

**IACEE Council Minutes  
29-30 October 2009  
Aarhus, Denmark**

Council members present:

**Flemming Fink**, President  
**Mervyn Jones**, Immediate Past President  
**Hu Dongcheng**, First Vice President & VP, Special Interest Groups  
**Nelson Baker**, Vice President, Membership Development  
**Colin C.F. Leung**, Vice President, World Conferences on CEE  
**Kim Scalzo**, Vice President, Projects  
**Edward Borbely**  
**Susan Bray**  
**Frank Burris**  
**Andy DiPaolo**  
**Louk Fennis**  
**Leizer Lerner**  
**Patricio Montesinos**  
**Philip O'Leary**  
**Katriina Schrey-Niemenmaa**  
**Alfredo Soeiro**

Staff members present:

**Hans Hoyer**, ASEE, Director of International Activities

Guests: **Jiang Mohui**, Executive Member & Deputy Secretary-General, CACEE  
**Hao Juandi (Judy)**, Tsinghua University

Council members absent:

**Yury Bocharov**  
**Patricia E. Hall**  
**Linda Krute**  
**Gregory Marino**  
**Fernando Miralles**, Vice President, UNESCO Liason  
**Francisco Javier Rebolledo Munoz**  
**Frank L. Huband**, Secretary General

**1. Presence and Quorum**

Flemming Fink called the meeting to order. Quorum was established for the meeting.

**2. Apologies for Absence**

Apologies for absence were given. Seven members were missing (Yury Bocharov,

Patricia Hall, Linda Krute, Greg Marino, Frank Huband, Fernando Miralles, and Francisco Javier Rebolledo Munoz. Messrs. Marino and Miralles have resigned and are not expected to participate in future meetings.

3. **Adoption of Agenda**

Burris IACEE Role in Retirement was added to Item 12.

As two members would be absent the following day, a decision was made to change the order of agenda items, but these minutes have been drafted in the order of the original agenda.

4. **Approval of Council Minutes (19 & 23 May 2008)**

The minutes of 19 May 2008 were approved.

There were some comments on the minutes of 23 May 2008. Item 5: The IACEE Council had approved the addition of a VP, UNESCO to the Executive Committee; Fernando Miralles was proposed as the VP, UNESCO, and as Fernando Miralles has now resigned, a discussion on this addition should be included in item 7, Bylaws Revision.

In addition to that, Mervyn Jones said that the following three motions that were proposed and approved at the May 23, 2008 meeting were missing:

Motion #1 – That the IACEE Council agrees to a Project on Quality - Approved

Motion #2 – That the IACEE Council agrees to adopt the DAETE methodology as the IACEE quality process for CEE Centers – Approved

Motion #3 – That the IACEE Council encourages the Project on Quality to develop a quality award system for approval at a later Executive Committee Meeting – Approved

Hu Dongcheng pointed out a few mistakes in the minutes of the Executive Committee meeting, 8 September 2008:

**Hao** (Judy) Juandi is the correct name.

M. Markkula's name was misspelled.

5. **Report from the President – Flemming K. Fink**

5.1 Council status

Flemming Fink regretted the cancellation of the Council Meeting in Beijing in May, with its celebration of the 20<sup>th</sup> anniversary of IACEE, and thanked Hu Dongcheng for all the work that had been done. The Council Meeting looks forward to visiting Beijing at a later date. He also reported that there would likely be no new VP, UNESCO to succeed Fernando Miralles.

Flemming also reported that the activity level of IACEE had been low over the last few months with lack of information to members, no newsletters and no communication with the secretariat. He also emphasized the need for a closer connection with UNESCO and the establishment of a formal project – possibly with South African countries.

5.2 Journal of Engineering Education Partnership

Flemming Fink informed Council about the proposed partnership agreement between ASEE and IACEE for the publication of the JOURNAL OF ENGINEERING EDUCATION. This would provide a forum for the publishing of papers focused on

international CEE activities. ASEE would like the JEE to have more of a global focus, which matches IACEE's target audience. The JEE has a very strong research orientation and, to date, there have been few, if any, CEE papers published in the Journal. We may be able to request that a special column or category of article be identified for IACEE. The Council would like to proceed, but before an approval can be granted, there is a need for getting closer insight into the subscribers, how the revenue will be distributed, and the possibilities of having papers published.

Flemming asked Nelson Baker to set up direct discussion with Jack Lohmann, JEE editor, and then report to the Council. The Council will be given two weeks to reply, and if no objections are received, Flemming will sign the contract. The proposed partnership agreement provides for the allocation of one position on the JEE Advisory Board for a representative from IACEE. Nelson Baker is willing to accept this position as a member of this Board.

The council agreed that, if we go forward with this, we really need to make a strong commitment to getting some CEE articles published in the JEE and we should start thinking about potential authors and reviewers we could identify.

Flemming Fink moved: **That Council adopt the above process of approving the partnership contract.** The motion was approved.

**That Nelson Baker be nominated as a member of the JEE Advisory Board.** The motion was approved.

6. **Headquarters Report – Hans Hoyer**

Hans Hoyer informed about the situation in the Headquarters and mentioned that Jennifer Johnson was no longer in the employ of ASEE. In Jennifer's absence, Warren Sallade will now be the future contact person at HQ for IACEE business. Flemming commented that the Council expects to be given more formal information on this and he also expressed his concern about the missing information and follow-up by the secretariat. Frank Burris expressed the need to categorize the inventory of IACEE records at the HQ offices and from Jennifer. Hans said that Warren Sallade is trying to retrieve all historical data/files. The membership records are up to date and 268 invoices for membership renewals have recently been sent by Warren.

7. **Report from the Past President – Mervyn Jones**

7.1 Bylaws Revision

The revision and subsequent discussion resulted in the following adjustments:

1.1 The last sentence should read as follows: . . . ., hosted by and operating under the laws of the United States of America.

1.4 This paragraph should read: The official language of the Association is English.

2.1 The Association has five general classes of membership, four institutional and one

individual.

Regional Leader Organizations – now reduced to three  
Professional Organizations and Societies  
Industrial Organizations and Companies  
Academic Institutions and Other Coordinators and Providers of CEE  
Individual Members

Originally it had been proposed to eliminate the Regional Leader Organization (RLO) category. However, following concerns expressed by CACEE that the RLO category should not be eliminated, the counter proposal that we keep the category but reduce the number of these on the Council to three was approved.

2.2 The last sentence should read: Membership is effective from the date the membership payment has been received.

5.2 This paragraph will be amended by Mervyn Jones to reflect the amendments in 2.1. In addition, 5.2 was amended to permit electronic voting.

7. Article VII - Secretary General and Headquarters – the correct wording cannot be settled until the responsibilities of the future Secretary General have been clearly defined.

8. Article VIII – Finance and Administration – Mervyn Jones will prepare this article. Following discussion, Mervyn Jones agreed to execute a further redraft.

8. **Report from the Vice President, Membership Development – Nelson Baker**

8.1 Membership report – see documents of 8 July 2009 and 28 October 2009, respectively.

**The first proposal** suggested that members be given the choice to renew for either one-year or two-year periods to minimize administrative costs. It would then be possible for the members to lock in their fee amounts without a fee increase.

The Council members agreed to 2 year-periods with no discount.

**The second proposal** suggested a fee increase for the five levels of membership with a 10% discount for IACEE members attending IACEE activities.

The Council members agreed to the following fees, which are to become effective on 1 January 2010.

Regional Leader Members (\$250)  
Professional Society Members (\$250)  
Industrial Members (\$250)  
Academic/Provider Members (\$250)  
Individual Members (\$50)

If members renew their membership before December 31, 2009, they may pay the old rates and if they renew after December 31, 2009, they must pay the new rates.

The new rates were approved.

The third proposal was that Institutional Members are entitled to five individual members and if institutions want to have more than five individual members, they have to pay \$50 per person for each additional person. This was approved.

There was a discussion about the membership listserv in terms of giving everyone access, as opposed to providing a filter. The Council agreed to continue using the existing ASEE mechanism, with notifications being sent to the President, who must approve any email sent to the list.

Income Statement IACEE of revenues and expenses – Nelson Baker said that so far 268 invoices had been sent out, but more are on their way. Flemming Fink asked whether electronic payment of invoices could be made possible. Hans Hoyer will check on this.

Nelson Baker went through the IACEE Membership Report – The Council members were asked to check up on their respective “Active Past-Due Members” with expiry in 2007/2008 and report to Nelson Baker of any amended status well before 1 January 2010. Renewal invoices will not be sent to any members whose term expired before 2007 and they will be eliminated from future lists.

There was a question re: why the terms fluctuate and are not all on the same start/end date. This helps to manage the cash flow so that funds are coming in quarterly throughout the year and not all at once. It was suggested that we follow up with lapsed members quarterly to try and help this as well. Nelson acknowledged that members who are listed as lapsed may have in fact paid and in our communications, we need to indicate that if they think they have paid to let us know.

At the end of this item, Philip O’Leary announced that he would offer his services with regard to taking responsibility for the further work with newsletters and recommended that we get a newsletter out with current IACEE updates. He also recommended that Nelson wait to contact any lapsed members until after the next newsletter goes out. Flemming thanked him for his offer, which was highly appreciated by all Council members.

9. **Report from First Vice President, VP Special Interest Groups – Hu Dongcheng**

Hu Dongcheng presented a brief state-of-affairs report on the SIGs. Based on the recommendations of the membership in May 2008 and summarized by Flemming, eight SIG areas were identified and were set up on the IACEE website:

- a) Survey of best practices and different methodologies in CEE/CPD
- b) Marketing strategies of different CEE/CPD activities
- c) Technology in CEE/CPD
- d) University-Industry collaboration and knowledge transfer

- e) CPD as a tool for building a learning enterprise
- f) Engineering responsibility and disaster management
- g) Capacity building through CEE/CPD in developing countries
- h) The pilot study of DAETE in Asia.

Unfortunately, only a total of nine members signed up for the various groups. Seven members indicated interest in topic d) University-Industry collaboration and the Council encouraged Hu Dongcheng to pursue this one SIG as a starting point. There was some discussion on how this project could be given a higher priority. Suggestions were to make small inputs for newsletters, to invite people to write papers for the Journal, to organize mentors, to start conversations etc. It is of vital importance to find leadership of the groups. In this connection Frank Burris proposed that Patricia Hall would make a good leader of that group, and it was proposed that someone contact Pat to ask if she would be willing to prepare discussion topics for the Executive Committee meeting in Palm Springs in February. Alfredo Soeiro mentioned that there is a report from prior Council activities on the SIGs available; it might just need some updating. Hu Dongcheng mentioned that a seminar is to be arranged in May on the subject of University/Industry collaboration.

The conclusion was to encourage everyone to go to the website to sign up for the SIGs, start discussions, and identify leaders. Hu Dongcheng will give an update on how this is working at the Executive Committee meeting in February.

## 10. **Report from the Vice President, Projects – Kim Scalzo**

### 10.1 DAETE Projects

Kim gave an update on the various aspects of the DAETE Project. The DAETE 1 EU-US project has been completed, the UNI-QM EU project is ending this year, and the DAETE 2 EU-US project has recently been awarded with new funding from the EU Commission and FIPSE in the US. DAETE 2 will focus on:

- a. expanding the applicability of the DAETE matrix outside of engineering to all disciplines with version 1.0 of the matrix to be finalized in the next few weeks, and
- b. defining the criteria and structure for benchmarking.

The project team will focus much of the coming year (2010) and the early part of 2011 on a review of the new tools with a variety of organizations in the EU, US, and China. The outcome will be a new version of the matrix with a standard for collecting demographic data to enable benchmarking.

Kim also presented the proposal for IACEE to structure and fund the future development and support of the DAETE project with an annual participation for organizations who want to participate in the use of the tools for benchmarking or who want to have involvement in the future development of the tool. Mervyn Jones mentioned that IACEE had agreed to accept the matrix, to develop and exploit it. A letter signed by all attending members in Orlando had been given to Frank Huband, but no formal reaction has been received yet. This matter should be settled. There was some discussion on the collection

of the proposed Annual Project Participation Fee and whether to collect fees in US dollars or in Euros. The proposal from Kim included the rates in Euros. Because the Association is hosted in the US and operates with US dollars, it was decided to go on collecting the fees in dollars. Kim will update the proposal to reflect the same numbers, but in US dollars instead of Euros. Alfredo Soeiro congratulated Kim on the great work she had done, and the following was moved:

**That the Council empowers the Vice President, Projects, to exploit this model.**

The motion, and thereby the proposal for structuring and funding the DAETE project, was approved.

Fee collecting is still the job of the Headquarters and Kim Scalzo will work this out with Hans Hoyer.

HU Dongcheng made a brief introduction to the pilot study of DAETE in China since May 2008. The DAETE manual of self-assessment using the DAETE Matrix has been translated into Chinese and published. Copies were passed around. It was suggested that they have the DAETE Quickscan tool translated into Chinese as well.

#### 10.2 CEE Manager Training Program

Kim mentioned that the CEE Manager Training Program is the next project she is trying to get going. Pat Hall has indicated interest in leading this project and she and Kim have worked on an introductory statement of what the project would include. This will be distributed to the Council after the meeting. Kim asked for suggestions of additional folks from the Council or from Council member organizations who would be interested in working with Pat on developing this concept further. Flemming suggested that this project and the training could be connected to the DAETE tool, such that anyone who scores low on the self-assessment might be interested in CEE Manager Training. Phil O'Leary and Patricio Montesinos expressed interest in working with Pat on this. Kim will follow up with Pat, Phil, and Patricio in the next few months.

### 11.0 **Report from the Vice President, World Conferences on CEE – Colin Leung**

#### 11.1 12<sup>th</sup> WCCEE Singapore

Colin Leung described progress on the development of the event. The conference will take place on 17-19 October 2010. The overall theme will be *Engineering Without Borders – CEE in a Globalized Environment*. The 12<sup>th</sup> WCCEE will be part of a week of events called the World Engineering Education Forum including:

- Seventh Global Student Forum
- Ninth ASEE Global Colloquium on Engineering Education
- Fourth IFEEES Summit
- First Global Engineering Deans Council Conference
- Twelfth IACEE World Conference on CEE

Colin announced the first Call for Papers. The schedule for the paper submissions is:

- Abstracts due 3/15/10
- Notice of Acceptance is 4/30/10

- Full papers are due 8/1/10

Author registration deadline is 9/1/10

Sunday and Monday sessions will be on the NUS campus with Tuesday sessions at the Marina Sands Resort.

Some of the registration issues have to be discussed. We are not sure how to handle cross-registration among the various events and we're not sure how much cross-registration there will be. We also have to determine what the registration fees will be. Colin thinks registration will be open in summer 2010.

The budget for the conference is still to be developed. We have to make sure the conference generates net revenue to the IACEE budget.

Colin Leung identified the following overview of themes for the conference and asked the Council Members to think about abstracts, identification of speakers (speakers need to be engaged now!):

1. IACEE awards (Hu Dongcheng, Ed Borbely)
2. University-Industry relations (Sue Bray, Andy DiPaolo, Cath Polito, Hu Dongcheng)
3. QM-QA (Kim Scalzo, Kirsti Miettinen, Alfredo Soeiro, Hans Hoyer, Colin Leung)
4. WCCEE-GC (Nelson Baker, Flemming Fink, Colin Leung)
5. CEE Business Development (Louk Fennis, Phil O'Leary)
6. E-learning & Technology (Colin Leung, Leizer Lerner)

Everyone agreed that a broad scope was needed, but not too many tracks.

The tasks are now:

- a) identify keynote speakers
- b) session speakers (approx. 20 minutes duration)
- c) invite persons to send abstracts.

#### 11.2 13<sup>th</sup> WCCEE

Flemming Fink informed the Council Members that Aalborg was no longer interested in hosting the 13<sup>th</sup> WCCEE. UP Valencia has expressed interest in this World Conference and was selected as the next host in 2012.

It was decided to send out a bid booklet for 2014 to members to solicit future hosts for WCCEEs. Flemming Fink will see to that.

#### 12.0 **IACEE Headquarter (SG, Secretariat, web)**

President Flemming Fink discussed the present situation with IACEE Headquarters and the issue of deciding on the future hosting of the IACEE HQ to make IACEE run more efficiently. Flemming mentioned 3 issues that should be decided:

1. SEFI has made a written proposal regarding the hosting of the IACEE HQ.
2. Mr. Jiang Mohui, Executive Member & Deputy Secretary-General, CACEE, was attending this Council Meeting to present his offer of hosting.



3. The offer of Frank Burris to take an active role in the administration of IACEE affairs after his December retirement, starting February 1, 2010.

Mervyn Jones moved:

1. The Council welcomes the offer of Frank Burris to take an active role in the administration of IACEE affairs under the auspices of the ASEE HQ starting 1 February 2010. He will become the Secretary General at this time.

2. The exact division of responsibilities between Frank Burris, Warren Sallade, Frank Huband, and the President of the IACEE will be clearly listed, agreed by all parties and conveyed to Council Members by 1 March 2010.

3. Frank Burris and ASEE will identify what the financial implications will be in terms of the ASEE costs and expenses for Frank Burris.

4. The Council would welcome formal bids for the future hosting of the IACEE HQ, which will be discussed at the next Council Meeting.

The 4 motions were all approved.

### 13.0 **2010-2012 Council Elections**

#### 13.1 Formation of Nominating Committee

According to the IACEE Rules of Order, Revised draft August 2009, “a Nominating Committee, chaired by the most immediate Past President, shall be appointed by the Council one year in advance of the General Membership Meeting at which the elections are to be held”. Flemming empowered Mervyn Jones to proceed as necessary. Kim Scalzo, Alfredo Soeiro and Colin Leung were nominated as candidates for the Nominating Committee to assist Mervyn with the slate.

#### 13.2 Council election procedures

All practicalities of the vote should be handled by the Secretary General and the Secretariat and we should have an update on the process for the Executive Committee Meeting in Beijing in May. The formal nomination slate must be submitted to the membership in time to conduct elections at the WCCEE in Singapore in October. Mervyn Jones made the request that each of the nominees should submit a 1-page bio with a photograph.

### 14.0 **IFEES – Hans Hoyer**

14.1 Hans Hoyer informed the meeting of the IFEES Secretariat report (May 2009 to October 2009) and about the recent meeting in Budapest.

#### 14.2 IACEE membership of IFEES

The question of an IACEE payment of membership in IFEES was discussed. It was agreed to exchange memberships and invitations to conferences etc., but Flemming made it clear that the IACEE could not pay \$500 for an IFEES membership. Hans pointed out that IACEE has been a Founding Member of IFEES and as an alternative to payment the membership fee, we could request one year of free membership in exchange for some pro-bono activity. This could include working on some joint activities that would benefit both organizations. There was a motion that we submit a formal request to IFEES inviting them to become a member of IACEE and that both organizations forgo the membership fees in each others' organization for the first year. We could then take a year to design a partnership between the two organizations that would be mutually beneficial. As a next step, Flemming asked Nelson Baker, Vice President, Membership Development to explore the possibilities of a mutually beneficial partnership between IACEE and IFEES with Hans Hoyer.

**15.0 Dates & Location for future Council and Executive Committee Meetings:**

01-02 February 2010, Palm Springs, California, USA:

01 February: DAETE2 project team meeting

02 February: IACEE Executive Committee Meeting

19-21 May 2010, Beijing, China:

IACEE Executive Committee Meeting

17-18-19 October, Singapore:

12<sup>th</sup> WCCEE

**16.0 Other Business**

Flemming Fink announced that he has resigned from his position as President. He felt he did not have sufficient time to do this job properly in keeping with his ambition level with regard to IACEE. He would, though, continue his work in the DAETE2 project group. He announced that Nelson Baker had accepted to take over immediately as IACEE President. Hu Dongcheng, First Vice President, informed the Council Meeting that he was unable to take over after Flemming Fink because of health problems. He congratulated Nelson Baker on his new position and thanked Flemming Fink for all his great work. Philip O'Leary said he would mention the "transition" in the coming Newsletter.

17.0 Flemming Fink adjourned the meeting at 17.00.