



2013 IACEE Fall Executive Committee Meeting Agenda

Friday, 20 September 2013 - 13:00 - 18:00

19:00 Hosted dinner at Restaurant Ter Eycken in the heart of Leuven

Saturday, 21 September 2013 - 08:30 - 13:00

Katholieke Universiteit Leuven

Leuven

BELGIUM

The Agenda and 21 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 at the beginning of each Agenda Item 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 is necessary.

Friday Afternoon/Evening, 20 September

1. Welcome & Introductions, Verification of Quorum

FA President Nelson Baker called the Executive Committee (EC) Meeting to order and welcomed what we believe to be the largest group ever assembled for an EC meeting. Nelson also thanked VP Wim Van Petegem for hosting us in Leuven in conjunction with the SEFI Annual Conference. Council members present at the beginning of the EC meeting were:

Nelson Baker	Ed Borbely	Sue Bray	Frank Burris
Soma Chakrabarti (Skype)	Louk Fennis	Pat Hall	Linda Krute
Paul Marca (Friday only)	Kirsti Miettinen (departed at 2:30 pm)		
Kim Scalzo	Wim Van Petegem	Zhang Guoqing	

Alfredo Soeiro joined the meeting a bit later in the afternoon and stayed into Saturday morning.

Guests welcomed were: Robert Katayama, Project Manager for the 2014 WCCEE at Stanford University and Zou Xiaoping from CACEE in Beijing. Later in the day Carlos Ripoll, Newsletter Coordinator, joined us for Agenda Item 12.

On Saturday morning at 10:30 am, EC member Mervyn Jones and Council member Katriina Schrey-Niemenmaa joined us primarily for a discussion of Agenda Item 13. Mervyn had to depart at 12:45 pm and Katriina stayed until adjournment.

2. Apologies for Absence

EC member Mervyn Jones had earlier apologized for his anticipated absence but participated briefly on Saturday morning. Paul Marca participated on Friday but apologized for his need to miss the Saturday session. All other EC members were present for the entire meeting.

3. Approval of Agenda and Meeting Logistics

FA The EC Agenda was approved as distributed and as it appears in the File Archive for this meeting. Nelson explained that the EC would discuss Items 13 (Awards) and 17 (Bylaws) on Friday but would hold the vote on them until Saturday morning, when Mervyn Jones and Katriina Schrey-Niemenmaa would be present.

4. 2013 Fall Executive Committee Meeting Goals - Nelson Baker
Nelson explained his expectations that members would read posted reports in advance and that our meeting would focus on discussion of issues and future-looking planning, not just report items. Furthermore, the Saturday morning session will focus almost exclusively on discussion of Agenda Items 19, 20, and 21.

5. World Conference Planning Committee Report - Paul Marca & Robert Katayama
FA Robert Katayama distributed the latest (version 17) draft schedule for the World Conference. Note that the IACEE General Assembly session (Council election) has now been placed on Thursday afternoon, 26 June. This schedule allows for 54 total paper presentations.
 - 5.1 Conference Plan & Logistics
FA Robert Katayama and Paul Marca walked the EC through a 17-slide deck outlining their report on Stanford's planning activities.
 - 5.2 Keynote Speakers
Stanford President John Hennessy has been secured as a keynote speaker. Coursera founders are being sought for another keynote slot. Leonard Lane has been secured as another keynoter.
 - 5.3 Sponsorships Update
Destiny Solutions has been secured as a sponsor at the Diamond Level and North Carolina State University will participate at the Gold Level.
 - 5.4 Paper Review Process
The deadline for Abstract submissions will be extended from 27 September to 22 November.
 - 5.5 Conference Promotion
The IACEE World Conference Webinar Series has begun, with the first webinar on 31 July drawing 71 live attendees. Several other promotional activities were discussed by Robert and Paul
 - 5.6 Council "Headquarters" Hotel in Palo Alto
The Stanford Team is now recommending Munger Graduate Housing (\$149) on campus for the Council accommodations. There are only 30 rooms in this block and booking and payment will be coordinated by Robert Katayama.
 - 5.7 2014 World Conference Facilities Walk-through at Stanford University, 2-3 December 2013?
Stanford will host a walk-through of the conference location and facilities in early December, seeking advice and guidance from those Council members interested in attending. Nelson Baker, Frank Burris, Soma Chakrabarti, Pat Hall, Linda Krute, and Kim Scalzo indicated that they plan to participate with Paul, Robert, and other Stanford staff.

6. 2012-2014 Strategic Plan Update - Nelson Baker, Sue Bray & Kim Scalzo
 - 6.1 Goal #1 Spreadsheet Review by VP Kim Scalzo
FA Kim has placed an updated Goal #1 spreadsheet in the File Archive. Rollout of the CPD-BQIP, for the most part, is on track.
 - 6.2 Goal #2 Spreadsheet Review by VP Linda Krute
Linda distributed a new IACEE brochure and it was used this week to promote IACEE during the SEFI Conference. She and Kim attended the IFEEES event at ASEE and in Buenos Aires. The World Engineering Education Forum (WEEF) will be held next week in Cartagena, Colombia and Council member Jorge Rojas will promote the 2014 World Conference at this event.
 - 6.3 Goal #3 Spreadsheet Review by VP Zhang Guoqing
FA GQ has placed an updated Goal #3 spreadsheet in the File Archive, along with a separate 15-slide PowerPoint presentation.
 - 6.4 Goal #4 Spreadsheet Review by VP Wim Van Petegem

Wim made two points: **Our financial situation needs to be improved substantially**, an issue that will be discussed in some detail in Agenda Item 19 on Saturday morning. We need to consider how a mobile app can be used to improve our product quality.

7. CEE Manager Training Program Update - Pat Hall

FA Pat has placed an updated spreadsheet on the CEE Manager Training Program in the File Archive

7.1 “Knowledge Share Moments” introduced in April & June

Pat seeks new volunteers to write other KSMs. Please contact her with your interest.

7.2 New Website Text Added in July

The added text updates the description of the CEE Manager Training Program.

7.3 Webinar program developed to promote the WCCEE

The aim is to develop some sort of certification or badging for completion of a set of webinars. The first badging opportunity is planned for participants in the pre-conference workshop at the 2014 World Conference entitled “Best Practices in Lifelong Learning: E-Marketing through Social Media and Online Tools.”

8. Special Interest Groups (SIGs) - Soma Chakrabarti (Skype)

FA Soma has posted a PowerPoint presentation SIG Report in the File Archive. She outlined several major SIG activities such as regular Newsletter articles and plans for the coming WCCEE. A workshop on Innovations in CEE is planned for the June conference, along with a Showcase on Marketing in CEE. Soma also raised the issue of a possible new fourth SIG for CPD-BQIP?

8.1 Marketing Strategies - Louk Fennis

8.2 University - Industry Collaboration - Pat Hall

8.3 Innovations in Continuing Engineering Education - Soma Chakrabarti

9. CPD-BQIP Update - Kim Scalzo, Nelson Baker & Soma Chakrabarti (Skype)

FA Kim has posted an updated report on the CPD-BQIP rollout in the File Archive. Our website www.cpd-bqip.org is *up and active*. Ellen Elliott has been employed as discussed at the last Council meeting in Shanghai.

9.1 Current Participants & Levels

Kim went to the new website and presented some of the details. Council members are encouraged to take a look for themselves.

MOTION: Kim moved that IACEE extend Ellen Elliott’s appointment through 31 December 2013 at a level of ~10 hours/week for total of \$6,000. The motion was seconded by Linda Krute and passed by a voice vote.

Nelson Baker expressed IACEE’s thanks to Ellen Elliott for her efforts to get CPD-BQIP up and running successfully.

9.2 BQIP Promotion Activities & Plans

10. Secretary General’s Report - Frank Burris

10.1 Financial Reports

The customary three financial reports were presented by Frank:

FA IACEE 2013 Dues and Fees Revenue Record, dated 31 August 2013

FA IACEE 2013 Monthly Financial Report, dated 31 August 2013

FA IACEE 2013 Finances Year-to-Date vs. Budget, dated 31 August 2013.

10.2 FY2014 Budget Process

Frank indicated that he has prepared a template for 2014 budget development but that he prefers to wait until the end of November to attempt to fill it in. It will then be distributed to the Council for approval by an electronic vote before year’s end. **He also asked Council members to**

provide him with any specific budget requests for 2014 by the end of November.

10.3 Appointment of Auditors for FY2013

FA MOTION: Linda Krute moved that we 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. Kim Scalzo seconded the motion and it passed by voice vote. Passed.

10.4 Membership Reports

Frank called the EC's attention to three different membership reports:

FA IACEE New Members (38) in the Year Ending 31 August 2013

FA IACEE Dropped Members (35) in the Year Ending 31 August 2013

FA IACEE Membership Expirations Report, dated 1 September 2013

He commented that only 8 of the 38 New Members are truly new; the other 30 are merely additional members named by various institutional members. He also noted that 19 of the 35 Dropped Members are those who became members in Singapore in 2010 and chose not to renew.

10.5 Realignment & Scale-back of Burris Responsibilities

As he indicated at the Shanghai Council meeting, Frank reiterated his desire to step back from some of his IACEE responsibilities. He expressed his profound gratitude to the Council for permitting him to serve in a part-time role for the past nearly four years. However, he will turn 70 on 29 December 2013 and desires more freedom to travel and otherwise enjoy life. His current thinking is that his Newsletter editing function will end after the Fall 2013 issue. He will continue his other duties through the 2014 World Conference at Stanford and would be amenable to continuing his financial record-keeping, invoicing, and payment responsibilities beyond that point, if needed by IACEE.

11. 2016 (& beyond) World Conference Venues - Nelson Baker

Nelson stated that we still do not have a bidder for the 2016 WCCEE and beyond. He also indicated that it is critical that we find someone soon and try to lock them in by the next EC meeting in February. We discussed considering co-locating with another major conference. The EC also needs to be pro-active in developing future venues.

12. IACEE Newsletter - Carlos Ripoll

Newsletter Coordinator Carlos Ripoll joined the meeting at mid-afternoon on Friday and supplied two items to be posted to the File Archive.

12.1 Status/Plan for Fall 2013 Issue

FA Carlos presented the proposed Newsletter Production Schedule and discussed the intended content and the deadlines for the Fall 2013 issue, to be distributed on 30 November.

12.2 Long-term Plan for a Different Kind of Publication?

FA Carlos also supplied a presentation that identifies some of the challenges facing the current Newsletter. He proposed a blog hosted by IACEE to replace the current Newsletter, believing that it will position us better on the Internet. Sue Bray felt that a blog would be much more current. After discussion, the EC consensus was favorable for blog establishment. Nelson proposed the launch of our new blog at the WCCEE at Stanford in June.

13. IACEE Awards Program

FA A new 5-page IACEE Awards proposal was received from from Mervyn Jones and Katriina Schrey-Niemenmaa and posted in the File Archive. The proposal consists of one page of general comments followed by four annexes describing four proposed awards

Annex 1: The Award for Corporate Leadership in Continuing Engineering Education, given in memory of Glen L. Martin.

MOTION: Sue Bray moved that Annex 1 be approved with three modifications:

1. Change the name to “IACEE Award”
2. Change “each” to “the” in Objective (1);
3. Add a short paragraph about Glen L. Martin.

Kim Scalzo seconded the motion and it was approved by a voice vote.

The EC discussed the idea that Award winners who are not IACEE members should be given a one-year membership in IACEE.

Annex 2: The Award for Individual Leadership in Continuing Engineering Education, given in memory of Joe Biedenbach.

MOTION: Kim Scalzo moved that we approve Annex 2, with similar changes to those for Annex 1 above. The Biedenbach Award winner would also receive compensation for travel and lodging at the WCCEE. In addition, insert “Joseph M.” in front of Biedenbach and delete “Joe” in the Award title.

Pat Hall seconded the motion and it was approved by voice vote.

Annex 3: The IACEE Quality Award for Continuing Engineering Education will be passed to the CPD-BQIP Developer Team for refinement after the CPD-BQIP is firmly established.

Annex 4: The IACEE Fellowship.

MOTION: Linda Krute moved acceptance of the creation of an IACEE Fellow program. Soma Chakrabarti seconded and the motion was approved by voice vote.

13.1 New Awards Chair & New Committee Needed?

13.2 Active Solicitation of Biedenbach & Martin Awardees for 2014

14. Website Development - Louk Fennis & Soma Chakrabarti (Skype)

FA Louk Fennis reiterated his 18 May 2013 resignation from Council and cited his reasons for resigning now and reported the status of website development in his report, which is posted in the File Archive.

Louk has recommended the temporary hire of a graphic designer to help redesign the website. Soma suggested the formation of a small group to lead this effort.

Nelson asked if a group of ~5 (Soma Chakrabarti, Paul Marca, Robert Katayama, Louk Fennis & Carlos Ripoll) will be able to come up with a plan and a budget to make this transition. These five agreed to work on this.

15. Brainstorm President & Council Nominees for 2014 - 2016 - Nelson Baker & Frank Burris

15.1 Goals: Contested Elections where Feasible, Strong Nominees, Better Geographic Balance

15.2 State of Current Nominations Grid

FA Frank discussed the 11 September version of the Nominations Grid for the EC. He indicated that he has sent letters to 17 potential nominees that were approved by the Council in Shanghai and is awaiting responses from them by 1 October. As soon as he has answers from this group, he will send a new version of this Grid to the Council. There are also approximately seven current Council members who have not stated their intentions and he asked that they communicate with him soon.

15.3 Members of Types 1x, 2x, 3x, 4x Eligible for Council Membership/Other Posts

Given that the additional members named on some of our institutional membership records are not “invested” members (i.e., they are non-dues-paying), Frank asked for an EC opinion on whether these members could run for Council or hold other posts. The EC consensus was that these members have the same rights as all others and may be nominated for office.

16. Future Council & Executive Committee Meeting Locations & Hosts - Frank Burris

16.1 IACEE Mid-winter Executive Committee Meeting at 2014 CIEC, 7-8 February 2014 at Savannah, Georgia, USA

16.2 2014 Annual Council Meetings, 23 & 28 June 2014 at Palo Alto, California, USA

17. Proposed Revision to Bylaws Article 5.5 - Mervyn Jones

FA MOTION: Mervyn Jones moved that Article 5.5 of the IACEE Bylaws be modified as follows, with the underlined items added:

The IACEE Council (or Executive Committee) may vote electronically on any specific motion. To conduct an electronic ballot on any issue, a motion, which is proposed and seconded in the usual way, should be submitted to the President. This motion will then be sent by the President, or at his/her request by the Secretary General, in an e-mail to all members of the Council (or Executive Committee). It will give a clear indication in the subject area of the mail of the date by which a response is required (normally fourteen days after the motion is sent to Council members) and to whom the response should be sent (e.g. subject: vote due mm.dd.yyyy). The voting e-mail should not include any other items of business.

Only votes FOR or AGAINST the motion will be tallied by the President or Secretary General, as stated when the vote is called, who will also acknowledge all votes received and keep a list of the voters. A motion will pass when a simple majority of the votes cast are FOR votes. If the FOR and AGAINST votes are equal in number, the President may cast the deciding vote. A motion proposing a Bylaws change will require two-thirds of the votes cast to be FOR votes.

Katriina Schrey-Niemenmaa seconded the motion, which was then approved by a voice vote.

18. Other Business

The meeting adjourned for the day at 6:00 pm and the group walked to the Restaurant Ter Eycken for dinner in the center of Leuven.

Saturday Morning, 21 September - Group Discussion led by Nelson Baker

The EC meeting reconvened at 9:05 am.

Preamble: Now, more than ever, a globally competent workforce is not just desired, but mandatory, to be competitive and to assure quality. The world's attention is on these topics in so many different ways. Thus, the following topics seem extremely appropriate for strategic thinking to develop action plans:

19. IACEE Employees - Who is needed, in what roles, at what capacity, and how do we get to this point?

FA Nelson Baker et al. noted a comparison with the recent IFEEES report from Hans Hoyer and the IFEEES level of staff compensation. We need to ask how we get to their level? Nelson's rough calculations suggest that we would need ~\$250,000 annually to run the IACEE organization the way we might want it to run at this point in time. The IFEEES charter actually borrowed liberally from the original IACEE charter. Nelson led a general discussion through the morning of Agenda Items 19, 20, and 21 and elected to generate a set of 7 PowerPoint slides entitled IACEE Value Proposition to capture the essence of our discussions. These slides have been posted to the File Archive.

Shortly after Saturday morning's discussion about future directions Nelson distributed a copy of his slides – which he further elaborated after the meeting - and asked for feedback. Several people responded with comments

and ideas. At some point in the next few weeks the Strategic Planning Team (Kim Scalzo, Nelson Baker, and Sue Bray) will meet to discuss this and how some of those ideas/directions might be incorporated in a revised version of our Strategic Plan.

20. Programs for Advocating CEE, such as CPD-BQIP/Training Programs/Webinars - how to leverage, communicate, advocate, raise revenues? NOW IS OUR TIME.
21. Involvement of IACEE Members Globally - strategy for engagement for multiple purposes, getting our work accomplished, input of diverse ideas, succession planning, just to name a few.
22. Adjournment
The EC meeting adjourned at 1:03 pm.