

**1. Presence and Quorum**

Nelson Baker called the IACEE Executive Committee (hereinafter ExecCom) meeting to order at 8:36 a.m. and announced that it would be our goal to get through items 1 - 11 on the agenda by lunch so we could spend the entire afternoon on strategic planning. The following were present for all or portions of the ExecCom meeting:

\*Nelson Baker, President

\*Hu Dongcheng, First VP and VP, Special Interest Groups (SIGs)

\*Kim Scalzo, VP, Projects

\*Colin Leung, VP, World Conferences on CEE

\*Frank Huband, Secretary General

Ed Borbely

Susan Bray

Frank Burris

Andy DiPaolo

Louk Fennis

Patricia Hall

Linda Krute

Alfredo Soeiro

\*signifies the actual members of the ExecCom but, as has been our custom, all Council members were invited to participate in the ExecCom meeting.

In addition, Hao Juandi (Judy), a colleague of Hu Dongcheng, participated as a guest.

**2. Apologies for Absence**

Nelson Baker indicated that he had received apologies for absence from the following:

\*Mervyn Jones, Past President (Mervyn did join 90 minutes of the strategic planning discussion in the afternoon by Skype from London.)

Yury Bocharov

Flemming Fink

Leizer Lerner

Patricio Montesinos

Phil O'Leary

Katriina Schrey-Niemenmaa

**3. Approval of the Agenda**

Nelson Baker referred to a revised Council roster dated 27 January 2010 that was recently distributed by Frank Burris. It contains the up-to-date contact information for the Council members. The agenda was approved as distributed.

**4. Report of the President – Nelson Baker**

4.1 Headquarters Communication - Nelson went to Washington for a one-day visit in November to meet with Frank Huband, Hans Hoyer, and Warren Sallade. Warren has been assigned to many of the tasks formerly handled by Jennifer Johnson, who is no longer employed by ASEE or IACEE. Nelson indicated that he has found Warren to be very responsive. Two new e-mail addresses have been set up for Nelson and Frank B.: [n.baker@iacee.org](mailto:n.baker@iacee.org) and

[f.burris@iacee.org](mailto:f.burris@iacee.org). In addition, all inquiries to the [info@iacee.org](mailto:info@iacee.org) address will now be forwarded to Nelson and Frank B. Dues payments are slightly ahead of where they were at this time last year. At the end of 2009 Warren sent out ~ 269 invoices and they have been getting results. One problem has surfaced with a number of the international payments: payers are deducting things like wire transfer fees from the dues amounts. This will need to be addressed. ASEE IT staff are also working on setting up access for Frank B. to membership and financial reports.

4.2 Singapore Visit and Connections - Nelson Baker was invited to visit Singapore for a few days in late November/early December 2009. His trip was supported by NUS, IFEEES, and Georgia Tech. He reported having good meetings with Colin Leung and his NUS team and Dean Chan Eng Soon. Nelson returned from Singapore with very good feelings about the hosts' enthusiasm for the 12<sup>th</sup> WCCEE. More extensive discussion of the 12<sup>th</sup> WCCEE will occur under agenda item 11.1.

4.3 Website Issues – Nelson Baker stressed that our current website is barely functional and remains one of our most critical problems. It was developed by students in an open-source platform called *Joomla*. ASEE IT staff do not have *Joomla* expertise and are not able to spend the time learning it to do maintenance. Nelson indicated that we definitely need to address this matter during the strategic planning session this afternoon. Frank Huband indicated that ASEE is happy hosting the site but cannot afford to do the ongoing maintenance. Work will be done to provide Nelson and Frank B. means to update the site. We also touched on the need to make possible the electronic payment of dues.

4.4 Journal of Engineering Education Partnership - Nelson held up the latest issue of ASEE's *Journal of Engineering Education*, which now has the IACEE logo prominently displayed on the inside front cover. It also features a letter from Editor Jack Lohmann welcoming the partnership with IACEE.

4.5 Letter to IFEEES Regarding Reciprocal Membership – Nelson asked the ExecCom about its interest in some sort of a reciprocal membership arrangement with IFEEES. While no decision was made, Nelson indicated plans to write a letter regarding IFEEES reciprocal membership (no dues exchanged) after our strategic planning discussion.

## 5. Headquarters Report

5.1 IACEE Finances – A financial report for FY09 and the first four months of FY10 was sent by Warren Sallade to Nelson Baker and Frank Burris recently. It included several errors in addition and formatting and a clean-up has been requested. It does indicate that total net IACEE assets at the end of January are approximately US\$12,250. The DAETE project is a new source of revenue, with the report showing a US\$2,000 DAETE Developer Fee from US\$500 each paid by the four US developers.

5.2 Headquarters Report - Frank Huband provided a brief report on the headquarters operation, confirming that Jennifer Johnson is no longer employed by ASEE.

5.3 Evolving Operations of HQ with Warren Sallade and Frank Burris - Nelson Baker expressed gratitude to Warren Sallade and Frank Burris. As Frank B.'s commitment was to officially begin part-time work for IACEE on 1 February 2010, he and Warren will be working out their separate and shared responsibilities over the next couple of months.

- 5.4 Secretariat Duties/Selection Process Post-October 2010 – Nelson Baker indicated the long-term need for a stable secretariat: shall we continue with ASEE hosting the headquarters or move in another direction? If our decision is to stay with ASEE, Nelson and Frank Huband will present their case to the ASEE Board of Directors at the ASEE Annual Conference in Louisville, Kentucky in June. Ed Borbely has been tapped by Nelson to head a Council task force to look at the best path forward for a secretariat. Frank Huband mentioned ASEE's significant financial losses last year and their possible impact on future ASEE support for IACEE.

## **6. Report of the Past President – Mervyn Jones**

In the absence of VP Mervyn Jones, Frank Burris presented this report.

- 6.1 Bylaws Clean-up – Mervyn Jones first generated a set of Bylaws revisions in April 2009 for discussion at the planned May 2009 Council meeting in Beijing. Others contributed to the Bylaws discussions in the spring and summer of 2009 after the Beijing May meeting was canceled. Virtually all the proposed changes in Bylaws were acted on at the 29-30 October meeting of the Council in Aarhus, Denmark. On 6 January 2010 Mervyn issued a revised document and on 18 January 2010 Frank Burris proposed a final set of edits. After no less than four rounds of scrutiny in 2009 and early 2010, the current version of the Bylaws document is ready for approval by the Council. Frank Burris suggested that initial preparations for the October elections in Singapore had raised another Bylaws issue. Article 5.2 states “and fourteen (14) of the members elected from the four membership classes in numbers proportional to each class's voting strength in the Association membership at the end of the preceding calendar year.” With the election slated for October this year, determination of the Council mix based on the membership on 31 December 2009 seems impractical. Frank B. proposed that the phrase “at the end of the preceding calendar year” be changed to “four months prior to the scheduled elections.” The ensuing discussion demonstrated a consensus that this would be a wise move. Accordingly, this change will be incorporated in the 18 January 2010 version of the Bylaws for action by the Council this year.
- 6.2 Election Preparations for October 2010 Meeting – Mervyn Jones, Chair of the Nominating Committee, has begun polling current Council members about their interest in continuing to serve. Most current members have indicated a desire to continue on Council. The Nominating Committee now needs to solicit many more nominees from Europe, Asia, Africa, Oceania, and South America. Council members are asked to forward names of good candidates to Mervyn at their earliest opportunity.

## **7. Report of the First Vice President and Vice President, Special Interest Groups – Hu Dongcheng**

- 7.1 Future Development of SIGs – Hu Dongcheng promoted SIG development at the October Council meeting in Aarhus. We now have 14 people who have indicated interest in the various SIGs. Replies have been slow in coming. Pat Hall will respond to an invitation to lead one group in June, when she has completed her current ASEE Board term. Linda Krute is also interested in a leadership role. Dongcheng will try to contact new people for interest in the SIGs. Reasons for the slow development of SIGs were analyzed and

several solutions were proposed, including finding someone to be the first to write and publish articles on SIG topics, identifying qualified and responsible group leaders, website update and improvement, value-added services and membership benefits, conferences and meetings, etc.

- 7.2 Kim Scalzo recommended holding a 12<sup>th</sup> WCCEE session to capture SIG members the way it has been done for years at the ASEE Conference for Industry and Education Collaboration (CIEC): that is, traditionally the CIEC has featured a SIG Breakfast or SIG Lunch at which participants are forced to sit at a SIG table close to their interests. They then spend the meal discussing SIG programming for the coming year and become active in the SIG planning for the year ahead.

## **8. Report of the Vice President, Membership Development - Open**

- 8.1 Membership & Membership Development – Nelson Baker’s assumption of the Presidency in October created a vacancy in this VP position. Given Frank Burris’ intention to focus on some membership issues, Nelson recommended that we not fill this Executive Committee slot until the October elections in Singapore.
- 8.2 Presentations/Exposure Opportunities for New Members – A brief discussion focused on upcoming conferences that offered membership promotion opportunities:  
 CAFEO 27, Singapore  
 UCEA Annual Conference, San Francisco, April 2010  
 EUCEN Annual Conference, Rovaniemi, May 2010  
 ASEE Annual Conference, Louisville, June 2010
- 8.3 Headquarters Membership Report – A 19-page Membership Report was distributed dated 20 January 2010. Of 269 dues invoices sent so far this fiscal year (10/1/09 – 9/30/10), 69 have been paid, yielding revenue of US\$7,445. Current numbers of the various membership classes on 20 January 2010 were:

	<u>Active Paid</u>	<u>Active Past-Due</u>
Regional Leader Organizations	4	2
Professional Societies	2	14
Industrial Organizations	0	5
Academic Institutions & Other Providers	27	39
Individuals	42	134

Time constraints prevented the ExecCom from spending significant time looking at Active Past-Due members. Frank Burris intends to look closely at membership issues over the next few months and the ExecCom meeting in Beijing in May will discuss these matters in more detail.

## **9. Report of the Vice President, Projects – Kim Scalzo**

- 9.1 DAETE Project – Nine members of the DAETE2 project team met here in Palm Springs for eight hours on 1 February 2010 and made significant progress in further defining the DAETE2 project. A new DAETE Self-Assessment Matrix Version 1.0 was printed in January 2010 and copies were distributed to the ExecCom. It was noted that this new version contains no mention of IACEE participation/support of the project and that this should be corrected in future printings. Kim Scalzo distributed three reports to the

ExecCom: a summary report on the DAETE Project; a Benchmarking Data questionnaire that was significantly reworked at the 1 February meeting of the project team; and a template for Best Practices Collection. The Best Practices template captures thoughts from institutions who rated themselves a “4” or a “5” on a particular criterion. Don Hanna is running a “Building Quality in Online Programs” workshop in Madison, Wisconsin on 15-16 March 2010. The team has established a process for enrolling Registered Users for Level 1 (Public Access) and Level 3 (Developer). Level 2 (User) will be available once we have collected more best practices. Kim asked China user organizations for a summary report on their activity. A CIEC session on Thursday afternoon 4 February will be run by the DAETE2 project team and will try to enroll some new institutions.

- 9.2 CEE Manager Training - Pat Hall, Patricio Montesinos, and Phil O’Leary have expressed interest in working on this project. The concept has still to be developed and Kim will facilitate this later in February.
- 9.3 Presentation of WP10 of EUR-ACE - Alfredo Soeiro reported on a project in Europe called EUR-ACE. The fourth phase of this will address accreditation of continuing engineering education. Alfredo will lead this CEE accreditation effort for EUR-ACE and would like interested parties to let him know if they can help.

#### **10. 19-21 May 2010 Executive Committee Meeting in Beijing – Hu Dongcheng**

- 10.1 Hu Dongcheng distributed two preliminary plans for the ExecCom meeting in Beijing in May. This meeting will be an ExecCom meeting but, as has been customary, the entire Council is invited to participate. Discussion of the two proposed plans led to a preference for Plan #2, which contains the following elements:  
 Tuesday, 18 May – Airport pick-up, hotel check-in, and Welcome Dinner by School of Continuing Education, Tsinghua University  
 Wednesday, 19 May – IACEE ExecCom meeting, followed by Dinner with Traditional Chinese Performance  
 Thursday, 20 May – IACEE ExecCom meeting (morning) followed by Council member presentations to ~100 CACEE members (afternoon), followed by Dinner  
 Friday, 21 May – Meeting with Chinese IACEE members (morning) and visits to Tsinghua campus and laboratories (afternoon), followed by Dinner  
 Hu Dongcheng and Tsinghua University will generously support four nights’ accommodations and meals for Council participants in these meetings. Tsinghua University will further contact CACEE for their help and support in organizing the meeting as a host.

#### **11. Report of the Vice President, World Conferences on CEE – Colin Leung**

- 11.1 12<sup>th</sup> WCCEE – Singapore 2010 - Included in the ExecCom meeting package was a 6-page document dated 25 January 2010 and entitled World Engineering Education Forum (WEEF), to be held in Singapore 17-22 October 2010. The WEEF consists of five different engineering education activities:
- First Global Engineering Deans Council Conference, 18-19 October
  - Ninth ASEE Global Colloquium on Engineering Education, 18-21 October

- Twelfth IACEE World Conference on Continuing Engineering Education, 17-19 October
- Fourth International Federation of Engineering Education Societies (IFEES) Summit, 21 October
- Seventh Global Student Forum, 17-22 October

<http://weef2010.wordpress.com/about/> may be consulted for additional WEEF information. Colin Leung distributed a conference grid for the entire WEEF week and promised to distribute it to the Council. The overall WEEF Program Committee is investigating several possible well-known keynote speakers.

The 2008-2010 IACEE Council meeting will be held on Saturday, 16 October. On Sunday and Monday the 12<sup>th</sup> WCCEE sessions will be located at the National University of Singapore (NUS) and not connected with other components of WEEF. On Tuesday, 19 October we will have sessions jointly with the GEDC and the ASEE GCEE. The new 2010-2012 IACEE Council will likely hold its first meeting late on Tuesday.

The ExecCom reviewed and discussed nominees for principal speakers at the conference. It was suggested that Nelson Baker might modify his keynote presentation for the ASEE Conference in June and become a WCCEE keynoter.

Conference fees were discussed. It is proposed that US\$550 be the fee for IACEE members and US\$600 for non-members. If WCCEE delegates elect to join the two remaining days of the ASEE GCEE, there will be an additional fee of US\$350.

The six Program Committee groups originally formed at the Aarhus Council meeting were reviewed and abbreviated to the following three, which are also delineated on the Call for Papers for the 12<sup>th</sup> WCCEE:

- a) The role of CEE in addressing grand engineering challenges – Nelson Baker, Colin Leung, and Flemming Fink;
- b) Global engineering workforce developments: university and industry interactions – Andy DiPaolo, Sue Bray, Kati Schrey, Hu Dongcheng;
- c) CEE business, management and quality issues – Patricio Montesinos, Louk Fennis, Kim Scalzo, Alfredo Soeiro, and Phil O’Leary.

Colin distributed the bright yellow “Call for Papers” for the 12<sup>th</sup> WCCEE, with the following timelines:

Abstract Submission Opens	15 January
Abstract Submission Deadline	15 March
Notice of Abstract Acceptance	30 April
Full Manuscript Deadline	1 August
Author Registration	1 September

Additional information may be found at [www.wccee2010.org](http://www.wccee2010.org).

Hotel room rates are expected to be US\$220 for single or US\$240 for a double.

There was also a general discussion of promotion activities, fundraising, and the role of vendors at the WCCEE.

We have three nominees for the two principal IACEE Awards:

*Joseph M. Biedenbach Distinguished Lectureship Award* – Mervyn Jones of Imperial College London has been nominated by Katriina Schrey-Niemenmaa and Wei Jie of Tsinghua University has been nominated by Hu Dongcheng.

*Glen L. Martin Award* – Baosteel Group Corporation of Shanghai has been nominated by Hu Dongcheng.

Information on these nominees will be distributed by Frank Burris in a couple of weeks and an electronic ballot will be conducted. Frank Burris strongly encouraged the formation of a separate Awards Committee by future Councils so the WCCEE organizers are not burdened with the additional important task of overseeing the IACEE Awards programs.

- 11.2 13<sup>th</sup> WCCEE – Valencia – When Aalborg withdrew its offer to host this WCCEE last October, Universidad Politecnica de Valencia stepped forward to host the 2012 WCCEE. There was some discussion that recent changes at UPV may have changed that situation. Nelson Baker and/or Frank Burris will follow up with Patricio Montesinos on this matter to determine whether IACEE needs to seek another bidder for 2012. (Subsequent to the ExecCom meeting Patricio confirmed with Nelson that indeed UPV will host the 13<sup>th</sup> WCCEE.)

12. Lunch

13. IACEE Strategic Planning – Nelson Baker, Sue Bray, and Kim Scalzo

(Note that Mervyn Jones joined this discussion by Skype from London from 1:15 p.m. until 2:45 p.m.)

When Nelson Baker assumed the Presidency of IACEE in October 2009 he quickly stressed the need for the Council to engage in a strategic planning process. Sue Bray and Kim Scalzo, who have experience leading such processes for other organizations, volunteered to lead the IACEE Strategic Planning (SP) process. On 22 November 2009 Sue and Kim sent the Council a request to respond to eight questions :

- Membership – Who are we serving?
- Reputation – What is IACEE known for?
- Value Add – What does IACEE provide to its members?
- Partnerships – What types of partners support our mission?
- Current strengths to accomplish our vision?
- Current weaknesses that could stand in our way?
- Opportunities in the external environment?
- Threats in the external environment?

By mid-January Sue and Kim had received responses from 14 Council members, which was viewed as a very positive response from the Council and strong encouragement to move forward.

At the outset of this afternoon session they presented a 35-slide “picture” of the process to be used. Attached to this set of Minutes is the PowerPoint presentation that Sue, Kim, and Nelson used. It will provide you with a good sense of the process used, the particular approach and timeline we will follow, and some draft materials that were reviewed in the workshop. Nelson, Sue, and Kim will be taking the input they received on their drafts

and some original work done by Council members present in Palm Springs, and sharing a next round draft of critical elements of our Strategic Plan with all membership for review and comment. You will be hearing directly from them shortly.

Several small group exercises were held over the course of the afternoon to move the process forward. Thirteen pages of handouts used in the session cannot be included in these minutes but their essence will be revealed through direct communication from Sue, Kim, and Nelson.. As the timeline in the attached presentation shows, we are planning to finalize the SP at the ExecCom meeting in Beijing in May.

14. **Other Business** – No additional business was forthcoming.
15. **Adjournment** – Following special thanks to Sue Bray and Kim Scalzo and thanks to all others for their participation and diligence, Nelson Baker adjourned the ExecCom meeting at 5:07 p.m.