

**FIE Steering Committee Meeting at ASEE
Montreal, Canada
June 16, 2002**

Attendees:

Mike Pavelich, Jim Roberts, Ted Batchman, Jerry Engels, Ann Gates, Jane Prey, Dan Moore, Bill Oakes, Mary Heberling, Joe Hughes, John Orr, P.K. Imbrie, Charlie Yokomoto, Dan Budny, Sherra Kerns, David Kerns.

Preliminaries:

- > Mike Pavelich called the meeting to order at 10:30 and had everyone introduce themselves and indicate their position on the steering committee.
- > The agenda was reviewed and approved as published.
- > Minutes from FIE 2001 meeting in Reno are apparently not available or no official minutes were recorded. (Larry Shuman was not at the meeting as his tenure had expired and thus he did not take them. No other leads were found.)

Conference reports:

FIE 00 – Kansas City:

All reports completed and not further information will be presented
Approximately \$ 20,000 profit

FIE 01 - Reno:

515 attendees
Approximately \$ 55,000 profit
Reduced expenses at Reno area help cut costs
JEE FIE special section/edition paper review in progress

FIE 02 - Boston:

646 abstracts submitted with 116 rejected
360 completed papers on site as of 6/16/02
Reviews went well and did not seem to have problems
7 parallel tracks
5 panels submitted, 1 page abstract from each panel member, the panel chair compiled and completed unified one for panel which is published
14 workshops
several verbal sponsorships received
Keynote speaker Bob Lucky
Currently 5 – 6 exhibitors
Discussion on paper cutting based on quality not #'s

FIE 03 – Boulder: (reported by Mary Heberling)

Things going well
Entire facility for conference
Call for papers prepared and will be available at ASEE
Question on fee increase
Reception at Tech Center (ITLL) University of Colorado at Boulder

Looking at 5 % increase in fees

FIE 04 – Savannah:

Joe Hughes still only main chair

Will have local chairs by the end of the summer

Holding pattern in terms of contracts

Hotel locked-in July 01

Program committee not formed yet

Some concern on space in hosting hotel but other locations nearby (400 currently in hotel)

FIE 05 – Indianapolis:

Tri-general chairs: Charlie Yokomoto and Bill Oakes present, Dave Voltmer absent

Hotel selected – Westin

Entire conference facility reserved

Keynote on Thursday

RHIT, IUPUI, PU co-hosts

October 19 – 22, 2005

Looking at 6 – 7 parallel sessions but can hold 8

January Joint Planning/Abstracts Meeting

January meeting expenses were discussed. There is a problem closing the books on the last FIE when the expenses for this meeting are shared between the last and forth coming FIE

Moved that the expenses for the January Joint Planning Meeting be covered by the conference for the upcoming FIE (FIE+1). The meeting attendees are to include the FIE-1 program committee (3) and general chair (1), the FIE+ 1 general chair (1), and others as selected by the FIE+1 general chair. (Traditionally this includes the FIE+1 program committee (3), Publications Chair, Exhibits Chair.)

Motion passed unanimously [moved by Jim Roberts, seconded by Jane Prey]

MOU Discussion:

SECTION I

Purpose for MOU presented by Jerry Engle

Need for financial documentation, formalization of responsibilities

IEEE – CS main driving force behind need for MOU

Need for long term contract, relationships

Questions about the continuity if rotation among societies occurred regularly

Questions about legal approvals – ASEE vs. ERM, IEEE vs. ES and CS

Discussion focused on budgeting rules and audits

Major problem related to cancellation fees/costs

Concern of related contracts

Advances MUST be provided without delay

Need to define the 2 % and 10 % numbers (of what? need to be specific) as listed in the MOU

Suggestion to look at % of three previous conferences actual costs as one way to determine the required surplus and contingency

SECTION II

Ask clarification of logos on proceedings: IEEE, ASEE, IEEE-CS
copyright will be held by IEEE only as in the past.
delete last sentence – "each co-sponsor....charged to FIE."
ASEE not ASEE-ERM digital libraries

SECTION III

Switching of oversight organization each year seems problematic. Continuity may be lost,
confusion increased.
IEEE-CS would be open to being paid for contract oversight work in lieu of switching.
Discussion delayed until FIE 02 meeting by action of the Chair given the lateness of the hour.

Awards Discussion:

(FIE 02 award chaired by Dave Kerns)

Difficult to plan and schedule based on number of awards. Need prompt responses from the
societies
IEEE, FIE, ERM awards mix including Fellows for IEEE
Dasher award chaired by IEEE ES this year Jim Sluss (Univ OK)

Web Site Discussion: (Dan Budny)

Question related to FIE 96 posting (action to be covered by MP)
Updated material has some missing material on award recipients (to be covered by DK)
Minutes from FIE committee meeting at Reno are missing (see above)
Need updated list of steering committee membership (to be covered by MP)

Publications not report

Exhibits no report

WIP Discussion

No references included on most WIP submissions yet the "papers" appear in proceedings
WIP category sometimes misused by "lazy" authors.
How do you segregate full and WIP papers?
How to review WP and full papers?
We suggest better WIP guidelines for reviewers/authors
WIP must show goals and problem addressed
will show up in WIP only section so not generally be "hit" as a paper in the search, or be
clearly labeled as a WIP.
must be new, current, continuing work.
like a "proof of concept" as required by NSF or other funding sessions
WIP reviews and related forms will be different than those used for full paper reviews

Jane Prey and Ann Gates will work on brief guidelines for WIP reviews. Due by FIE02.

Executive Session

Mike called for an executive session to discuss process needed for the 04 and 05 support contracts
such as registration, publications, local arrangements, etc.

Committee agreed to let FIE 2004 proceed without concern for the MOU, the 05 group will need to wait until the FIE 02 steering committee meeting for a decision on their options.

Submitted by: Dan Moore

Edited and added to by: Mike Pavelich