**IACEE Council Minutes
23 April 2007, 9am
NUS, Singapore**

Council Members Present   Mervyn Jones, President
Frank Burris, VP Membership Development
Colin C.F. Leung, VP WCCEEs
Yuri Bocharov
Edward Borbely
Andy DiPaolo
Flemming Fink
Hajime Fujita
Leizer Lerner
Patricio Montesinos
Philip O'Leary
Katriina Schrey-Niemenmaa
Alfredo Soeiro
William Wepfer

Staff Member Present   Frank Huband, Secretary General

In Attendance   Cheah Kok Keong

1. Presence and Quorum

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

2. Apologies for Absence

Feng Changgen
Gerardo Ferrando
Louk Fennis
John Lorriman

3. Adoption of Agenda

The agenda was adopted by the members present.

4. Approval of Minutes for 18 and 21 April 2006

The minutes were reviewed and approved by the Council.

5. Headquarters Report

5.1 IACEE Finance
Frank Huband reported that the IACEE net assets for the period 1 October 2006 - 28 February 2007 were just below $12,000 and included $805.25 in the Biedenbach Fund.

5.2 Newsletter
Frank Huband presented the schedule for contributions to the IACEE Newsletters by the Council members. He highlighted that each contribution should be about 250 words.

Mervyn Jones emphasized that the newsletter is an important visible presence of the IACEE to members. He requested the schedule be re-circulated among the Council members to invite additional contributions.

5.2 Membership Directory
Frank Huband reported that Jennifer Johnson was on a part-time working arrangement and would be slow to respond to requests. He informed the Council that they could still continue to send her e-mails, but in addition should also to copy them to him.

6. Report of the Vice-President, Membership Development

Membership & Membership Development
Frank Burris reported that as of 16 April 2007 there were 136 members. Of these, 51 had been recruited during the Vienna Conference in 2006. He noted that this was a significant increase when compared with 2005, which was a non-conference year and when there were only 83 members.

New Members
Frank Burris highlighted the challenges to retain these members. He also noted the relatively low representation from some very large countries: 1 from Germany, 0 from India, 0 from Indonesia, etc.

Frank Burris would promote and recruit members for IACEE at the seminar to be organized the following day. He had drafted a letter for distribution as well as an updated brochure with the history of IACEE.

Membership Resignation / non-renewals
Frank Burris reported on the list of members who had not renewed their membership. He proposed that with immediate effect the membership for those memberships that expired before 1 January 2006 should be cancelled.

After some deliberation, the Council agreed to his proposal, except for the following members: #389, #534, #276, #402, #479, #548 and #368.

Council members who are in close contact with these members were tasked to follow-up on their membership renewal.

7. Report of the Vice President, Projects

7.1 Website Development

Katriina Schrey updated the Council on the work that had been done at EVTEK to develop a new IACEE website and demonstrated aspects of its new functionality. All the council members had previously been supplied with usernames and passwords to enable them to test the pages.

There was a request to incorporate a credit card system into the website, that could possibly be done, in co-operation with the host country's credit card company, and with the costs set by them.

Frank Huband highlighted that from the perspective of headquarters, there was a problem if the new www pages were to be hosted at ASEE. There would be a maintenance problem as the webmaster at ASEE might not be familiar with the software. He proposed that Ms Schrey should host the website at EVTEK and ASEE would pay for the hosting/maintenance costs. It was agreed that the pages will be transferred to ASEE's server in the beginning of the summer and EVTEK will give distance support for the maintenance until the end of the year. EVTEK will also produce a maintenance manual for ASEE webmaster, which will be delivered at the same time as the pages are transferred.

The Council noted that "The" is not part of the official name for IACEE and should be deleted from the website.

Following a discussion the Council also decided that the proposed new logo should not be incorporated into the new website without the approval of the Council.

Alfredo Soeiro expressed concern with the control rules in the forum/blog sections. There should be a mechanism to vet and approve the materials before these could be made public in the website. While not overlooking this issue Mervyn Jones commented that the new structure included a hierarchy of access privileges and that these would be discussed at a later date.

As all the Council members have the access to the pages, it was agreed that feedback for main structural issues should be given within a month – but in the short term it would be possible to change minor things on a continuous basis thereafter. An example of this is the picture to be used in the front page, which could be changed with 2 minutes work when agreed.

7.2   DAETE Project

Patricio Montesinos briefed the Council on the DAETE project. DAETE is an acronym for Development of Accreditation in Engineering Training and Education and is the name given to an Atlantis programme, funded on the European side via the EU and on the US side by FIPSE (DoEd). Alfredo Soeiro and Mervyn Jones are also involved in the project and provided additional information. Using as its basis a European Foundation for Quality Management structure the project was aiming to develop a scheme to assess the operation of CEE Centres against a range of dimensions.

7.3   Benchmarking EFQM

Patricio Montesinos updated the Council on the development of benchmarking using the EFQM model. He estimated that this would need three years work and hoped that the conclusions arising from it might be presented at the Singapore Conference.

7.4   IACEE Accreditation

Mervyn Jones commented that he hoped that the work being undertaken within the DAETE and Benchmarking EFQM projects would eventually lead to a proposal that at a future date would be placed before the Council to establish a formal IACEE CEE Centre approval process leading to an IACEE Quality award. It was recommended to those involved that 'accreditation' could be an inappropriate word for the processes being developed, as it could have unduly bureaucratic connotations.

Patricio Montesinos suggested that a possible next step in this process was to submit a new project proposal under the Atlantis programme. He outlined some initial plans for this and emphasized that the closing date for submissions was 31 May. Council members from the EU and US who were interested were invited to participate. The proposal had to be ready for submission in the end of May. It was agreed that Alfredo Soero would coordinate the EU part and John Klus the US part.

8.   Report of the Vice President, Special Interest Groups

There was no report available.

9.   Report of the Vice President, World conferences on CEE

9.1   11th WCCEE – Atlanta 2008

Colin Leung requested the Council to submit nominations for the two IACEE awards by end of October 2007. Both Frank Burris and Mervyn Jones urged Council members to make every effort to identify and submit

specific recommendations as soon as possible as it would be attractive to be in a position to make a selection from multiple nominees.

Bill Wepfer updated the Council on the preparations for the 11th WCCEE. He is targeting to attract some 250 participants to the conference. If the response is overwhelming, poster sessions could be arranged to cater to it. He highlighted that the critical task at the moment was to attract more abstracts and urged the Council to help publicize the event. He proposed that outstanding papers be redirected to journals to attract more interest. He will also be working on the best paper awards.

Bill has confirmed Jim Duderstadt as one of the plenary speakers. He is currently pursuing Michael Dell to be the other plenary speaker beside a few other short-listed candidates. Currently three pre-conference workshops were planned on Marketing, Global Virtual Teams and Accreditation respectively.

Bill requested the Council members to chair or co-chair the various track committees and to solicit good papers.

Bill sought the Council's view if he should provide alternative housing at GT Apartment Dorms. The Council agreed to his proposal and suggested that he should block between 50-100 rooms to cater to the less well-off delegates.

9.2   12th WCCEE – Singapore 2010

Colin Leung reported that WCCEE will be held in conjunction with the ASEE's Global Colloquium in September/October 2010. However the operational details on how these two events would interface had still to be finalised.

9.3   13th WCCEE

The Council agreed that the bidding proposal for 13th WCCEE in 2012 should be submitted by early February 2008 for consideration. The Council hopes to see proposals from Spain (e.g. Valencia), Latin America (e.g. Colombia), Denmark, and South Africa.

10.   International Federation of Engineering Education Societies

Frank Huband informed the Council that Mervyn Jones is the IACEE representative at the IFEES and is also a member of the Executive Committee. The next meeting of the IFEES would be held in Istanbul on 30th September 2007.

11.   2008-2010 Council Elections

11.1   Formation of Nominating Committee.

The election for the next IACEE Council will be held in Atlanta in May 2008. Mervyn Jones proposed that the Nominating Committee be chaired by Alfredo Soeiro, the immediate past president of IACEE and would include Frank Burris and John Klus as members. It should have the power to draft new members as/when necessary.

The Council was in agreement with these arrangements.

All current Council members were encouraged to recommend potential new Council members for the next election.

11.2   Council Election Procedures

The Council agreed that their membership dues must be received by 3pm, 21 May 2008 in order for the members to be eligible to vote at the IACCEE General Membership Meeting scheduled on 24 May 2008.

12.   Dates & Location of Future Council & Executive Meetings

The next Executive Meeting will be held in New Orleans, Louisiana, USA on Monday, February 11 2008 in conjunction with the ASEE Conference for Industry & Education Collaboration.

The next Council meetings will be held in conjunction with the 11th WCCEE on Monday, May 19 and Friday, May 23 in Atlanta, Georgia, USA.

Mervyn Jones suggest that should a meeting be required before then perhaps some kind of electronic conferencing facility might be used.

13.   Other Business

Katriina Schrey requested that the minutes of the meeting be put in the new website. She also requested Council members to send her pictures for the new website.

The Council agreed that the existing IACEE logo should be retained, at least until after the 2008 conference. The Council proposed that the new branding of IACEE could be reconsidered after 1 year – early enough to be used in the marketing of the Singapore conference.

The Council thanked Colin Leung and NUS for their efforts in hosting the IACEE Council meeting in Singapore. The Council also thanked Cheah Kok Keong for supporting the meeting and taking the minutes.

14.   Adjournment

The meeting was adjourned by Mervyn Jones at 4:45pm.