

{Please include the link to materials distributed to the committee via the meeting announcement.}

I. Administrative

Attendees: Mark Steffka, Bogdan Adamczyk, Frank Leferink, Daryl Beetner, Chuck Bunting, Danilo Erricolo, John McCloskey, Davy Pissoort, Bob Scully, Louann Devine, Tom Jerse, Bruce Archambeault.....

Discussion of future meeting days/times. Review of agenda – no modifications required. **AI:** All committee members to review proposed meeting dates and times shown on the agenda for today's telcon and confirm ability to support. **DUE DATE: 7 Feb 2020**

II. EdCom vision statement

Bob reminded everyone to look at committee vision and charter statements. Why are we here? Where do we want this to go? No comments back to Bob will mean to him that the person didn't read or doesn't care.

***Side comment from Chuck** Perhaps feedback from BoD could help emphasize the need to think of a "larger footprint"? Bob agreed that should be consider by the committee members for their input. This topic to be included on the agenda for future EdCom telcons and the Reno meeting.

*****AI:** Bob will send out vision statement after meeting.*** **DUE DATE: ???** Will fwd to committee as attachment to minutes.

III. Reno Symposium Activities

A. CPGU status: Lee Hill is organizing this. Content is in progress of being defined. Unique badge and "diploma" will be developed. Social event is being planned – need sponsor. Feedback from previous years – need break at less than previous 2 hour topic presentation times that have been used. This year's content will not include Signal Integrity (based also on feedback from previous attendees). Plan is to have CPGU go until 5:30 PM. **AI:** This stop time needs to be fully coordinated with the Symposium committee ... Bob will take the action to get this closed. **DUE DATE: 7 Feb 2020**

B. Student Paper status: Need to look for EdCom point of contact for student paper competition. Chuck suggested Bob speak to Todd on this. **AI:** Bob accepted an action to contact Todd and discuss. **DUE DATE: 3 Feb 2020.** Bob stated that it's important that the TC's recognize student papers are sent to Student Paper point of contact. The TC's chair are aware of this?

*****AI:** Bruce will take the action item to insure this takes place.*** **DUE DATE: ???**

C. Student Hardware Competition: Discussion of delaying student hardware competition deadline to maybe increase submissions. A late April or even mid-May time frame might be a useful consideration. EdCom should consider opening scope of hardware competition submissions, maybe could be linked to

senior design projects? The student hardware competition announcement was provided to Darryl Ray for posting on the Symposium Website. Perhaps this could be linked to the student paper submission process and timing? Bogdan's comment – perhaps a location on the EdCom webpage could be created for this submission process? This topic will be an agenda item for discussions at the Reno Symposium EdCom meeting. Prefer that submittals be in PDF format, with active links to videos hosted locally by source. Will investigate alternate submittal/storage capability in the form of DropBox, Google Drive, Box, One Drive, and so forth. Any such solution would drive a budget discussion as services such as these are not gratis.

AI: Frank stated that the website content does need to be revised and addressed – he will work on that. DUE DATE: ???

AI: Bob will speak to Daryl regarding posting of hardware competition information. DUE DATE: ??? Closed; Darryl confirmed via telephone this AM (approx. 0930 PST, 31 Jan 2020) the announcement is “in the queue” for posting and should be posted “shortly”. He also confirmed he would contact me if there was any sort of mix-up or question. AI: Bob to follow up with Darryl DUE DATE: 3 Feb 2020.

D. Fundamentals of EMC Workshop:

Frank and John McCloskey are working on this. This is in process. Expect that what was done last year will serve as the template for this year. Bob asked that the content for APEMC Fundamentals be forwarded to him. Frank will make the request. Bob requested people review the Fundamentals information on the website and provide feedback. AI: Need confirmations from speakers, or alternates. DUE DATE: ??? Need speakers' contact information for logistics' control during Symposium ... this should be part of the organizers' responsibilities in preparing for the Symposium event. Please make sure such information is both captured for the record and is fully protected from access by anyone other than EdCom leadership and the event organizers.

E. Special Sessions: No EdCom related special sessions for 2020 Reno have been submitted. AI: Davy Pissoort indicated he would coordinate with some European colleagues who previously sponsored special sessions/workshops/tutorials having an education focus to possibly draft and submit a proposal for a WS/T for EMC Europe. DUE DATE: 15 Mar 2020.

IV. John Howard University Grant Status: Chuck is working the “philanthropy” aspect. EdCom can modify criteria if desired. AI: Chuck will provide link to Bob from TAB manual on this. DUE DATE: ??? EdCom is free to alter the content, but all changes will need to go through approval by the IEEE TAB for update to the TAB Manual. Once the TAB Manual content is available, Bob will distribute to EdCom members for review, comment, and discussion/debate. The goal is to have a near-final version ready for discussion and approval by EdCom at the Reno Symposium, in preparation for submittal to the BoD and ultimately the TAB. This topic will be an agenda item for discussions at the Reno Symposium EdCom meeting.

V. Website Status: Kudos to Robert Vogt and Christine Blair for getting the website updated to its present state! The committee will discuss this topic in more depth during the next telcon. This topic will be an agenda item for discussions at the Reno Symposium EdCom meeting.

VI. Experiments and Demonstrations Manual Status: Bob said the work is good and John McCloskey should continue on this manual. Bob requested that the work John led on this be contented with new experiments so that it can be posted on website soon. Anyone with comments for John should submit to Frank, Bob, or Mark to forward to John.

AI: Committee members to review the three Experiments and Demonstrations manuals provided in the materials for today's telcon and provide feedback regarding content. **DUE DATE: 21 Feb 2020**

VII. PCB Demonstrations Kit Status: The committee will discuss this topic in more depth during the next telcon.

VIII. Newsletter Status: Bob had recalled that Louann had interest in creating submission for this. EdCom may also wish to make a newsletter format posting available in the EdCom website on a monthly basis, in addition to a submittal of a quarterly IEEE EMC Magazine article. **AI:** Louann will work on this (with others) to contact Janet O'Neil for magazine article submittal due dates, and to prepare content for the next issue of the IEEE EMC Magazine. **DUE DATE: ???** This topic will be an agenda item for discussions at the Reno Symposium EdCom meeting.

IX. Open Forum / Additional Topics: Bob requested all review the plans for future meetings.