IEEE Systems Council AdCom Meeting
Hyatt Pier 66
Ft. Lauderdale, FL
October 3-4, 2008

Attendees: Clyde Chittister, Bob Rassa, Bob Lyons, Pilar Sobrevilla, Jeanine Sivey, Paul Croll, Jim Barbera, Bill Semancik, Elliot Sloane, Ian Hiskens, Garry Greenwood, Vincenzo Piuri, Wai-Chi (Winston) Fang, Stephanie White, Jian Sun, Paul Gartz, Judy Scharmann

Introductions, Announcements – Bob Rassa/Clyde Chittister

Bob Rassa discussed the June resignation of Paul Gartz as Council President, and went over the Constitution and rules. Bob Rassa became President due to Paul's resignation. But, Bob is President of AESS and would only be allowed one vote on TAB. So, we did an electronic vote for an emergency Constitution change. Bob will appoint Clyde as interim President until Dec. 31 and then Clyde will assume the Presidency in January, 2009.

Clyde had some remarks about the Systems Council and the President's Summit in Louisville and Denver. Good ideas and support. Thanks to Paul Gartz for his time and effort. He has continued to be very active.

Minutes – Judy Scharmann

MOTION: Bob Rassa moved to accept the minutes as presented. Vincenzo Piuri 2nd. **Motion passed.** (M-0025)

TAB Meeting Comments and Discussion – Clyde Chittister/Bob Rassa
Highlights:
- Clyde talked about TAB and his attendance at a GEOS meeting. Systems Council is a member and can play a role in that.
- There were perceived shortcomings of the Council Review. They had issues regarding our Journal and other aspects of the Council.
- The new Conference Publications algorithm was discussed.
- Another issue is the conference "no show" issue. The debate continues at IEEE.

Conferences/Workshops – Jim Barbera
Highlights:
- IEEE is sending automatic emails that remind you to get things done in terms of forms and reporting. They seem to jump the gun and ask for things almost before the data could be available.
- Systems Conference report: There were 105 attendees; there will be a surplus around $20K. We'll need to fill out the Certificate of Accuracy. 2009 is set for Vancouver.   103 abstracts, 35 people lined up for Technical Program so far but the abstract site is still open.
- We also have a couple of small symposia that we technically co-sponsor.
- IEEE has a conference organizers manual. We need to consult that and not try and re-write what they have already done.

ACTION ITEM: Bob Rassa – Get 2009 Systems Conference budget in to IEEE. (AI-0066)

- The number of abstracts is growing a little each year. We should be advertising it more. We ask each member society president if we can use their email list to promote. Society involvement in the SC is weak, that is determination of the Council Review.

Technical Operations – Paul Croll
Highlights:
- Paul reported on the Technical Program of the Systems Conference. He already has a Technical Program Committee of 30 people.
- Paul reported on Standards Activities. Talked about proposal for revision of ISO/IEC/IEEE 26702. Paul's action was to alert the SysC of any standards dealing with systems. He has fulfilled that. Bob wants to know now what the SysC role is. Is there a role for us to have a workshop? There was discussion regarding what role Systems Council should have in Standards. We need to replace Steve Adam with someone with Standards knowledge.

ACTION ITEM: Paul Croll/Bob Rassa – Form a Systems Council Standards Committee. We need to find someone who wants to move this forward. Richard Hochberg would be a good choice. (AI-0067)

- Jeanine Siviy has some proposals for some new workshops. (See attached proposals)

Publications: Vincenzo Piuri
Highlights:
- We need to promote our Journal. We want member societies to perceive it as a Journal of their own, not as a journal of IEEE.
- Reviewed the Planning Activities: Established committee, Pubs committee plan, ISJ pubs polices, SYSC-KEE – Electronic Knowledge Environment on Systems.
- There are 4 issues of the Journal per year, and special issues.
- Discussed the Editorial Board. We want more people from industry and government, not just academia.
- What is the difference between the advisory board and editorial board?   In reality they are one in the same.
- We talk about industry, but there is a realm of academia that has a bent toward industry and research, like CMU Robotics Institute. We could reach out to them.

MOTION: Vincenzo moved to create an Advisory Board for the Journal in order to provide overarching direction. Bob Rassa 2nd. **Motion passed.** (M-0026)

- We are going to restructure the Editorial Board to include more transnational members.
- We will try and have an Editorial Board Meeting during the Systems Conference. A lot of people will be there, if not they will join by telecom. New web site could have a forum and one could be dedicated to the Editorial Board.
- Advertising: thank you to Chris Dyer. He helped a lot with advertising the journal at conferences.
- The subscriber base went from 100 to 140 after we got the Journal added to the list of IEEE publications available during electronic renewal (it had been omitted by mistake of IEEE).
- Can we get stats on number of hits on papers? Vin can ask for it.
- It is too expensive to distribute actual copies of the Journal at conferences.
- Considering having the Table of Contents of Journal on the web. This will increase visibility and simplify access. If they click on it, it will be a hit. We need to list all papers with links to IEEE Xplore.

- Working on policies for publishing without a fee. For Call for Papers, etc. Give 1 page free, and then charge for any additional.
- Working with IEEE on policies for publishing announcements for a fee. How much can we charge? We are still waiting for market analysis from IEEE.
- The Pubs committee approved a page limit at 8 pages maximum.
- Our sub to pub time is about 9 months. Some transactions are going to mandatory page charges for full paper. We have voluntary up to 8 pages.

ACTION ITEM: Vincenzo Piuri – Contact the Presidents of all our member societies, and ask to include our Systems Journal in their pubs package. (AI-0068)

- Web Site: Vin went over the goals of restyling the web site. Emphasized that we need a page for Technical Activities.
- Systems Council Knowledge Electronic Environment-web based environment. This is kind of a "portal". More than a forum. We can go to IEEE and tell them we are interested in getting this started. We don't have the money. Can we be the study-case of the IEEE? They pay, we provide the content. We could put this in as an initiative, but it's too late for 2009. But can for 2010. We do have a little money that we could spend this year to start this. We can talk to IEEE and try and get it into the Industry Relations.

ACTION ITEM: Vincenzo Piuri – Look into funding possibilities for the Knowledge Environment, i.e., IEEE Industry Relations or possibly a rolling initiative. (AI-0069)

- This project will require a lot of work. We now need to create a committee to work on this, not just the pubs committee. A collective effort of the whole council. The consensus is yes, this idea is worth additional study. Problem: Our member societies are not engaging with Systems Council.
- This knowledge environment is a great idea. The new AdHoc KEE Committee will work on this: Vincenzo Piuri, Paul Croll, Bob Rassa, Paul Gartz.

ACTION ITEM: Vincenzo Piuri – Send to the newly formed Adhoc KEE Committee, the description that was circulated through the Pubs Committee. (AI-0070)

ACTION ITEM: Vincenzo Piuri – Talk to IEEE at the Nov. TAB meeting and send out some definitive plans right after that. (AI-0071)

ACTION ITEM: Vincenzo Piuri – Hold a telecom with KEE Ad Hoc committee and Mary Ward Callen before TAB. How do we get new initiative money? (AI-0072)

ACTION ITEM: Vincenzo Piuri – Put together 2 charts on Sys-KEE to use as sales charts. (AI-0073)

ACTION ITEM: Vincenzo Piuri – Contact IEEE, and John Vig, Educational Board, and Matt Laub, to see about funding. Matt Laub is the guy to start with. (AI-0074)

Finance Status and Update – Ian Hiskins (See presentation)
Highlights:
- We are in the red for 2008. We have about $115,000 total surplus in our reserves. We don't necessarily want to tap into that.
- Journal is losing money. Conference is making a surplus.

- Can we save money by going outside of IEEE for publications? Yes, but they penalize you for 3 years. It'll cost us. When you go outside, they do it for less money, but you have to manage them closely.
- We currently have 70 print, 70 electronic subscriptions. The 2009 budget doubles that. If we don't meet it, we will not be positive in 2009.

Chapter Update – Winston
Highlights:
- Goal is one chapter per region.
- Discussed Paul's proposal of the AESS Transnational Directors to have dual appointment to Systems Council. No resolution presented.
- A chapter can only be formed by 12 people. Section starts it. They ask to be associated with a society. So we can't ever form a chapter, only joint chapters. Every society has a chapter coordinator. Winston needs to send an email and discuss Systems Council and ask them to become a joint chapter. We need to go to our member societies and ask them to form Joint Chapters with Systems Council.

ACTION ITEM: Bob Rassa – Get clarification of rules of MGA and TAB relating to councils starting chapters. (AI-0075)

- Option 1: Try and form chapters on our own despite the rules.
- Option 2: Form Joint Chapters with our member societies.
- A couple of societies, like AESS, went and formed the International Directors. The Computer Society also did this, giving a region a director over the chapters in that region. Both of these focus on the market in those areas.
- We are working hard to align with our member societies, why not do it here by forming joint chapters?

ACTIONITEM: Winston Fang and All – Member societies that have strong chapters get to Winston within 2 weeks a list of chapters that he can approach. Introduce the chapter chair to Winston. Winston will put together an email that our member societies can send to their chapter chairs. Send an email to each Society President's (both Winston and each rep) and ask permission to contact chapter chairs. Then send an email to the chapter chairs and ask them if we can become a joint chapter with them. Give them reasons why this would be good for them. (AI-0076)

- To form a Joint Chapter we don't need the whole 12 member petition, an existing chapter can just vote that they want to affiliate with the Systems Council.
- Winston has a lot of contacts in Asia, who are interested in forming chapters. This is when we would form a NEW joint chapter and invite our member societies to form joint chapters.

Workshop Discussion – Jeannine Siviy, Clyde Chittister
Highlights:
- Facility costs are nil if we hold the workshop at SEI.
- Elliot talked about the topics: Healthcare is going through a lot of changes. So many topics: privacy, home healthcare, shared records, etc. Each could be a workshop unto themselves.
- Our goal is to attract more applications. This will attract practitioners to the table. We can get sponsors. Or promotional partners.
- It was suggested that you use a low-cost registration house.
- We can try this workshop in US and if it works, look for a European site.
- Jeannine will work with Jim Barbera on the paperwork for the workshops.

- At the end of the workshops, in order to publish proceedings you must copyright all the intellectual property. You need to use the IEEE Copyright form.

Distinguished Lecturer Program – Jeannie Siviy
Highlights:
- We need to establish a process to evaluate the DL.
- AESS is offering up to $5,000 to support DLs.
- There will be no honorarium, and actual expenses must be turned in.

ACTION ITEM: Bob Rassa – Send Kim's contact info to Jeannine. (AI-0077)

- We need a volunteer to be long-term coordinator of DL program, along with a committee.

Web Site Update – Bob Rassa
Highlights:
- The web site update is being done. It is Relational Database driven site. Once the draft is done, it will be sent out. Officers, get write-ups in for your section of the web site. We need "Did You Know?" material. They can be different on each page. Send in suggestions.

Systems Engineering Certification and Accreditation – Bob Rassa
Highlights:
- We tried to get it going and put someone in charge who unfortunately didn't do anything. A comprehensive certification program for systems engineers is important. You need domain knowledge:
1. Technical – radar, robotics, etc.
2. Environmental
- We need both types. It is very expensive to establish a comprehensive certification program. We need to re-initiate both of these efforts. We need a chair that understands certification program and recommended curricula. Bob does not have a candidate. We need to do a search. Looking for a chair for each effort. Elliot Sloane is willing to help.

Motion: Bob Rassa moved that we continue work on Systems Engineering Certification and Accreditation. Vincenzo Piuri 2nd. **Motion passed.** (M-0027)

SRC Review – Bob Rassa
Highlights:
- Bob discussed the issues that were brought up at the review: FoI too broad, lack of participation by member societies, issues with the Journal, issues with conference, lack of tech committees, lack of chapters, web site issues, lack of participation by some of the AdCom, Fellows, adherence to business plan.
- Bob sent out the SRC Review and seeks comments. Edit and send back to Bob. He will update and send back to IEEE.
- Key points: Do we have a plan? Are we executing the plan? We have the right objective, how do we get there? We need to build more collaboration between member societies.

Business Plan – Bob Rassa
Highlights:
- Bob reviewed areas we need to update in the Business Plan. Take out the fluff that's in there now and populate it with what we are going to do.
- Reviewed schedule.

- If your area wasn't in the business plan, it should be added: Chapters, Initiatives
- We need an outreach coordinator. Societies are internal, but we reach out. We can't just talk about it every 6 months. We have to change it.
- We need a presence on all member society web sites. Look at their transactions. Touch base with the presidents.
- We don't have a consistent message on our web site.
- Everyone needs to suggest areas that your society is working in, where systems of systems could assist. Then we could look and see what each society could offer. Pool the resources.
- Ask each rep here to get a report to your BoG and ask what we should tackle that would support something that they are doing that we could facilitate. Ask for those reports back at the next meeting.

Advertisements/Publicity for the Journal and Conferences – All

- We use Conference Catalysts as our conference manager. Using IEEE marketing didn't work. We are sending Call for Papers and flyer to our web master and each member society. We are being featured in the IEEE Institute in February issue. We need to get the local section involved for advertising. Other possible advertising: NPGS (Naval Post Graduate School) and the post graduate schools.   DSMC (Defense Systems Management College) The defense sector also. Any more ideas on conference marketing, let Bob know.
- There was discussion on what to do with INCOSE long term, with no resolution.
- Technical co-sponsorship:
  1. Promote call for papers
  2. Solicit tracks
  3. Help advertise it
- How can we draw practitioners? Standards.

Day 2, October 4, 2008

Clyde called the meeting to order.

Discuss the President's Summit held at TAB – Clyde Chittister, Jim Barbera

- Elliot began with his presentation. Talked about "Building a Better Delivery System: A New Engineering/Health Partnership". The major issues identified in this are systems issues.
- We as a Systems Council need to find something to focus on. Healthcare was voted in by the Presidents.

Health Care – Paul Gartz

- Goal – start next phase in Systems Council growth. We proposed a new model for a council to "work together" with societies. We want to create a team with member societies and share resources.
- Paul reviewed the attendance at President's Summit. There are a few societies that may be ready to join Systems Council.
- The presidents had a dialog about what they could do and recommended a joint SoS conference in 2010 on Healthcare.
- After Summit II, now we need to develop a Conference roll-out plan. Scope, venue, program committee, oversite, funding.

- Let's focus now on Healthcare: Paul suggested a 2010 Conference in North America. Still want global participation. Joint Conference: also include GEOSS Health and Privacy. We would like each society to have a track at the conference. Set up and run tracks in FoI of societies.
- Paul reviewed status of what societies have said yes to a possible conference in 2010.
- IEEE has a lot of strategy to get new members, but not a lot of strategy in keeping them
- The summits were successful in getting the president's interested in this conference.
- Get the health care team in place. Report back to Systems Council and to member societies. Clyde wants to see a written plan. Keep the Systems Council up to speed on how you are doing with the plan. We need a plan, are we going to need money? Are we going to have sponsors, co-sponsors, technical co-sponsors, promotional partners?
- Each society rep to Systems Council needs to find the right people in your societies to serve on the Conference Committee.
- We need no seed money, but would like to get societies to sponsor various things like lunches, etc. "Contributions"
- Need to find a Treasurer quickly. Not going to be easy. Poll member societies to find a treasurer.
- Does the idea of this seem like a right thing to do? Everyone said yes.
- We are chartering Elliot and Paul to come up with a written plan. Clyde officially appointed Elliot and Paul to do this.

ACTION ITEM: Elliot Sloane/Paul Gartz – Come up with a written plan for a 2010 Conference. (AI-0078)

Vincenzo brought 3 motions:

MOTION: Vincenzo Piuri moved to establish page limit of 8 pages or fraction per paper published in the IEEE Systems Journal on or after January 1, 2009. Bob Lyons 2nd. **Motion passed.** (M-0028)

Discussion: Some liked 7 pages. Vin said that we currently have no limit.

MOTION: Vincenzo Piuri moved to establish a voluntary page charge of $150 USD per page or fraction published in the IEEE Systems Journal up to the page limit for paper. Bill Semencik 2nd. **Motion passed.** (M-0029)

Discussion: Discussion about re-prints, and the cost to the Council. Turn down re-prints. Let the authors know that they are not going to get re-prints.

MOTION: Vincenzo Piuri moved to establish a mandatory page charge of $150 USD per page or fraction published in the IEEE Systems Journal, up to 2 pages, in excess of the page limit per paper. The change will apply to papers submitted on or after January 1, 2009. Bill 2nd. **Motion passed.** (M-0030)

Discussion: It would be good idea to share reviewers with other societies when they have papers with a systems content. It would be good to establish that connection. What review systems does Mo use? EDAS?

Closing comments: Clyde urged reps to communicate back to the societies. We don't do that well, so we need to get better at that. Give some kind of report to the societies. Look at the SRC report and get comments back to Bob and Clyde.
Next meeting: March 26-27, 2008 (1/2 day on Thursday, full day on Friday)

Respectfully submitted, Judy Scharmann