



DRAFT
Minutes to IEEE
Technical Advisory Committee
Committee Meeting



Place: Hynes Convention Center, Boston, Massachusetts

Date: Thursday, 21 August 2003, 0700

Note: Per request of the Chair, the following minutes will be recorded in summary format

Meeting called to order at 0704 by TAC Chair.

Sign in Sheet: Attendance sheet was passed around for signature.

Meeting venue changed from previous TAC meetings

Did not get full showing at Mondays Meeting

Did not get everything done at that meeting

Still have fundamental problems

COMMUNICATION IS PARAMOUNT

Written TC Reports due NLT 12 Sept 2003, including Matrix Updates

Introductions all around

Agenda Topics

What is a TC?

Communication

Paper Reviews

NARTE Questions

Membership Drive

Succession

Web Pages

Matrix

Mergers

TAC/BoD Action Items

What is a Technical Committee?

Most important activity reviewing technical papers

Tutorials

Student Activities

Developing Standards

Evaluate State of the Art

Need to get House in Order

Communication

Up to date contact information is MANDATORY

Roster data for TC membership is MANDATORY

Active, functional members only

eMail protocol explained

Telecon (4X/year) approved by BoD

Best used for voting during year

mIRC approved

chat format not very useful; most corporate firewalls block this; region 3 had good

experience for limited subjects; telecon and face to face still needed

Papers are coming for 04 Symposium, be ready

What about Web based review process (brief discussion RE: this subject)

- Some felt control lost with Web based process
- Some felt strongly in favor of Web based process

Two motions brought forward by TAC Chair

- 1) TCs under current conditions will not respond prior to 7 January
Chair thought perhaps this should be reworded to requiring the BoD/Symposia Committees to coordinate with the TAC/TCs
Decided to take forward to BoD, not as motion, and request assurance from BoD (?)
- 2) Statement from TAC that abstracts are insufficient to assess technical integrity and it is recommended that full paper submittal be the policy for future Symposia

Motion brought forward by TAC Chair; seconded by TAC VC.

Discussion: Date & format already published for 2004; review/publication cycle seems very long; cycle would reduce in time if full or at least draft papers were submitted; TCs do not want to be reviewing papers for which work is clearly not substantially complete; some authors are concerned about academic theft; this threat is the same for papers submitted to Transactions; Transactions authors can identify reviewers they do not want to be involved in the process; Zurich has always done full paper review

Motion voted; no opposition, motion carried.

NARTE Questions

- Too much time, process broken
- Questions were sent out in January; only 4 TCs have responded, UNACCEPTABLE
- TC2 & TC4 received the usual full load, others received only 1 or 2 questions
- Rejection is OK
- If the question is bad and it can be fixed, fix it
- Don't make the process harder than it is
- Make sure reviewers' forms are filled out and sent in
- In disputed cases, the TC Chair will make the decision
- Approximately 90 more questions are coming out in mid-November

Discussion: Many questions just wrong; 5 to 6 errors per question; goal here is to improve the test; some TCs excited by project; some TCs used outside talent to help with questions; don't over-review the questions; not looking for trick questions, just good questions; perhaps instructions not clear; some people have trouble with written instructions; instructions have been reviewed with NARTE And with TAC VC and Sec; all felt instructions were clear

NARTE Representative briefing on Question Review Process

- Corporate stamp
- Science basis only
- Avoid reuse for integrity
- Evolution of database
 - Large part of question database is related to military standards
 - No longer felt appropriate
- Artwork/graphics problems
- Some questions well structured, but have poor or out of date references
- Reviewers in past were volunteers; process was unstructured
- NARTE admin trying to alleviate pre-test anxiety in examinees
 - Papers on web site
 - Examinees 5-30 yrs out of school; exam skills fallen off
 - 96 total questions: 48 AM, 48 PM
 - Throw out 8 at start of session, 28 correct is passing score (70%)
- Practicing engineer will

- Not provide immediate answer
- Interview customer
- Examine possible solutions
- THIS WON'T WORK ON TEST
- Maybe this described process is what TCs are doing in review?
- Make sure adequate evidence is available to allow for convergence to correct answer
- 4 main points to consider
 - Are questions current for mainstream community?
 - Is the question technically sound? (Does it make generally good sense?)
 - Does the question reflect good science?
 - Can a reasonably competent person answer the question in 5 to 15 minutes?

Discussion: Will IEEE be identified as reviewer? Don't know; TAC Chair is tracking inputs

Membership Drive

Poster Session? Tutorial? Special Session?

Discussion: Poster session was held in Minneapolis; what about a workshop? Several people have approached and did not know what TCs were all about; what about a newsletter article? Many people don't know what TCs meetings are open; a Tutorial Session might be a good idea, but don't time it in parallel with other Monday activities; also don't want to interfere with normal TC meetings during week; what about a flyer in the bags? Can't have an 8 1/2 x 11 flyer, so we can limit vendor literature; could have a trifold insert in bags; then follow with a poster session; could place in the thick of things on the exhibit floor; put posters near registration area, then move to common area on exhibit floor during remainder of symposium; Chair will take these ideas to Symposium Organizing Committee

Contact Presenters?

Discussion: Some TC Chairs want the list of presenters, but also retain decision if contact is made or not; sometimes local committee accepts papers rejected by TCs; this process would only be for TC accepted papers; OK, lists will be given to TC Chairs, they decide if contact is made or not

TC5 Success Story – contacted many folks, went from very small to very large membership in year's time; lot of personal effort expended by TC 5 Chair to accomplish this

Succession

TCs decide – mandatory succession or 3 year vote; BoD does reflect term limit of 3 successive terms, but also provides relief; if turnover does occur, MUST happen at close of Symposium

Web Pages

Some are OK, some have not been updated in 6 years; minutes and officer data MUST be accurate and up to date

Matrix

Changes must accurate and up to date so TAC can reflect to BoD what is actually taking place in TCs; also, accuracy and timeliness will provide useful and meaningful data for TAC And TCs

Discussion: Need matrix to reflect what TCs are working on standards; this topic has TC charter implications; need to take discussion off-line; perhaps a comment field could be added

Mergers

TC3/TC6 Mergers are dropped at current time

TAC/BoD Action Items

TC Charter Changes – TC4 charter was changed last year; still not reflected
ID standard processes for TCs, TAC to follow with regard to activities

TCs should have greater communication/visibility to BoD
TAC Handbook update is underway – TC1 started working, will coordinate activity
Equipment/material changes at Symposia not coordinated with TC Chair; MUST control this

Motion to have two meetings next year, one optional working session, one mandatory normal session called for by TAC Chair; motion brought forward by TC5 Chair; seconded by TAC VC; motion carried, no opposition.

Motion to adjourn brought forward by TAC Chair; seconded by TC5 Chair; motion carried, no opposition.

TAC Chair adjourned meeting at 0850.

Minutes submitted by: Bob Scully, Secretary, TAC (bob.scully@ieee.org)

Attendee List

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Bill Strauss, TAC Chair
Arto Chubukjian, TAC VC
Bob Scully, TAC Sec
Michelle Brown, TC6 Sec
Russell Carstensen, NARTE
William Croisant, TC7 Chair
Jim Drewniak, TC10 Chair
Tom Fagan, TC6 VC
Richard Georgerian, TC8 Chair
Don Heirman, TC2 Chair
Chris Holloway, TC9 Chair
Dan Hoolihan, TC1 Chair
Mike McInerney, TC5 VC, TC7 Sec
Bill Radasky, TC5 Chair
Kimball Williams
(name not on sign-in sheet)