

APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE MEETING
Monday, 18 November 2013
Heldrich Hotel
New Brunswick, New Jersey USA

1. Call to Order – Grier

A meeting of the IEEE Computer Society Executive Committee was held at 8:30 a.m. Eastern Standard Time, on 18 November 2013 at the Heldrich Hotel, New Brunswick, NJ USA. David Alan Grier, president, chaired and David Ebert served as secretary.

2. Roll Call – Ebert

A roll call was held as follows:

A. Franchised Members

Elizabeth L. Burd, 2nd VP, Member and Geographic Activities, present
Thomas M. Conte, 1st VP, Publications Activities, present
Paul R. Croll, VP, Technical & Conference Activities, present
David S. Ebert, Secretary, present
Paul K. Joannou, Treasurer, present
Dejan Milojcic, President-elect, present
Charlene (Chuck) Walrad, VP, Standards Activities, present
John W. Walz, Past President, present

B. Ex officio Members (without vote)

Angela R. Burgess, Executive Director, present
Roger U. Fujii, 2013 IEEE Division VIII Director, present
Susan K. (Kathy) Land, 2013 IEEE Division V Director-elect, present
James W. Moore, 2013 IEEE Division V Director, present

3. Introduction of Guests – Grier

The following guests and staff were present:

Michael Bennett
Evan Butterfield
Hilda Carman
Chris Jensen
Ray Kahn
Anne Marie Kelly
John Miller
Rob Reilly
Christina Schober

4. Approval of Agenda – Grier

Motion 4: Conte moved, Burd seconded, “MOVED, that the agenda be approved as is.” Motion carried by voice vote.

5. ACTION ITEMS

Consent Agenda* – Walz

- A. Approval of Minutes of the 14 June 2013 meeting.
- B. Approval of Minutes of the 9 September 2013 meeting.

Consent to External Representatives

- A. CSAB (Computer Science Accreditation Board) – Ann Gates, Pearl Wang, Tom Hilburn, Mark Sebern, Srin Ramaswamy
- B. Incose/Body of Knowledge & Curriculum to Advance Systems Engineering (BKCASE) – from PAB - Richard Fairley
- C. Computing in the Core (EAB) – Fabrizio Lombardi
- D. Computing Research Association (CRA) – David Bader and Jean-Luc Gaudiot
- E. Internet Society (ISOC) – Steve Diamond
- F. ISO/IEC JTC1 SC7 – Jim Moore
- G. ISO/IEC JTC1 SC38 – Steve Diamond
- H. Federation of Enterprise Architecture Professional Organization (FEAPO) – Chuck Walrad
- I. International Association on Pattern Recognition (IAPR) – Kevin Bowyer, Anil Jain, Larry O’Gorman, Ramin Zabih
- J. Software Engineering Licensure Council (SELC) – Jim Moore
- K. Project Management Institute – Dick Fairley
- L. EABOK – Chuck Walrad

These items were approved with the approval of the agenda.

*(*The Consent Agenda is approved with the approval of the Agenda.)*

5. **Policies and Procedures Manual – Milojevic**

A. PPM Section 6.4.3 Registration Rates and 6.4.7.4

Motion 5.A: Milojevic moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to the PPM Section 6.4.3 Registration Rates and PPM Section 6.4.7.4 Financial Audits.” The motion passed by voice vote.

SECTION 6 TECHNICAL AND CONFERENCE ACTIVITIES BOARD

6.4 TECHNICAL MEETINGS

6.4.1 TECHNICAL MEETING REQUEST FORM (TMRF)

The IEEE Computer Society offers three types of meeting sponsorship: sponsorship, co-sponsorship, and technical co-sponsorship. The IEEE Computer Society prefers sponsorship or co-sponsorship, but there are situations in which technical co-sponsorship is appropriate.

To seek the sponsorship of the IEEE Computer Society for a meeting, the general chair of the meeting, or designee, and the finance chair, shall complete the Technical Meeting Request Form (TMRF) and should submit it electronically at least twelve months prior to the meeting [or six months prior to the call for papers]. Financial sponsorship TMRFs are submitted using the system approved by the T&C Board. The year lead time is necessary to obtain necessary endorsements and approvals, negotiation and approval of all contracts, and to allow time to advertise the meeting. All forms of sponsorship require endorsement of at least one technical committee.

6.4.1.1 Sponsorship

The IEEE Computer Society is the sole sponsor of the meeting, accepting all financial and legal liability. All assets, tangible and intangible, shall be the property of the Society.

6.4.1.2 Co-sponsorship

The IEEE Computer Society shares in the financial and legal liabilities according to the percentage of sponsorship as outlined in the MOU or steering committee charter. All assets, tangible and intangible, shall be the property of the sponsors in proportion to their respective share of meeting sponsorship. The IEEE Computer Society share shall be at least 50% for new meetings. The financial commitment must be stated in the TMRF, since advance loans and any surplus or loss must be shared in proportion to the commitment.

6.4.1.3 Technical Co-sponsorship

The IEEE Computer Society accepts no financial or legal liability for a technically co-sponsored meeting, but its members participate in the meeting's technical program committee. The TMRC vice chair shall review and approve TCS, in consultation with the appropriate CS TC chair(s) and where there are significant benefits to the IEEE Computer Society and its members.

6.4.1.4 Sponsoring and Cooperating Entities

The IEEE Computer Society participates in meetings sponsored by incorporated not-for-profit organizations, as opposed to those sponsored by individuals. The IEEE Computer Society may request evidence of incorporation and sufficient liability coverage by the sponsor(s).

6.4.2 Memorandum of Understanding (MOU)

A memorandum of understanding (MOU), sets forth the relationship and obligations of the involved parties. The IEEE MOU is required for all meetings in which two or more entities are co-sponsors. As a minimum, an MOU shall describe the following areas:

1. Financial sponsorship of each entity including both liability and surplus distribution.
2. Ownership of the intellectual property associated with the conference, including use of the conference name, slogan, copyright for publications, and logo ownership.
3. Assignment of conference management and other administrative responsibilities to the appropriate entities.
4. Provisions for dissolving the relationship.

6.4.3 Registration Rates

For all three cases, that is sponsorship, co-sponsorship or technical co-sponsorship, all IEEE Computer Society members, and all IEEE members, must be entitled to register at the lowest registration rates established for the meeting (except for student rates and other special discounted rates).

Non-member registration fees shall be a minimum of 20% higher than fees for members of the sponsoring or cooperating organizations.

All complimentary registrations must be specifically described in the Technical Meeting Request Form.

6.4.4 Approval of Technical Meetings

Each technical meeting to be sponsored or cosponsored by, or in technical co-sponsorship with the IEEE Computer Society, must be endorsed by at least one technical committee chair. All meetings require the approval of the TMRC Chair.

Technical meetings with TMRF expense budgets exceeding 2% of IEEE Computer Society's annual budgeted expenses require Board of Governors' approval, and those with TMRF expense budgets between 1% and 2% of the Society's annual budgeted expenses require T&C Board approval.

The first-year approval of the TMRF implies that ownership of the conference name resides with the IEEE Computer Society and any cosponsors, or as designated in the conference steering committee charter, or in the conference MOU.

6.4.5 Use of IEEE Name and Logo

After receiving written approval of the TMRF, organizers of sponsored and cosponsored meetings must use the name and logo of the IEEE Computer Society and the logo of the IEEE on all meeting material including announcements, calls for papers, stationery, advance programs, final programs, and publications.

Before written TMRF approval is obtained, the name and logo may not be used in any fashion. However, annual technical meetings may, after the first year they are approved by the IEEE Computer Society, publish an advance announcement of the next meeting provided that they notify the appropriate Society staff member at least 30 days prior to the date of the meeting announcement and no IEEE Computer Society objection is received.

6.4.6 Steering Committees and Charters

Periodic meetings (meetings held no more than two years apart) shall have a steering committee and a steering committee charter. The steering committee is responsible for the general oversight of and setting policy for a meeting. The steering committee membership and charter policies are specified in the *Technical Meeting Handbook*.

6.4.7 Meeting Finances

6.4.7.1 Administrative Fee

IEEE Computer Society conference administrative fees support services to conferences, TCs, the T&C Board and other technical activities. Each sponsored technical meeting is therefore required to budget and pay an associated administrative fee. The administrative fee policies are specified in the *Technical Meeting Handbook*.

6.4.7.2 Financial Accounts and Other Accounts

In all cases, the Society Executive Director or his/her designee must have access to any financial account. This may be waived if an authorized executive of an equal or majority cosponsor has such access.

6.4.7.3 Final Report

The general chair is responsible for submitting a complete final report within six months following the meeting. The final report includes a detailed final financial report, proof of the closing of the checking and other accounts, distribution of surplus funds, repayment of advance loans, performance of an audit, if requested, and reporting of capital equipment purchases. The report must be sent to the appropriate Society staff member with a copy to cosponsors, if any. Society staff is responsible for approving the final report on behalf of the IEEE Computer Society.

6.4.7.4 Financial Audits

IEEE Computer Society meetings shall follow IEEE policies for conference audits. Technical meetings where IEEE has greater than a 50% financial responsibility and where the actual or budgeted income or expense is

\$250,000 or more shall be audited by a professional independent source and will be required to budget for such audits. Other technical meetings may be required to submit to an audit at the option of the T&C Board.

The finance chair must retain all records for a period of at least five years for return receipt; this includes all canceled checks, account statements, registration forms, bills, receipts, account books, and so forth.

B. PPM Section 7 Educational Activities

Motion 6.B: Milojevic moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to the PPM Section 7 Educational Activities.” The motion passed by voice vote.

SECTION 7 EDUCATIONAL ACTIVITIES

7.1 MEMBERSHIP

The Educational Activities Board (EAB) shall be chaired by the vice president for educational activities as provided in the bylaws and shall consist of the past chair and the following members appointed annually by the vice president for educational activities: the vice chair, the coordinators of the three thrusts (Pre-University, University, and Professional Development), the chairs of standing and ad hoc committees, up to four members appointed with the concurrence of the Society president and one CSAB Representative Director appointed according to Section 7.2. EAB membership shall include representation from the following communities served by the board: K-12 education, university education, and computing professionals.

7.2 APPOINTMENT OF CSAB REPRESENTATIVE DIRECTORS

The appointment of representative directors and alternate representative directors to the CSAB Board of Directors shall be conducted in accordance with PPM Section 23 Society Representatives. The vice president for educational activities shall appoint one of the representative directors approved by the Society’s Executive Committee to serve on the EAB.

7.3 RESPONSIBILITIES, MISSION, and VISION

As established in Section 1 of Article VII of the IEEE Computer Society bylaws, the EAB is responsible for establishing and maintaining programs that address (1) the educational needs of students at all levels and (2) the current and future educational and training needs of computing professionals. In pursuit of the second goal, the EAB will work closely with the Professional Activities Board (PAB).

The EAB has the following specific goals:

- Increasing interest in computing disciplines.
- Providing support for educational programs in computing at all levels.
- Identifying (in coordination with the Professional Activities Board) the needs of members and nonmembers for continuing professional education and training.
- Prototyping, developing, and implementing resources for continuing professional education and training for members and nonmembers.
- Using its programs to attract and retain members; and
- Contributing revenue to the IEEE Computer Society.

The EAB’s mission is to be a leading force in providing relevant education to present and future computing professionals in all fields related to computing. We promote computing through education on several

levels: pre-university, university, and professional. Our stakeholders are the current and future users, practitioners, and researchers of the computing profession.

The Education Activities Board of the Computer Society will be the “go-to” organization for all matters of education in the computing disciplines.

7.4 THRUSTS

In order to recognize the multiple targets of its efforts, the EAB shall be organized around three thrusts: Pre-University, University, and Professional Development. The leader of each will define, in cooperation with the EAB chair and the corresponding Committee chairs (see Section 7.5), the relevant activities of the EAB. The three thrusts are defined in the subsections that follow.

7.4.1 Pre-University Thrust

The Pre-University Thrust shall research, develop, implement, and maintain programs designed to increase interest and involvement in computing education programs and related activities for students in the pre-university age group. The target audience is students in grades K-12.

7.4.2 University Thrust

The University Thrust shall research, develop, implement and maintain programs designed to increase interest and involvement in computing degree programs and related activities for students seeking or already involved in such programs. The primary target audience is undergraduate students, graduate students, and faculty.

7.4.3 Professional Development Thrust

The Professional Development Thrust shall acquire knowledge of the needs and preferences of professionals working in computing-related fields, and develop programs for their continuing education and training. These programs will be delivered through a range of options, which may include online resources, distance learning courses, continuing education courses, professional development seminars, and tutorials. The leader of the Professional Development thrust will coordinate with the Professional Activities Board. The primary audience is computing professionals; professional development will also benefit faculty.

. Its specific duties shall include the following:

- a. Study and promote university curricular models.
- b. Determine effective delivery methodologies (*e.g.*, mobile applications, asynchronous course delivery, flipped classroom) and work to implement those for all course materials;
- c. Develop course material and educational support products; and
- d. Participate in the Seal of Approval Process.

7.3 STANDING COMMITTEES

The standing committees will implement the various activities of the EAB.

7.5.1 Professional Education Product Development Committee

The Professional Education Product Development Committee shall acquire knowledge of the needs and preferences of professionals working in computing-related fields, and develop programs for the continuing education and training of those professionals. Programs will be delivered through a range of options, which may include online resources, distance learning courses, continuing education courses, professional development seminars, and tutorials. Specifically, the committee shall oversee the following efforts:

- a. Professional certifications, development and training. This effort involves the development and implementation of programs to support those preparing for the Society's certification exams, including training courses and self-study materials. The committee may provide technical support to Society staff and other providers developing training courses. The committee shall select and implement an asynchronous platform to support all Society online courseware and shall maintain this platform and all its attendant courseware.
- b. Program/course reviews. This effort involves the definition and implementation of a "Computer Society Seal of Approval", which will involve expert Society review of programs, curricula, exams and other professional development training materials for the purpose of determining their quality, accuracy, and completeness.

7.5.2 Curriculum Development Committee

The Curriculum Development Committee develops curriculum recommendations for programs in computing and related areas. Its specific duties shall include the following:

- e. Study and promote university curricular models.
- f. Determine effective delivery methodologies (*e.g.*, mobile applications, asynchronous course delivery, flipped classroom) and work to implement those for all course materials;
- g. Develop course material and educational support products; and
- h. Participate in the Seal of Approval Process.

7.5.3 Computing Program Accreditation Committee

The Computing Program Accreditation Committee shall be tasked with the following:

- a. Identify new targets of accreditation;
- b. Maintain and update accreditation criteria; and
- c. Participate in accreditation of computing programs.

The Computer Program Accreditation Committee shall consist of a chair and at least two additional members. The chair shall be the senior (in terms of service) CSAB representative director from the IEEE Computer Society. At least one additional CSAB representative or alternate director will serve on the committee. Other Accreditation Committee members shall be individuals with interest and experience in the accreditation of academic programs in computing, and IEEE Computer Society liaisons or representatives to IEEE and other organizations who have activities in accreditation of academic programs in computing.

The committee shall also have responsibility for the Computer Society's involvement with ABET – the Accreditation Board for Engineering and Technology. ABET is responsible for accrediting post-secondary educational programs in the applied sciences, computing, engineering and engineering technology.

The Accreditation Chair shall recommend nominees for CSAB Directors and Computer Society representatives to ABET, and shall forward the list of recommended nominees to the vice president for educational activities. The vice president shall select persons from the list for endorsement and submit the list of endorsed nominees to the Computer Society Executive Committee for final approval according to Section 7.2.

7.5.4 Global View Committee

The Global View Committee shall deal with matters pertaining to positioning the Computer Society Education Activities Board within the Society and profession. The activities of the Global View Committee are as follows:

- a. Enhance diversity;
- b. Promote education within pre-university circles; and
- c. Transfer technology: research to education. Educate the educator (e.g., pre-university computing education activities both for teachers and students).

7.5.4.1 External Activities Subcommittee

The activities of the External Activities Subcommittee shall include the following:

- a. Collaborate with computing alliances;
- b. Provide input to public and industrial relations, in particular advertising, marketing, and branding;
- c. Build relations with IEEE USA;
- d. Participate in global activities;
- e. Interact with technical committees and special technical communities;
- f. Contribute to educational conference offerings (identify the IEEE Computer Society Frontiers in Education (FIE) steering committee representatives and other committee membership as required; represent the IEEE Computer Society's interests in the operations of the FIE and other educational conferences in which the IEEE Computer Society is involved); and
- g. Organize and administer competitions (organization and administration of the competitions of the IEEE Computer Society that are in support of educational programs or public perception of computing)

C. PPM Section 12.6.3 Service Awards

Motion 6.C: Milojicic moved on behalf of the Constitution and Bylaws Committee, “MOVED, that the IEEE Computer Society Executive Committee approves the proposed amendments to the PPM Section 12.6.3 Service Awards.” The motion passed by voice vote.

12.6 SERVICE AWARDS AND SERVICE CERTIFICATES DESCRIPTIONS AND PROCEDURES

Service awards are intended to recognize service to IEEE Computer Society programs and activities, and to the profession, as opposed to technical achievement.

12.6.1 Richard E. Merwin Award for Distinguished Service

Contribution: Outstanding volunteer service to the profession at large, including significant service to the IEEE Computer Society or its predecessor organizations. The award is for service as opposed to technical achievement.

Eligibility: The Richard E. Merwin Award is the highest level volunteer service award of the Society and the highest selection criteria are to be maintained. No current or past Society president shall be eligible until four years after completion of presidential service.

Award: Bronze medal and \$5,000 honorarium. Funds for travel to the presentation site, if necessary, will be provided for the awardee and one companion.

Administration: The Merwin Subcommittee shall solicit candidates and make the preliminary selection.

12.6.2 Distinguished Contributions to Public Service in a Pre-College Environment

Contributions: To further the professional and technical goals of the IEEE Computer Society in a pre-college environment.

Nominator: Anyone may nominate. Nominations must include specific information on activities for at least five years and be accompanied by at least two endorsement letters.

Award: Plaque.

Administration: The Education Awards Subcommittee shall solicit nominations and make the preliminary selection.

12.6.3 Service Certificates

Service certificates may be presented at any appropriate Society function. Nominations may be made at any time, but it is preferable if the nomination follows closely in time the contribution to be recognized. Service certificate recipients shall be acknowledged annually on the Computer Society’s website.

12.6.3.1 Distinguished Service Certificate (DS)

Contribution: The Distinguished Service Certificate is the highest level service certificate. A certificate is given in recognition for long and distinguished service to the IEEE Computer Society at a level of dedication and achievement rarely demonstrated. Often includes service in several capacities, and positions of significant Society responsibility, with contribution levels justifying multiple Meritorious Service Certificates or higher. Examples are: establishing and maintaining a Society program or conference, continuing officership in the Computer Society, or long-term and active service on Society committees.

Award: Certificate.

Administration: Certificates are signed by the president and shall be approved by the Awards Committee.

12.6.3.2 Meritorious Service Certificate (MS)

Contribution: The Meritorious Service Certificate is the second highest level service certificate. A certificate is given for meritorious service to an IEEE Computer Society-sponsored activity. Qualification is enhanced by the level and number of contributions, excellence, dedication, and tenure of service. Examples are: any significant role in one activity such as an editorship, committee or conference support of unusual and/or continuing nature, and service as a Computer Society officer, committee or conference general or program chair.

Award: Certificate.

Administration: Certificates are signed by the president and shall be approved by the Awards Committee.

12.6.3.3 Outstanding Contribution Certificate (OC)

Contribution: The Outstanding Contribution Certificate is the third highest level service certificate. Unlike the Distinguished Service and Meritorious Service Certificates, this certificate is given for a specific achievement of major value and significance to the IEEE Computer Society. The achievement should be a specific, concisely characterized accomplishment, as opposed to a collection of different efforts. Examples are: the successful launching of a major conference series, a specific publication, standards and model curricula. A group OC award may be given for a major contribution in which a number of volunteers each made significant contributions. Certificates bearing all names would be awarded.

Administration: Certificates are signed by the president and shall be approved by the Awards Committee.

12.6.3.4 Certificate of Appreciation (CA)

Contribution: This certificate is awarded for creditable service to any Society activity or program. Awards signed by the function chair certify the function's appreciation for services performed by individuals. Areas of contribution would include service with a conference organizing or program committee.

Administration: Awards Committee approval of intra-function (within a single program or activity) CAs is not required. If the nominator is not responsible for the function, candidates must be endorsed by the function or committee chair or an appropriate officer. Certificates signed by the president are to certify the Society's appreciation for the services performed by the individual and shall be approved by the Awards Committee.

Certificate. 12.6.3.5 Continuous Service Certificate

Contribution: The Continuous Service Certificate is given in recognition of ongoing credible service to any Computer Society activity or program. This certificate is intended to recognize and encourage the ongoing involvement of volunteers in Society programs. The certificate may be given after three years of continuous service. Service may be within a single role over multiple years, or reflect changes of roles within the Society. This is comparable to multiple Certificates of Appreciation.

Eligibility: All current IEEE Computer Society volunteers.

Nominator: Initial nomination should be from the program or activity leadership, or the vice president responsible for the nominee's area of work. No further endorsements are required.

Administration: Awards Committee approval of the initial certificate followed by annual renewal based on the confirmation of the chair or leader of the associated program. The citation should indicate the general area of contribution so that rotation through various jobs can be recognized in this context as appropriate. For example, “For ongoing volunteer service to the IEEE Computer Society”, and for each year, indicated the area of involvement and role.

Award: Certificate.

Administration: Certificates are signed by the president and shall be approved by the Awards Committee.

7. Other Business

Moore recommended that program boards be required to approve Society representative forms before submitting for Executive Committee approval.

8. Adjournment – Grier

The meeting adjourned at 8:31 a.m. EST.