



Minutes
6 February 2007

**IACEE Executive Committee
6 February 2007
San Antonio, TX, USA**

Executive Committee:
Members Present Mervyn Jones, President
 Gerardo Ferrando, First Vice President, VP Special
 Interest Groups
 Frank Burris, VP Membership Development
 Feng Changgen, VP Projects
 Colin C. F. Leung, VP WCCEEs

Staff Members Present: Frank Huband, Secretary General
 Jennifer Johnson, Coordinator
 Hans J. Hoyer, ASEE Director of International Activities

Council Members Present: Edward Borbely, Council Member (Host Country)
 Andy DiPaolo, Council Member (Academic Institutions)
 Louk Fennis, Council Member (Academic Institutions)
 Katriina Schrey, Council Member (Academic Institutions)
 William Wepfer, Council Member (Academic Institutions)

1. Presence and Quorum - Mervyn Jones

~~Mervyn Dr.~~ Jones called the meeting to order. Quorum was established for the meeting.

2. Apologies for Absence - Mervyn Jones

There were no apologies for absence.

3. Adoption of Agenda - Mervyn Jones

The agenda was adopted by the members present.

4. Approval of Minutes (24 January 2006, 18/21 April 2006) - Mervyn Jones

4.1 24 January 2006 [**Attachment 1**]

The minutes of the 24 January 2006 Executive Committee meeting were reviewed and approved.



4.2 18/21 April 2006 [Attachment 2]

The 18/21 April 2006 Council meeting minutes were reviewed. The name of Patricio Montesinos, Council Member (Regional Leader) was added to the attendance list for these meetings; the Executive Committee will recommend approval of the modified minutes with this change to the full Council.

4.3 Future Minutes

Mervyn Prof. Jones asked whether it would be possible to post the minutes of the Council and the Executive Committee on the web. There were opinions both for and against having the minutes available to every member. Gerardo Prof. Ferrando was concerned ~~said~~ that those reading the minutes would not have the background material to understand how certain decisions had been ~~were~~ reached and suggested posting only summaries. This matter will be discussed at the full Council meeting in April 2007.

5. Headquarters Report - Frank L. Huband

5.1 Finances [Attachment 3]

Frank Dr. Huband reviewed the Financial Report. He noted that a higher amount of salary had been ~~was~~ charged to the IACEE budget than in previous years. This was an oversight due to incorrect booking within HQ and would ~~it~~ be corrected in the upcoming year. It was noted that the report for the first three months of FY07 did ~~ees~~ not reflect membership renewals received, as they had not yet been processed.

5.2 Newsletter

Mervyn Prof. Jones asked that each member of the IACEE Council contribute one article per year to the IACEE newsletter. A schedule was distributed for those present to sign-up, and would ~~it~~ be sent to all Council members.

[Jennifer could you please insert here the list of Newsletter dates and when people had agreed to provide material. - many thanks]

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5.3 Membership Directory



——~~Frank Dr.~~Huband reported that this ~~waiss~~ available to all members via electronic attachment upon request.

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6. Report of the Vice President, Membership Development - Frank E. Burris
6.1 Membership & Membership Development [Attachment 4]

~~Frank Dr.~~Burris reviewed the active-lapsed members from 2004 and 2005 still on the membership rolls of IACEE. Council members present agreed to contact those members, with whom they ~~were~~ ~~are~~ familiar, regarding renewal. ~~Frank Dr.~~Huband noted that each of those members present on the list had ~~dve~~ received a minimum of three invoices each year regarding renewal. The Executive Committee agreed that those members delinquent on their dues from 2004 and 2005 should be removed from the membership rolls.

~~Kati Ms.~~Schrey asked that the option of online payment for membership dues be investigated.

7. Report of the Vice President, Projects - Gerardo Ferrando
7.1 Accreditation and DAETE Project

~~Mervyn Prof.~~Jones presented an update on the DAETE project. He said that once this project ~~wasis~~ more developed, it ~~would ill~~ be presented for testing to IACEE members. The full project timetable is two years. ~~Kati Ms.~~Schrey suggested testing with ~~other types of provider such as universities having the activities organized directly by the faculties instead of having a separate Centre and universities of applied sciences, not just 'old universities. applied sciences universities, and not just universities with interest in continuing engineering education.~~

7.2 Website development [Attachment 5]

——~~Kati Ms.~~Schrey reviewed a prototype of a new IACEE website, which was ~~being~~ built with open source software. She said that students at EVTEK had ~~dve~~ been working on this prototype, and the total cost to ~~further~~ develop the site ~~further~~ would be approximately 3,000€. ~~FrankDr.~~ Huband asked whether the software would allow for ease of information transfer to headquarter's web server. ~~She Ms. Schrey~~said that the software was user-friendly, and not difficult to learn. ~~Andy Dr.~~DiPaolo suggested that as students ~~we~~are working on the prototype, good

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documentation should be kept through all stages of development since students are a transient population.

~~Kati Ms.~~ Schrey requested financial support from IACEE for continuation of the website development ~~from IACEE~~.

~~Frank Dr.~~ Burris moved:

That the IACEE Executive Committee authorize \$2,000 USD to EVTEK for further development of a new IACEE website under the supervision of Kati Ms. Schrey. The motion was approved.

~~Frank Dr.~~ Huband asked that ~~Kati Ms.~~ Schrey submit an invoice to Headquarters for disbursement of these funds.

7.3 Benchmarking EFQM (Valencia)

~~Mervyn Prof.~~ Jones noted that Patricio Montesinos, IACEE Council member and head of this project, ~~had~~s received 65 responses to the survey relating to this project. ~~He Prof. Jones~~ suggested that this might be a good workshop at the 2008 WCCEE.

8. Report of the Vice President, Special Interest Groups - ~~FENG~~ Changgen Feng

~~Changgen Prof.~~ Feng reviewed the Chinese CEE Centers certification project. He said that the cost of developing courses for the centers ~~had~~s created difficulties for the project.

9. Report of the Vice President, World Conferences on CEE - Colin Leung 9.1 10th WCCEE - Vienna 2006

There ~~were are~~ no outstanding issues left unresolved from the WCCEE meeting. ~~Frank Dr.~~ Burris asked that he be sent the final information on attendees by Headquarters.

9.2 11th WCCEE - Atlanta 2008 [Attachment 6]

~~Bill Dr.~~ Wepfer presented updated information on the plans for the 11th WCCEE to be held in Atlanta, May 20-23, 2008. He said that Jim Duderstadt, president emeritus of the University of Michigan, ~~was~~s a confirmed plenary speaker. Other proposed speakers included ~~d~~ Frannie Leautier of the World Bank and Kasidis Rochanakorn of OCHA. He asked that IACEE Council members

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forward any ideas for a main plenary speaker from the international arena to him.

Bill Dr. Wepfer presented three ideas for pre-conference workshops: marketing, global collaboration, and accreditation or quality assurance. He also asked for track co-chair recommendations. Bill Dr. Wepfer distributed copies of the budget for the conference, and reviewed the schedule. Mervyn Jones congratulated him on being well advanced with his plans for the conference.

9.3 12th WCCEE - Singapore 2010

Colin Prof. Leung noted that the 2010 WCCEE will be held in conjunction with ASEE's Global Colloquium which will be is held in September/October that year-Fall. This would be a change to the traditional schedule of holding the WCCEE in the Spring.

Colin Prof. Leung moved:

That the Executive Committee approve holding the 2010 WCCEE during the Autumn months. The motion was approved.

9.4 13th WCCEE Bid Plans

Mervyn Prof. Jones asked that the Executive Committee be sent copies of the bid packages for WCCEE. He suggested publicizing for bids in the upcoming newsletters and setting the end of March 2008 as the deadline for bid submissions.

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10. International Federation of Engineering Education Societies (IFEES) - Frank L. Huband

Frank Dr. Huband presented an update on IFEES. He said that there are currently 32 IFEES charter members, of which IACEE is one. He noted that Mervyn Prof. Jones was elected to the IFEES Executive Committee. Frank Dr. Hoyer said that IFEES had recently developed a committee for strategic planning that Mervyn Prof. Jones and Gerardo Prof. Ferrando serve on, and that currently there is discussion for the development of a global engineering deans council was under discussion.

11. Dates & Location of 2007 Council Meeting - Mervyn Jones



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The Committee discussed the timing of the April 2007 Council meeting. It was agreed that the Council meeting would be held beginning in the afternoon of April 22, with a full day Council meeting on April 23. A one-day seminar ~~will~~would be held on continuing engineering education on the campus of National University of Singapore on April 24 and a visit to the site of the WCCEE on April 25. ~~Colin Prof.~~ Leung would ~~it~~ send more information on hotels within the next month.

12. Other Business - Mervyn Jones

~~Mervyn Prof.~~ Jones raised the issue of less expensive communication between Council members and in this context discussed the possible use of Skype. Not every member present currently used skype for better communication between Council members.

13. Adjournment - Mervyn Jones

The meeting was adjourned by ~~Mervyn Prof.~~ Jones at 3:00 pm.