournment**

The Executive Committee Meeting adjourned at 5:59 p.m.