



2014 IACEE Mid-winter Executive Committee Meeting Minutes
Friday, 7 February 2014 - 13:00 - 18:30
19:00 Dinner Hosted by IACEE
Saturday, 8 February 2014 - 08:30 - 13:00
Hyatt Regency Savannah
Meeting Room: Scarbrough 2
2 West Bay Street
Savannah, Georgia 31401
USA

The Agenda and 32 other Supporting Documents for these Minutes are located in the File Archive section of the Members' Area of the IACEE website. They are keyed to the Item numbers in the Agenda and these Minutes. IACEE Members will need their username and password to access the File Archive section of the Members' Area of the website.

“FA” appears in red at the beginning of each Agenda Item in these Minutes that has a Supporting Document listed in the File Archive section of the Members' Area of the IACEE website.

Yellow highlighting is used in these Minutes to call attention to items where some follow-up action appears necessary.

Friday Afternoon/Evening, 7 February

1. Welcome & Introductions, Verification of Quorum, Apologies for Absence - Baker
FA President Nelson Baker called the Executive Committee (EC) meeting to order at 1:16 pm. Council members present at the beginning of the meeting were Nelson Baker, Frank Burris, Soma Chakrabarti, Pat Hall, Linda Krute, Paul Marca, Kim Scalzo, and Alfredo Soeiro. Robert Katayama, Project Manager for the 2014 IACEE World Conference, was present as a guest. Zhang Guoqing and Wim Van Petegem both have sent apologies for their inability to participate.
2. Approval of Agenda and Meeting Logistics - Burris
FA Nelson stated that he will try to speed things up to finish in late morning on 8 February to permit some an early exit from Savannah. He announced that Mervyn Jones will Skype in at 8:30 am on Saturday. Frank explained the logistics for moving to the “Vic’s on the River” restaurant for dinner at 7:00 pm this evening.
3. Budget Spending Process/Follow-up - Baker
Nelson reminded us that we have an approved budget for 2014 (see Agenda Item 11.3) but asked Council members to coordinate spending in advance with him or with Frank Burris.
4. IACEE Strategic Planning Update from Leuven - Baker, Bray (Skype), Scalzo
FA Sue Bray joined the conversation via Skype to help lead the discussion of the strategic planning update that has ensued since the last Executive Committee meeting in Leuven. Sue presented a 12-slide PowerPoint presentation entitled “Strategic Planning Discussion - Post Leuven Suggestions”, which argued the need for revisiting our Strategic Plan. She noted on the one-page version of the SP that the SP Team had decided to add one sentence (in purple) to our Mission but that the Goals remain unchanged.

Subsequent to her introductory remarks, the SP Team presented revised SP status sheets for each of the four Goals:

Goal 1: Products - VP Kim Scalzo

Goal 2: Member Services: Communication & Engagement - VP Linda Krute

Goal 3: Advancement of Continuing Engineering Education - VP Zhang Guoqing

Goal 4: Quality Assurance and Operational Excellence - VP Wim Van Petegem

There is a great deal of content in the six supporting documents presented; all Council members are encouraged to review them and update their thinking on the SP prior to the World Conference at Stanford.

5. 14th World Conference Report - Marca & Katayama

FA Robert Katayama and Paul Marca presented two items to the Executive Committee:

1. Latest (version 25) version of the World Conference Schedule. They discussed recent changes to the Schedule;
2. 21-slide PowerPoint presentation entitled “Status Report for 2014 WCCEE” that includes many interesting details about the development of the conference to-date.

Robert indicated that breakout session moderators are needed. The conference Enrollment System is now open and he **urged Council members to REGISTER NOW.** A new issue has arisen regarding the expense of housing for Council at the Munger graduate housing: the cost has risen dramatically. Our Stanford colleagues discussed alternatives for the Council and the consensus seemed to be that we would settle on either the Creekside Inn or the Stanford Terrace Inn for Council accommodations. Stay tuned!

Overall the EC is quite pleased with how the WCCEE planning has developed.

6. 15th World Conference Venue Selection (2016 & Beyond Bids) - Baker, Soeiro, Burris

6.1 University of Porto Bid for 2016

FA Alfredo Soeiro presented a letter from Dean Sebastiao Feyo de Azevedo of the University of Porto declaring the “firm commitment” of the Porto Faculty of Engineering to organize the 2016 WCCEE in Porto, Portugal.

Alfredo then also presented a 15-page bid document to the EC addressing many of features of a Porto-hosted WCCEE. He did not propose specific dates but noted that a conference during Easter vacation (end of March, early April) or the end of June or July or early September would avoid interference by university classes and large student populations. (Easter in 2016 is on March 27 and the ASEE Annual Conference in 2016 is June 26-29.)

Following an interested discussion by the EC,

MOTION: Paul Marca moved acceptance of the bid from the University of Porto to host the 15th World Conference on Continuing Engineering Education in Porto, Portugal in 2016. Linda Krute seconded the motion. The motion was passed by the EC with a voice vote. The EC offered its congratulations to Alfredo and his Porto colleagues. Frank will generate a written response to the Dean at Porto accepting his invitation.

6.2 Monterrey Tech Bid for 2018 in Mexico City?

Monterrey Tech’s Mexico City campus has expressed interest in hosting a future WCCEE and has been advised by the Secretary General to focus on a bid for the 2018 WCCEE. Representatives were invited to join our meeting in Savannah but apparently were unable to participate. They will be invited to present a bid for 2018 at the Stanford Council meeting on 23 June.

6.3 Amity University Bid for 2018 near New Delhi, India?

Amity University, which just joined IACEE on January 24, has also expressed interest in bidding for the 2016 WCCEE. They also have been advised to focus on a

bid for the 2018 WCCEE and to present a bid at the upcoming 23 June Stanford Council meeting.

7. CEE Manager Training Program Update - Hall

FA Pat Hall presented her revised spreadsheet (1 page) on the status of the CEE Manager Training Program. She discussed the proposed badging process and the development of a certification. Pat also requested Council members to volunteer to write one or more future “Knowledge Share Moments” articles for our membership.

At this point it was decided to move on to several of the “simpler items” scheduled for 8 February (Items 9, 10, 12, 17, and 19). However, the original Agenda order will be preserved in these Minutes to avoid possible confusion.

The EC adjourned at 18:30 for 19:00 Dinner Hosted by IACEE at “Vic’s on the River.”

Saturday Morning, 8 February

8. Nominating Committee Report for 2014-16 - Burris, Jones (Skype)

8.1 Review State of Current Nominations Grid & Address Questions

FA Frank presented the Nominations Grid spreadsheet (2 pages) dated 11 January 2014 that has been under development since last August. It presumes 8 seats on the 2014-16 Council for Type 4 members and 4 seats for Type 5 members. The Bylaws specify that the number of seats be proportioned based on the association membership four months before the election, which will be on 26 June. He asked if there are any other nominees for the new Council.

A question was asked about the last possible date for nominees. While the Bylaws are somewhat vague on this matter, they do specify that “advance notice specifying the date, agenda, modality, and location of the (Council) meeting is to be given no later than three (3) months before the meeting. The Secretary General intends to communicate to the slate of candidates shortly after 26 February, the date on which the Council seats may be apportioned.

Nelson asked that the candidates’ membership standing be verified and Frank reported that the current grid contains four members who are not current with their dues. Nelson and Frank will pursue these lapsed members for a resolution.

8.2 26 June Election Process Details/Guidelines

Frank asked the EC about clarification on an issue pertaining to the distribution of election ballots. That is, will additional members on an institutional membership be permitted to cast the institutional ballot when the principal contact is not present? The consensus of the EC was that any additional member desiring to do so must produce a proxy letter from the principal contact on the institutional membership.

9. CPD-BQIP Update - Scalzo, Chakrabarti & Elliott? (Skype)

FA Ellen Elliott had to leave Savannah early and was not present to present her update on CPD-BQIP activity. Kim Scalzo presented Ellen’s one-page update on CPD-BQIP Outreach to the EC. Kim also noted that a special session on CPD-BQIP was on the program for CIEC on Wednesday afternoon, 5 February.

10. Special Interest Groups (SIGs) - Chakrabarti

Soma Chakrabarti announced that various activities of all three SIGs have been planned for the 2014 World Conference:

- Member Recruitment - Attendees who have not joined any SIG will be encouraged to join SIG(s) of their choice on the first day.
- SIG Presentations - At breakfast on the second day, the co-chairs of each SIG will present the SIG’s objectives and past activities.

- Future Planning & Engagement - At breakfast on the third day, each SIG will discuss and plan future activities.

10.1 Marketing Strategies - Chakrabarti

A pre-conference workshop on “e-marketing” moderated by Pat Hall of the University of Tulsa, with presenting panelists from Universitat Politecnica de Valencia, Aalto University, and Stanford University, will be delivered on June 24. Three showcases on various marketing strategies used by different universities will be presented by the University of Michigan, Aalto University, and Stanford University on June 26.

10.2 University - Industry Collaboration - Hall

This SIG is a featured conference theme on Day 3 (June 27).

10.3 Innovations in Continuing Engineering Education - Chakrabarti

Aarhus University and the University of Kansas will be facilitating a workshop on Innovations in CEE on June 24. This SIG is also a featured conference theme on Day 2 (June 26).

11. Secretary General’s Report - Frank Burris

11.1 Financial Reports

FA Six standard monthly financial reports, three for FY2013 and three more for the first month of FY2014, were presented and accepted by the EC. It was noted that a NET of \$ 31,764.62 was generated by 2013 financial activities and was carried forward on 1 January 2014 to the 2014 accounts.

11.2 Membership Reports

FA Three separate membership reports were presented to the EC and accepted:

- Only four true new members joined IACEE in 2013, a dangerously low number for the long-term health of the organization. **The need to grow the membership was once again stressed.**
- Twenty members were dropped in 2013 because of lapses in dues payments exceeding one year.
- A third membership report showed 243 members on 1 February 2014 from 39 different countries. 99 (40.7%) members are from the USA and 37 (15.2%) are from China. **The need to pursue better geographic balance across the membership was also noted.**

11.3 FY2014 IACEE Budget Approved

FA The FY2014 IACEE Budget was approved by electronic ballot during the early days of the new year. That budget is posted in the File Archive and should serve as a guide for those spending association funds. See also Agenda Item 3.

12. Appointment of Auditors - Burris, Baker

The Executive Committee meeting last September in Leuven acted to “procure the services of an IACEE member (internal) to conduct an annual audit for a term of two years under the direction of VP Wim Van Petegem.” Since that time Wim has taken a leave from KU Leuven and is unable to pursue this matter. The EC discussed other potential auditor candidates and the following names surfaced: Andy DiPaolo, Petri Lyytikainen, Carl Vieth, and Don Schramm. It was also suggested that we look at the names on the slate of Council nominees for the 2014-16 biennium. **Nelson Baker will follow-up to choose an auditor.**

13. IACEE Awards Program - Burris, Jones (Skype), Schrey (Skype)

13.1 Active Solicitation of Biedenbach & Martin Award Nominees for 2014

FA Mervyn Jones and Katriina Schrey-Niemenmaa joined the meeting via Skype for this discussion. On January 14 the Secretary General sent a request for nominees for the above two awards via a broadcast message to the membership. This action has produced one nominee for the Biedenbach Award thus far. **Mervyn Jones reported that Robert Katayama is preparing a message to solicit nominees for three awards and to put it on the conference website.**

13.2 Clarification of Status of IACEE Fellow Program

FA Once again the EC discussed the fact that different members had different opinions about the intent of the motion that was passed on this subject in Leuven last Fall. Some EC members felt that the motion (“Linda Krute moved acceptance of the creation of an IACEE Fellow program.”) created a Fellow program, including guidelines. Others believed that this motion simply supported the creation of a Fellow program, with the details and criteria to be worked out through further discussion. One of the issues of contention was the use of the word “Fellowship”, which is prevalent in Europe and SEFI. Frank pointed out that the common usage for such a program in North America is “Fellow,” while Fellowship is used to describe many other types of programs, usually with an associated financial grant. After much discussion, we seemed to emerge with a consensus that the term “Fellow” was acceptable and appropriate in this case. Mervyn agreed to make changes to his document and send it to the Council very soon. Frank indicated that he had generated a new version of a Fellow criteria document two weeks ago and that he would share his draft with the Council as well.

14. IACEE Newsletter - Ripoll (Skype)

14.1 Status/Plan for Winter 2014 Issue

Carlos Ripoll was not able to join the meeting by Skype at the appointed time and thus there was a minimal report on the Winter Newsletter. Robert has been in contact with Carlos and reported that the Winter Newsletter content will focus on the coming World Conference at Stanford.

14.2 Long-term Plan for Change in Newsletter Name & Format

Similarly, Carlos was not able to join the meeting for this report.

15. Website Development - Ripoll et al.

Soma Chakrabarti reported that a Website Development Group composed of Nelson Baker, Ed Borbely, Soma Chakrabarti, Louk Fennis, Robert Katayama, Paul Marca, and Carlos Ripoll has been formed. This Group will produce a plan for the website and execute it.

16. IFEES Strategic Thrusts - Krute

Linda Krute distributed a copy of the new IFEES flyer to the EC members present. She also distributed a one-pager outlining the “Guidelines for IFEES Thrust Areas.” IACEE has been asked by IFEES to develop the thrusts for one of the IFEES Goals: Lifelong Learning. Linda led a discussion of this matter and indicated that she would like answers from the EC to the questions on the “Guidelines” sheet. After brief discussion, she indicated that she would compile the IACEE input and submit it to IFEES by the requested 21 February deadline.

On another matter, Linda reported that she and Nelson had been honored with an award for their paper at the 2012 World Engineering Education Forum in Buenos Aires.

17. US National Academy of Engineering (NAE) 50th Anniversary Project - Baker

Nelson had asked the Council to consider responding to the NAE request for projects celebrating NAE’s 50th anniversary. Following brief discussion, we decided to pass on this invitation at this time.

18. Headquarters Plans & Staffing - Baker & Burris

18.1 Current Vision of Headquarters Operation at Georgia Tech

Nelson shared his vision of bringing on a part-time (~25%) administrative employee to handle many of the tasks currently being handled by the Secretary General. He is working on getting the Georgia Tech overhead waived for such an employee but

is not certain that will be possible. He is looking to develop a new Secretary General role as one which is more strategic. The EC consented to retaining Georgia Tech as a headquarters location. There is a need to develop job descriptions for the future. Nelson and Kim will collaborate on these descriptions and Frank agreed to send them the existing SG Position Description that was developed in late 2012.

18.2 Ongoing Burris Role in financial record-keeping, invoicing, payments, MMS, & website maintenance?

Frank stressed that he first declared his intent to pull back on his activities for IACEE at the May 2013 Council meeting in Shanghai. He repeated this desire in Leuven in September. The Fall 2013 Newsletter marked the last Newsletter issue with which he was involved. He is now willing to continue with some of the financial record-keeping, invoicing, payments, MMS, and website maintenance, if necessary, but does not desire to travel to meetings where his presence is not necessary. Nor does he wish to develop Agendas and draft Minutes beyond June 2014.

19. Future Council & Executive Committee Meeting Locations & Hosts - Frank Burris
19.1 2014 Annual Council Meetings, 23 & 28 June 2014 at Palo Alto, California, USA

The “old” 2012-2014 IACEE Council will meet in Palo Alto all day on Monday, 23 June. The “new” 2014-16 Council will hold its formative meeting on Saturday morning, 28 June after the conclusion of the World Conference.

19.2 Fall Executive Committee Meeting - Couple with SEFI in Birmingham, UK?
Other Options?

Both Porto and Birmingham were discussed as potential sites for the Fall Executive Committee meeting but a preference for Birmingham, UK was expressed. It will be the site of the 2014 SEFI Annual Conference, which will be held on 15-19 September 2014. Frank was asked to contact Francoise Come and/or Kirsti Miettinen about how best to couple with SEFI.

19.3 Mid-winter Executive Committee Meeting in conjunction with 2015 ASEE CIEC in Palm Springs, California, USA, 6 February 2015

It was decided that the mid-winter EC meeting should be held all day on Friday, 6 February 2015, rather than split on two separate days.

19.4 2015 Annual Council Meeting - May 2015? Invitations from a Host?

A consensus emerged that we should plan to hold the 2015 Council meeting in Porto, Portugal to sample the location of the 2016 WCCEE. Alfredo Soeiro agreed with this plan.

20. Other Business

Kim Scalzo announced to the EC that the ASEE Continuing Professional Development Division’s 2014 Joseph M. Biedenbach Distinguished Service Award was presented to IACEE President Nelson Baker at the CPDD Breakfast on 6 February 2014, which coincidentally was also Nelson’s birthday. She also extended congratulations to Nelson on behalf of IACEE.

21. Adjournment

The meeting was adjourned at ~12:00 noon.