

IACEE Executive Committee
3 February 2009
Royal Plaza Hotel
Orlando, Florida USA

Executive Committee
Members Present

Flemming K. Fink, President
Dongcheng Hu, First Vice President, Vice
President, Special Interest Groups
Nelson C. Baker, Vice President, Membership
Development
Kim A. Scalzo, Vice President, Projects
Colin C. F. Leung, Vice President, World
Conference on CEE
Mervyn Jones, Past President
Frank L. Huband, Secretary General

Executive Members Absent:

Ferando Miralles, Vice President, UNESCO
Liaison

Council Members Present:

Frank Burris
Andy DiPaolo
Louk Fennis
Greg Marino
Alfredo Soeiro

Guests Present:

Judy Hao Juandi, Tsinghua University

Staff Present:

Hans J. Hoyer, ASEE Director of International
Activities
Warren W. Sallade, Recorder

1. Presence and Quorum - Flemming K. Fink

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

2. Apologies for Absence - Flemming K. Fink

F. Fink had received an apology for absence from Fernando Miralles. F. Miralles said that due to poor health, he would be unable to participate in IACEE activities.

3. Approval of the Agenda

The agenda was adopted by the members present.

4. Approval of Minutes
4.1 8 September 2008 (Attachment 1)

The minutes of the September 8, 2008 meeting were approved with the following corrections; Tsinghua was misspelled on page 4 and ASEE SAP should read ASEE SEAP on page four.

5. Report of the President
5.1 Headquarters Communication

F. Fink said activity has been low since the Helsinki meeting in September, He also said his new position at Aarhus has taken most of his time. F. Fink presented what he in the ideal situation would expect from the Secretariat and the SG. Taken into consideration that the resources are limited, F. Fink presented an alternative with support from experienced (retired Council) members.

5.2 Web Site Issues

F. Fink said there continues to be problems with the web site. Not everyone is able to log on, passwords did not work and names were missing. F. Fink said this is a very serious problem for IACEE and the best solution might be to change the platform for the web-site. Ideally the Secretariat should host and take care of the web-site, but it might be necessary to look for another host. M. Jones expressed concern about the long term viability of the IACEE web site and also felt the web site maintenance should be transferred to ASEE. F. Huband said that the cost for ASEE to learn the software and maintain the IACEE website is prohibitive.

F. Fink called an Executive Session at 9:45 am. F. Huband, H. Hoyer and W. Sallade were asked to leave the room. The Executive Council re-convened at 10:30 am.

F. Huband reviewed how ASEE became Secretariat and what level of support was agreed to at that time. F. Huband reviewed the financial implications if ASEE assumed these additional responsibilities.

5.3 *Journal of Engineering Education Partnership*

After discussion of the proposed partnership, F. Fink motioned that:

That the IACEE give Jack Lohmann, *JEE* editor, permission to move forward with the partnership and that the IACEE Council would take a final vote at the May 2009 meeting. The motion was approved.

6. Headquarters Report

6.1 IACEE Finances (**Attachment 2**)

F. Huband reviewed the financial report. F. Fink asked what the \$5700 dollars in account 7150 represented. [Upon review at ASEE headquarters, it was determined that this cost represents Jennifer Johnson's salary (as she is now on contract rather than a staff member), and the salary involved in installing the new web site.] There was a question whether a new budget was adopted for the current year at the Atlanta meeting. W. Sallade will follow up with J. Johnson. [Upon review at ASEE headquarters, it was determined that the budget was presented but not formally approved.]

6.2 Headquarters Report

F. Huband reported that 90 new members signed up at the Atlanta meeting, however, there needs to be follow up to insure they continue after their free year expires. F. Huband said invoices are sent out monthly; however, the renewals from the December mailing are coming in at a slower pace. F. Fink asked that a report be prepared showing the membership by category over the past five years. J. Johnson will take this action item.

7. Report of the President

7.1 Bylaws Issues

M. Jones gave a status of the work with reviewing and updating the bylaws. M. Jones said the bylaws were written in 1989 and have been amended three times. M. Jones said the bylaws need updates/ revised with emphasis placed on the criteria for membership. A discussion followed on the number of membership categories needed and geographical distribution. F. Fink also said the Council should also look at the possibility of electronic voting.

F. Fink said he would like a draft of proposed bylaw revisions and a draft of how electronic voting would be conducted. M. Jones took this action item and will make his report at the May meeting in Beijing.

8. Report of the First Vice President; Vice President, Special Interest Groups

8.1 Future Development of SIGs (**Attachment 3**)

HU Dongcheng gave his report. He reviewed what has been done since may last year as well as presenting eight areas SIG will focus on.

One major step taken is that Tsinghua University has established a SIG Secretariat responsible for summarizing and sorting registration

information, answering questions and maintaining communication between SIGs and IACEE executives.

F. Fink thanked HU Dongcheng for his great work with setting up the SIG's and said it is a pleasure to cooperate with the Chinese team.

9. Report of the Vice President, Membership Development

9.1 Membership and Membership Development (**Attachment 4**)

N. Baker reviewed the membership report. He reviewed the current membership categories and dues structure. N. Baker outlined the goals, tasks and action items necessary for maintaining the current base and for increasing membership.

N. Baker said an important piece in increasing membership is to tie membership to benefits. N. Baker outlined a number of areas where there are specific benefits that apply to all potential members.

10. Report of the Vice President, Projects

10.1 DATE Project (**Attachment 5**)

K. Scalzo reviewed the DAETE Project. She reported that M. Jones is the new project manager.

K. Scalzo reported that the Chinese version of DAETE will be published, hopefully, before the May IACEE Council meeting. She said a self assessment test will be conducted in the spring at Tsinghua University. Lectures on DAETE will be conducted to prepare the university staff for the pilot assessment. A report will be presented at the May IACEE Council meeting.

11. Report of the Vice President, World Conferences on CEE

11.1 12th WCCEE - Singapore - Status of dates and plans (**Attachment 6**)

C. Leung reviewed the current status of the 12th WCEE Conference in Singapore. He said the dates have been scheduled from October 17-19, 2010. C. Leung said he is working with ASEE to address the overlap issues with the ASEE Global Colloquium meeting in Singapore on October 19-21, 2010.

C. Leung announced that the theme of the 2010 meeting is *Engineering Without Borders - CEE in a Globalized Environment*. He said the first call for papers will be in mid-2009. Selecting and confirming keynote speakers and obtaining sponsorships are two main areas of concentration at this time.

11.2 13th WCCEE - Denmark

F. Fink said he was concerned about Aalborg University support for the 2012 IACEE WCCEE since he left and moved to Aarhus University. He said he would follow up with both universities and possibly suggest a joint venture for the conference. F. Huband said that the city of Aalborg had committed their support in the original proposal and they also should be contacted.

F. Fink said he would provide an update at the May 2009 IACEE Council Meeting.

12. International Federation of Engineering Education Societies

H. Hoyer gave an update of activities that included the May 2009 IFEES global meeting in St. Petersburg, Russia. H. Hoyer said a Global Engineering Deans Council (GEDC) was established in May 2008 and their first meeting was held in Paris, France.

H. Hoyer asked for the IACEE Council's help in identifying information that can be shared by between both organizations and their membership. This can be done by joint participation in conferences and through the respective web sites.

13. Dates and Location of 2009 Council Meeting - Beijing, China

13.1 20th Anniversary Celebration (**Attachment 7**)

HU Dongcheng presented his plan for the Council Meeting, the 20th Anniversary celebration and the Ninth Forum. The agenda for Council Meeting was discussed, and it was concluded that more than one day for the Council Meeting is needed. The IACEE Council meeting will be held May 15-16, 2009 at Tsinghua University. Council members should travel to Beijing on May 14.

HU Dongcheng said the IACEE 20th Anniversary celebration will be held on May 17, 2009. He said the China Association for Continuing Engineering Education (CACEE) would be pleased to co-host the event with IACEE. F. Fink and the Executive Committee agreed with this plan. HU Dongcheng said Tsinghua University will be responsible for logistics and other meeting services.

It was mentioned that according to tradition the host for the IACEE Council Meeting (as in Singapore 2007) offers to take care of accommodation issues. HU Dongcheng will look into this.

13.2 Forum (Attachment 7)

HU Dongcheng said the Ninth Forum will be held in May 18-19, 2009. He reviewed a draft schedule of the forum and requests feedback from the Council members. The theme of this years forum is *The Development Strategy and Collaboration of Continuing Education in a Changing Society*.

14. Date and Location of fall 2009 Executive Committee Meeting

The fall 2009 meeting of the IACEE Executive committee will be held October 26 at Aarhus University, Aarhus, Denmark. The meeting will coincide with the European Forum for Continuing Engineering Education October 27-28 hosted by Aarhus University.

15. Other Business

G. Marino (EMCI) said he had sent a proposal to the IACEE Council members regarding administrating a test exam, analyze the results and report the results. He said this would allow the members to understand the capabilities and the value of the testing. He has not heard from the Council regarding this proposal.

G. Marino said he would be interested in participating in the Beijing forum in May.

N. Baker asked that the IACEE strategic plan be a part of the May Council meeting agenda. He said there was information collected at the Atlanta meeting that would assist in developing a strategic plan.

16. Adjournment

F. Fink adjourned the meeting at 4:45 pm.