DRAFT EdCom Minutes of the Meeting

1 August 2018, Long Beach Convention Center, Room 201A

Chairman: Bob Scully Vice-Chair: Frank Leferink

The Chairman called the meeting to order at 7.10 AM. In his introduction he mentioned that he would like to see action and names connected to milestones, so we can monitor progress (or no progress) and take corrective action earlier. 18 persons attended the meeting and introduced themselves:
Christine .., Joanna McLellan, Bogdan Adamczyk, Larry Cohen, Sarah Seguin, Lee Hill, John …, Sheena…, Jerry Meyerhof, Tom Braxton, Louanne .., Dave Thomas, Vignesh Rajamani, Chuck Bunting, Todd Hubing, Don Heirman, Frank Leferink, Bob Scully. David Pommerenke joined the meeting later

Frank Leferink was appointed as acting secretary for the meeting

Past and current activities: (Details can be found in the EdCom report)
Singapore Outbrief by Frank Leferink. This was a Fundamentals Tutorial of a half day, because only 13 workshop and tutorial slots were available in Singapore (over 35 proposals submitted). Lee Hill offered a lot of help, and See Kye Yak did the local organization. Good number of attendees and many questions.

Best Student Papers Singapore. As Tzong Lin Wu would arrive on Thursday morning, Bob Scully reported. In Singapore the selected candidates for the best paper award were invited to present a poster to a group of 5 judges. The procedure was very well received and therefore we will also use this for selecting the Best Student paper candidates in Long Beach (EMC and SIPI).

Current Symposium Activities Status
   Hill – Fundamentals
      Lee reports that has terrific speakers resulting in a large audience: between 80 and 90 persons in the room. Full day Monday and half day Friday. He planned to distribute survey forms but this was not in place for LB, and suggest to do so next time. He asked the attendees during the opening and it appeared that nearly everyone is a newcomer in EMC and at the Symposium. He did not ask who is a member of the IEEE and suggests to include this question on the survey forms in the future.

   Rajamani – Global University
      Vignesh reported that 15 persons registered. Three speakers on Tuesday, 2 Wednesday and 1 Thursday and a final panel discussion. He needs a volunteer for access control and a sign that the GU is a closed event (registered attendees only). Last year we had only 5

attendees. Some discussion about good balance (>5, <20). Registered # paid # attending the presentations.

Experiments & Demonstrations - Connor

Bob Scully reported on behalf of Sam Conner. Again the demonstrations are a success. There was a problem with one very loud presenter causing annoyance to other presenters and the exhibitors. This presenter was not easy to discuss with and he will be blacklisted. This incident is again an argument to move the demo's to a room separated from the exhibition, but still adjacent to the exhibition hall. This will be implemented if possible already in New Orleans and for Reno Tom Braxton will take the action to make sure the demo's will be in a separate, adjacent room.

Student Competition - Pommerenke

Bogdan reports for David Pommerenke. He has not a lot of information because David took care of everything. A winning team has been selected, as well as a best runner up. The student competition as it is was discussed. Todd Hubing mentioned that it should be more a design challenge instead of building. This was also discussed last year but again we used the fall-back option of the existing hardware this year again. David was also not happy as he sent out 60 kits and only received a few. Bob suggested that we need discussion and collect ideas. Chuck Bunting mentioned that in APS the group is much bigger and there is much more discussion about ideas, often via mail.

Student Awards – Rajamani

Vignesh just left the room, so no update

PDH Credits - Yamato

Bob gave a short update about the PD credits

Current Status Other Activities

Experiments Manual Update – Cohen / Seguin

See also the slides sent by Sarah and Larry. Both did a survey of what is available and found several sources for extending the number of demo's. Also on YouTube several demo's can be found. Bogdan Adamczyk and Frank Leferink sent some demo material. The objective is to use simple instrumentation. Also the use of free software like LTSpice and MultiSim can be promoted for doing experimental work for or by students.

Larry proposed to create a group who is willing to tape and publish demo's on YouTube. Sarah initiated a longer discussion on the aim. Nothing like 'neatly saws(?) together'. We do want to focus on the different aims. Larry would like to have more volunteers, also for the update of the old manual. Bob mentioned that this manual was originally setup by Clayton Paul to show students the basic physics and it became a very valuable collection. But over time the instrumentation changed. The second manual is ''somewhere'', and could be used as a guide. Chuck Bunting mentioned that we should not focus on paper, but also have to provide electronic material as student would like to 'click and watch'. Frank Leferink explained the demo boards which are being redesigned to include the logo of the EMC Society on it. The Gerber files and all data will be ,made available to members of the Society. These boards can be used as class room demo's as well as experiments for students in lab, where they get assignments. John Paul from the University of Nottingham has made assignments for students which go along with the boards. These will be made available to EdCom/EMCS too.Tom

Braxton mentioned the demo kit developed by Davy Pissoort. Davy is willing to share the details. He presented the demo kit in Singapore (paper can be downloaded via Xplore). Christine would like to organize lunch talks in industry with demo's. Bob mentioned that video's can be found on the IEEE website (URL?). John has also demo's he would like to share. He also made video's using basic equipment. You do not need a profession crew as a standard phone camera has already sufficient quality for web publication. His motto is 'please try this at home'. Larry refers to the video's of Doug Smith. He thinks these are a good example (see the slides he provided, with the URLs).

The call for volunteers resulted in the following persons signing up: Sarah, Larry, Louanne, John, Christine, Jerry, Tom, Frank

Traveling Demonstration Boards – Leferink / Rajamani

Frank reported that the boards (as mentioned above) are in production and Kris Hatashita is developing a 'travel kit' which can be used by various chapters for demo's during their meetings. This will be available later this year, and travel kit activity is sponsored by the VP Member Services (Vignesh). Test equipment will be sponsored.

Planning

Bob mentions that we are volunteers, and everyone would like to contribute but daily activity has often the highest priority which is delaying our EdCom work. Therefore he proposed the have monthly telcon meetings and set reasonable milestones to monitor progress. So every 4 weeks, starting 24 August 2018. Then 21 Sep, 19 Oct, 16 Nov, 14 Dec, 11 Jan, 8 Feb, 8 Mar, 5 Apr, 3 May, 31 May, 28 Jun, 26 Jul, 23 Aug. Preferred Time: 1000 central time, US. Webex and dial-in / passcode will be provided

Meeting(s) – Symposia (continental bkfst); Monthly calls (see above)

Student Competition – Materials, preparation, assessment, documentation,

As David arrived later he mentions now that he would like to have a more 'design' competition instead of the current 'build'. He stepped in late and thanked everyone for help this year. But he also needs help for the 'design' approach.

Student Awards – Paper and Competition Winners / Runners-Up, Travel Subsidy

This has been done (??)

University Grant – Do we wish to discontinue this, or not?

Discussion about stopping this activity as the scheme is outdated (Chuck Bunting). It is for setting up a new complete course on EMC, while currently we have several variations on fixed courses. Lee and Frank supports the idea to have a more flexible support towards universities in developing EMC education. It could be more 'product' instead of a whole course. Chuck Bunting mentions that the Civil Society is collaborating with companies and the national science foundation in setting up courses at universities. Louanne suggests that we also push for more collaboration. Bob Scully refers also to the EdCom report on this topic.

Symposia Activities

New Orleans

Fundamentals

Chair – Leferink (requested)

Topics similar/the same as this year. Lee Hill can give feedback after LB on what to change.

Global University
  Chair – Hill (requested)
  Topics can be adapted after the LB symposium
Student Papers
  Chair – Wu (requested)
Student Competition
  Chair – Adamczyk / Pommerenke (requested) . Todd Hubing volunteers to work towards a more design oriented competition.
Student Awards – Rajamani (?)
Experiments & Demonstrations
  Chairs – Connor / Scully
  Call For Papers (CFP) Announcement
  Location
University Grant
  Bob Scully and Frank Leferink will write a concept for future grants.
Website
  Tom Braxton refers to the new website. This will be much easier to maintain.

Reno
  Fundamentals
    Chair – TBD
    Topic Listing
  Global University
    Chair – TBD
    Topics Listing
  Student Papers
    Chair – TBD
  Student Competition
    Chair – TBD
  Student Awards – Rajamani (?)
  Experiments & Demonstrations
    Chairs – Connor (requested) / Scully
    Call For Papers (CFP) Announcement
    Location

Other Activities
  Experiments Manual Update – Seguin / ??
  Traveling Demonstration Boards – Leferink / Hatashita
  University Grant – ??
  Education / Curriculum Development – ??
  Proposed Education Initiatives – ??
  Website Maintenance – Officers

Future Meetings / Telcons:
  Engagement with 2019 and 2020 Committees

Standing EdCom Meetings / Telcons – Every 4 weeks, starting 24 August 2018
(21 Sep, 19 Oct, 16 Nov, 14 Dec, 11 Jan, 8 Feb, 8 Mar, 5 Apr, 3 May, 31 May,
28 Jun, 26 Jul, 23 Aug)
Preferred Time: 1000 central time, US
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Closing Comments
None

Adjourn
The Chair adjourns the meeting at 8:30 AM