IEEE Electromagnetic Compatibility Society
Technical Advisory Committee

TAC officers: Bruce Archambeault (Chair)
Jun Fan (Vice-Chair)
Chuck Bunting (Secretary)

TAC meeting
Rolla, Missouri
- draft -
5/17/2013

Called to order at 9:00 am.

Attendees:

Archambeault (TAC)
Bunting (TAC)
Doug Kraemer (TC1)
D. Heirman (TC2, SC1), T. Fagin (TC2)
R. Carlson, P. Berger (TC4)
M. McInerney, (TC5, SC1)
K. Dyberg, S. Seguin (TC6)
M. Olofsson (TC7)
S. Connor, V. Rajamani (TC9)
X. Ye (TC10)
M. Koledintseva (TC11)
M. Steffka (SC3)
J. Fan (TAC, SC4)
C. Brench (VP Tech Services)

1. Opening

Agenda - paper review system added...
Bunting to update ACTION items in Mar 13 minutes

2. Paper statistics

Bruce reviewed the paper statistics. There was some discussion regarding low total final acceptance of 122. Government travel cuts and competition symposia may be factors. The board of directors is taking a look at competitive symposia issue. Planning on joint conference with EMC Europe (Dresden 2015) and APEMC (2018). Don recommends adding EMC Tokyo (every 5 years: 2014, 2019) to the list. A general discussion was had regarding the need to be open to novel ideas and attempt to draw in new folks. TAC has obtained approval from transactions editor to have an enhanced paper inclusion in a special symposium issue. Sarah commented on it very favorably. In 2014 will have an embedded conference on signal integrity (2nd highest paper count last year was TC10). Wanting to provide a "home" for SI - considering some special note associated with the normal title of conference.

Discussion of special sessions - Special session 7 is joint TC9 and TC10. A general discussion of supporting joint sessions was brought up - measurements (TC2), simulations (TC9), and wireless (SC4) might be a possibility. TC2 invited joint collaboration with all TCs that have measurement needs.

Sessions without a full complement of papers should be given in sequence from the start of the session time period. Time not used will then be at the session end.

3. Assign papers into sessions.

TC schedule of meetings:
TAC 1 - Mon (AM)
TAC 2 - Fri (AM)
TC1 - Tue (AM)
TC2 - Tue (AM)
TC3 - Wed (AM)
TC4 - Tue (noon) - afternoon (joint with G46)
TC5 - Wed (noon)
TC6 - Mon (noon) ---> to consider moving to Thurs (AM)
TC7 - Tue (noon)
TC9 - Tue (noon)
TC10 - Wed (noon)
TC11 - Wed (noon)

ESAC - Mon (noon)

SC1 - Mon (5:45 pm- no food)

SC3 - no meeting
SC4 - Mon (noon)
Papers were sorted into sessions and then uploaded into Confex system. Tori Daigle
joined the teleconference to assist with moving papers, assigning titles, and
troubleshooting general issues. ESAC representatives (Don and Chuck) asked Tori
for a report of student papers, along with the average final scores and the number of
"best paper" recommendations. The same request was for a report by TC for the
papers they reviewed.

4. TC Performance

Review of "TC Performance Scoring" (slide 10 from March 15, 2013 meeting).
Scoring to be performed from symposium to symposium (August - July). This
process is intended to be constructive for those TCs that are struggling and hence
need a productive path for remediation or reorganization. There was some
discussion from TC6 as to the struggle to reach the threshold (An ACTION item
related to the TC6 name change is needed). Some pushback from smaller TCs
indicating that other societies have more TCs not less and that these are used to
increase recognition.

Motion 1: Motion to create scoring system to evaluate TC performance

Move to create a yearly TC evaluation scoring system consisting of the following:
 • One point per paper submitted to EMCS Symposia
 • One point per paper in accepted Special Session
 • Five points per accepted Workshop/Tutorial (for each 1/2 day session)
 • Minus five points if no TC representative at a TAC meeting (in person or
   teleconference)
 • Minus 3 points if missed vote or other deadline
 • Up to five points per special activity to be determined by unanimous vote of
   TAC officers
 • When two EMCS symposia occur within a calendar year, papers from both
   will be applied to this scoring system.

Action: Update the TAC handbook to require annual reporting of the scoring and
the suggested action during the TAC meetings by the TAC Chair to the TAC and the
EMCS Board of Directors (through VP Technical Services)

Implementation time line: Immediate upon approval by the EMCS Board with
scoring to begin with symposia and other associated activity immediately after the
August 2013 symposium through August 2014

Vote Results
TC1, Y, TC2,Y, TC4, Y, TC5, Y, TC6, Y, TC7, Y, TC9, Y, TC10, Y, TC11, Y (unanimous
passed)

Motion 2: Motion to set threshold for TC performance before Probation status designated

Before the formal motion was made, a discussion on the threshold level resulted in a vote for which level was desired. Each TC voted for either 8 points or ten points

Vote Results
Vote to change from 10 to 8 on the scoring metric.
TC1= 8, TC2=8, TC4=8, TC5= 8, TC6= 8, TC7= 8, TC9= 10, TC10= 8, TC11=8. This resulted in the following motion to require a minimum of 8 points to remain in non-probation

Move to require a minimum of 8 points per year (August symposium to August symposium), based on the current scoring criterion, to keep a TC from being designated as under probation.   A TC that fails to meet this requirement for two consecutive years will be placed in probation status by vote of TAC. While under probation status, TC officers will not be able to vote on TAC matters. If a TC fails to remove the probation status after two years, the TAC may vote to recommend to the EMCS BoD to disband that TC.

Action: Update the TAC handbook to require annual reporting during the TAC meetings by the TAC Chair to the TAC and the EMCS Board of Directors (through VP Technical Services)

Implementation time line: August 2013

Don moved, Phil seconded.

TC1, Y, TC2,Y, TC4, Y, TC5, Y, TC6, Y, TC7, Y, TC9, Y, TC10, Y, TC11, Y (Unanimously carried)

Motion 3: Motion to create TC of the year award

Move to create a TC of the year award based on the TC's performance as shown by the highest score using the to be approved TC scoring criterion. Winning TC will receive a certificate and will be announced at the yearly Awards Banquet during the IEEE/EMCS International Symposium.

Action: Update the TAC handbook to require annual reporting during the TAC meetings by the TAC Chair to the TAC and the EMCS Board of Directors (through VP Technical Services)

Implementation time line: to be awarded at the August 2014 EMC Symposium
Chuck moved, Jun seconded.

Vote Results:
TC1, Y, TC2,A, TC4, Y, TC5, Y, TC6, Y, TC7, A, TC9, A, TC10, Y, TC11, Y (motion carried
with 3 abstentions, TC2, TC7, and TC9 explicitly recorded as abstained).

ACTION: May 2013. Develop a motion to create a most improved TC. Jun to present
at August TAC meeting.

5. Technical Co-Sponsorship update

Discussion of 2/3-majority requirement for TCS approval. Last year, Co-
sponsorship of a conference was approved by the TAC by simple majority (5/4).
Due to the closeness of the vote the TAC chair indicated to the Board that this was
the closest vote in recent times whereas other co-sponsorship votes are generally
unanimous. The Board deliberated and the result was a NO vote.   No formal motion
was made at this time. This should be a topic at the TAC meeting in Denver.

6. Update on TC1 development of paper review criterion and TC chair decision process.

TC1 not prepared to discuss at this meeting. It was suggested that TC1 invite TC
Chairs to participate in these meetings.

7. Old Business

- There are two items of concern: Instructions to reviewers for Round 2, and what
does the TC chair do at Round 2? Don had written instructions for Denver based on
his experience with significant round 2 reviewing. He passed that by Bruce. The
result was the first attempt at instructions for both TC chairs and round 2 reviewers.
Instructions to reviewers and to TC chairs need to be clarified. We need two sets of
instructions.

ACTION: May 2013. Don to break his draft instructions into two sets of instructions:
One for round 2 reviewers and one for TC chairs for Round 2.

- TAC and TC meetings during symposium week - TC6 needs to decide on whether to
meet on Thursday or manage their schedule conflict. TC6 indicated they would
need to work this with their TC with the hope that Thursday can be selected for
their meeting.

- Paper review software:
Don raised a question about the ability to send out email. Wants to send email to all
reviewers. At round 2, he wants to contact only Round 2 reviewers with multiple

reminders. Email Templates are not useful - it's too complicated. An open space is needed to type in a message. Complexity can make it difficult to figure out what to do. TC chairs need a simpler interface to quickly send out an email. The programming aspects make this a bit tough. Customizing the templates for TC and TPCs is needed. We will need to meet with Tori later. Ability to send an email to an individual reviewer is needed as well. ACTION: Bruce to work with Tori on this. In addition, Bruce to ask Tori for a report with email addresses for all reviewers for each TC.

ACTION: May 2013. Chuck to make Paper Review Software is on the agenda for August.

Magnus - We need to be able to verify email addresses? We need to have a way to gauge when someone moves from his or her job after signing up as a reviewer. Bruce to ask Tori for a report with email addresses for all reviewers for each TC.

Ye - required changes: Make sure it is clear. Doug Kraemer would like to have input via email on what should be included in the documented reviewer instructions. What constitutes suggested changes? Required changes? What does the author do to respond to changes? A point-by-point discussion of what was done or an argument against would useful. ACTION: May 2013. TC1

ACTION: May 2013. Bruce to recommend that TC1 invite TC chairs to a special topic meeting to deal with paper review issues.

8. New Business

Best Paper:
- Best paper clarification: TAC will request a summary report from Tori. Paper number, number of reviewers who recommended best paper and average scoring (this expands the ESAC request mentioned earlier).
- For best paper - only papers from the call for papers are eligible. This list includes student papers, regular, poster, and special session papers.
- Current Review Process - past scores get a paper into consideration, new reviewers (conference committee and some others) don't use scores from rounds 1 and 2 of the TC review process. The current criteria focus primarily on significance to the EMC community.   Jun had developed a document for the Conference committee for 2012, which will be formalized by TAC. ACTION: May 2013. Jun will recirculate a document and initiate the formalization of the "Best Paper" process.

9. Action item review

Past:
- ACTION: October 2012, Next telecom, invite RABQSA to submit an agenda item (Bunting) (still doing psychometrics - they will get back to us regarding question review process) OPEN
- ACTION: March 2013, Bruce to prepare 3 motions: TC of the Year Award, probation threshold, and scoring criteria. DONE.
- ACTION: March 2013, regarding TCS, Bruce to formulate motion regarding - recommending 2/3 vote for affirming a positive outcome. OPEN
- ACTION: March 2013, regarding sponsored conference there is no feedback provided - Bruce to develop webpage for feedback. Seek board funding for website. OPEN
- ACTION: March 2013, TC1 to development of paper review criteria and TC Chair Decision process as how to make a decision about acceptance/rejection. Provide documentation - an asynchronous virtual committee will be formed. What constitutes suggested changes? Required changes? What does the author do to respond to changes? A point-by-point discussion of what was done or an argument against would useful. OPEN and discussed again at the May TAC meeting

New:

- ACTION: May 2013. TC6 will send in a proposal for the name change (justification) and update charter for approval.
- ACTION: May 2013. Develop a motion to create a most improved TC. Jun will present a motion for Most Improved TC at the August TAC meeting.
- ACTION: May 2013. Bruce to develop a motion for accepting a 2/3 majority requirement for TCS approval.
- ACTION: May 2013. TC6 needs to decide on whether to meet on Thursday or not to manage their schedule conflict.
- ACTION: May 2013. Chuck to make sure that Paper Review Software is on the agenda for August.
- ACTION: May 2013. Bruce to recommend that TC1 invite TC chairs to a special topic meeting to deal with paper review issues.
- ACTION: May 2013. Don to develop two sets of instructions for reviewers and TC chairs that will be displayed for Round 2.
- ACTION: May 2013. Bruce to work with Tori to implement a simplified version of email contact system.
- ACTION: May 2013. Jun will recirculate a document and initiate the formalization of the "Best Paper" process by the symposium technical program committee.
- ACTION: May 2013. TAC (Bruce) will request a summary report from Tori. Paper number, number of reviewers who recommended best paper and average scoring (this expands the ESAC request mentioned earlier).

10. Adjourned at 3:43 pm.