

EDUCON STEERING COMMITTEE MEETING MINUTES

LOCATION

2009 Frontiers in Education Conference, San Antonio, TX, October 20, 2009

ATTENDANCE

Michael Auer (Steering Committee Chair, EDUCON 2010 Co-General Chair),

Manuel Castro (EDUCON 2010 Co-General Chair),

Edmundo Tovar-Caro (EDUCON 2010 Co-General Chair),

Russ Meier (IEEE EdSoc Meetings Chair),

APPROVED FOR PUBLICATION

Submitted for electronic approval. After electronic approval, it will be submitted to the EDUCON steering committee page on the EDUCON clearinghouse website (educon-conference.org). It will not need an approval line item at the next meeting. Instead, a review for reference can be included on the agenda if desired. This allows publication of these minutes in near real-time rather than with a six month delay.

Motion for approval made by Dr. Russ Meier, EdSoc Meetings Chair

Seconded: Auer

PLEASE REPLY WITH AN EMAIL VOTE OF APPROVAL NO LATER THAN NOV 1, 2009

A list of action items follows these minutes.

1. Welcome and Introductions

- a. Michael Auer, Steering Committee Chair, welcomed the group.
- b. Susan Lord, IEEE Education Society Chair, stopped into the meeting to give her regards to the group and thank them for their work over the past year planning the EDUCON conferences.

2. EDUCON 2010 Status Update

- a. IEEE MOUs are signed by all parties and are on the way to IEEE.
- b. Meier will email final electronic signed copies to Manuel, Michael and Edmundo.
- c. Meier and Tovar-Caro will coordinate wire-transfer of EdSoc funds after IEEE sends the final electronic signed copies to Russ.
- d. Abstract submission: 374 submitted, 298 accepted
- e. Late abstract submission discussion.
 - i. Tovar-Caro noted that some people missed the abstract deadline.
 - ii. Castro noted that he also has received some requests.
 - iii. The consensus of the committee is that the abstracts are closed.
- f. **Final papers due:** 7 November 2010
- g. A request has been made to FIE for a database lists of their reviewers.
- h. A call-for-reviewers will be made. The General Chairs will select reviewers from that call.
- i. Four main special sessions were proposed: assessment, E-Madrid, telephonica, OCW.
- j. **Final paper count** can be no more than 240.
- k. Avila location is arranged. Transportation will be provided. Tour groups will be done.
- l. Hotels are closing. 105 to 120 euros
- m. Airline discounts will be investigated.
- n. Universidad Polytechnica de Madrid (UPM) will do secure registration payments through a website linked to the EDUCON page.
- o. Some social activities will be pay events while most will be included in the registration fee.

3. **EDUCON 2011 Status Update**
 - a. Amman is definitely going to be 2011.
 - b. EdSoc approved the startup funds for Amman at the AdCom meeting on October 19, 2009.
 - c. Meier needs to start Amman paperwork with Abdullah.
 - d. Dead Sea Resort is very expensive, far away from Amman.
 - e. The committee prefers Amman as the location.
 - f. Princess Sumaya University will host the conference. Hotels nearby. Transportation will be provided.
 - g. Tovar-Caro notes that he wants to clarify how the roles will be distributed between the three universities with Amman.
 - h. Castro and Auer respond: CTI will manage web services, etc., UPM (Tovar-Caro) will serve as an advisor about financing, Princess Sumaya will handle payments, registration, local arrangements, etc.
 - i. Meier notes that fiscal MOU will need to be written for this conference.
 - j. Auer notes that IEEE EdSoc section of Jordan and the IEEE EdSoc Chapter should play a role
4. **EDUCON 2012 Status Update**
 - a. Tunisia has been contacted again. They still express interest.
 - b. Marakesh, Morroco is another potential spot.
 - c. Discussion occurs about the EDUCON model of Europe → Middle East → Africa
 - d. Discussion occurs about both locations.
 - e. It was noted that the EDUCON 2010 literature should show the next two conferences (and perhaps three!) at a minimum.
 - f. Tovar-Caro notes that we should have a policies page that shows the requirements of the General Chair.
 - g. Auer will follow up with both proposed chairs to request a first proposal including venues, possible sponsors, etc. by middle of December.
5. **Future Sites**
 - a. 2013 Europe
 - i. Auer suggest middle or eastern Europe
 - ii. The committee brainstormed cities based on contacts and known examples of work completed by those contacts: Berlin, Vienna, Prague, Zagreb
 - b. 2014 Middle East
 - i. A similar brainstorm produced: Kuwait, Dubai
 - c. 2015 Africa
 - i. Too far in the future, maybe South Africa
6. **Proceedings**
 - a. CD-ROM and USB memory stick will both be provided.
 - b. While this may be redundant, it is something the committee desires to do for those that prefer either format.
7. **Awards**
 - a. Castro asked if Meier had checked if IEEE officially has to sponsor awards.
 - b. Meier responds: conference awards can be given without IEEE approval according to the EdSoc President, Susan Lord. Only official Society-level awards (or higher) must be approved.
 - c. The committee brainstormed the awards and decided on: one award for best paper in each of the four or five areas, one meritorious service award, innovation award, one best student paper award. Steering committee accepts this motion from Castro. Motion passes.
8. **Advisory Committees**
 - a. Castro reports that they plan to incorporate feedback from the advisory committees in the next few months.
9. **Time and Place of Next Meeting**

- a. The next on-line meeting of the Steering Committee will be held between 15 Dec 2009 and 15 Jan 2010. Michael Auer will arrange the meeting.

ACTION ITEMS

RESPONSIBLE PARTY	ITEM	COMPLETION DATE
Meier	Email electronic copies of signed MOUs to IEEE headquarters.	21 October 2009
Meier	Email electronic copies of signed MOUs to Auer, Castro, Tovar-Caro after IEEE signature.	
Meier, Tovar-Caro	Transfer IEEE funds to UPM after Meier receives MOUs with IEEE signatures.	
Meier, Al-Zoubi	Initiate IEEE paperwork timeline in January 2010.	
Auer	Draft follow-up email with Tunisia and Morocco. Outline a proposal request to be submitted to the committee no later than December 15, 2009.	
Auer	Arrange on-line conference call steering committee meeting between 15 Dec 2009 and 15 Jan 2010.	