



**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee**

Draft Agenda

Saturday, 14 May 2011 8:30 am Central USA time

Location: EMC Lab, Missouri University of Science & Technology

Attendees

In person

Bruce Archambeault – TAC Chair
Jun Fan – TAC Vice Chair
Vignesh Rajamani – TC9 Secretary
Alan Roden – TC9 Chair
Don Heirman – TC2 Chair
Kimball Williams – TC1 Secretary
Dave Thomas – SC2
Xiaoning Ye – TC10
Mike McInerney – TC5

Webex/Phone

Karen Dyberg – TC6
Magnus Hojjer – SC2
Chris Holloway – TC11
Dave Larrabee – TC4
Clifford Hauser – TC2

Not represented – TC 3

1. Call to Order, Introductions/Opening Remarks

Bruce calls it to order and introductions from members.

2. Correction/approval of 2011 March TAC meeting minutes

-- review previous action items

Bruce passes motion to approve meeting minutes from March, seconded by Jun fan.

No objections.

-- TC Officer contact numbers

3. Technical papers for 2011 Symposium (Long Beach)

-- statistics

Total papers – 147 (134 oral presentation format and 13 poster format)

It was also decided to get the poster presenters a chair or a bar stool during their sessions.

-- regular/special session papers scheduled into sessions

The TCs worked independently on scheduling papers in their sessions following instructions and spread sheet from Bruce. The session names were chosen and papers

were allotted into sessions along with decisions of chairs and co-chairs for the sessions from some TCs.

4. Paper review software

Bruce is part of a committee looking into purchasing or renting new paper submission software because of the high rate of dissatisfaction from the current software in use. The committee went through the requirements for the new software in detail and some changes were recommended. The updated requirement sheet is with Bruce.

Decision were made on some deadlines as listed below

Paper submission opens 1 Nov 2011 – 15 Jan 2012

1 July decision on which package s/w

5 Aug evaluate test site completed

TAC/BoD Report @ symposium

TC Chair instructions completed 30 Sept

Reviewer instructions completed 15 Dec

5. iNARTE questions review

TACs will continue to evaluate existing iNARTE questions and in parallel work on generating new questions.

A version of MOU between iNARTE and the EMC society was looked upon and it was clear that the TCs are responsible the technical correctness and validity of the questions in iNARTE exams (both existing and new)

It was also suggested that the special committees should look at the possibility of generating some question for iNARTE

6. Old Business

No old business

7. New Business

Chuck Bunting was unanimously elected as the TAC secretary.

8. New action Item review (Refer to action items at the end of the document)

General

Don Hierman pointed out that TC 2, 3, 4, 5 and 9 are also members of SC1 (as agreed upon in previous meetings) hence the TCs should try and send a representative to the tutorials and SC1 meetings.

Bruce passed a motion to adjourn the meeting and was seconded by Mike McInerney.

Action items

Bruce

1. To email out Halls-meeting Rooms.pdf to TCs
2. Need to check the number of questions the reviewers need to answer
 - a. It was 4 this time and it has been 5 in the past – hence need to check what was eliminated
3. To get from Brian Lawrence iNARTE questions and also recommendation on which questions belong to which TCs
4. Will create a template for TC interest areas for iNARTE
5. To get the latest MOU from iNARTE
6. To email the software vendors the software requirements document and setup webex for a small group (Bruce, Jun Fan, Don Heirman, Bob Scully) for demonstrations. The outcome will be reported at the TAC meeting at the symposium.

Chuck Bunting

1. Need to email Schedule of Global University to Bruce and Jun which will then be circulated to TCs

Al Roden

1. Need two versions of paper templates (initial and final) with and without author name, affiliations sections

Don Heirman

1. To generate a general questionnaire that will be handed in all the 3 SC Workshop/Tutorials to see how well the W/T was received.