Education and Student Activities Committee

Meeting Minutes
August 25, 2014

Meeting Called to Order: 11:00am

10 members in attendance
> Adamczyk
> Brench
> Bunting
> Devine
> Duffy
> Heirman
> Jost
> Juszczyk
> Seguin
> Steffka

I. Administrative
> Approved the meeting minutes of July 28, 2014
> Approved the meeting minutes of August 5, 2014
> Sarah Seguin Nominated and voted as Vice-chair of ESAC
> Discussion of bi-weekly ESAC meetings
>> - Will occur the second week of each month.
>> - Next meeting will be Tuesday September 9, 11:00 EDT
>> **ACTION:** Discuss and announce official meeting schedule (Juszczyk, Seguin, Steffka)

II. Student Paper Competition
> Discuss changes to the student paper competition (Bunting)
>> - There should be a simple fix to the competition using a double-blind format
>> - A full presentation and discussion will be provided at the next ESAC meeting.

III. ESAC Roadmap
> Appointment of an ESAC member to finish the roadmap effort
>> - Intent is to define the integrated curriculum of everything that ESAC is cognizant of
>> - Sarah Seguin to continue effort
>> - Will have content to present to the EMC Society Board of Directors by their November 17 meeting

IV. Experiments Manual
> Project status (Jost)
>> - Obtained notes from several experiments conducted at the symposium
>> - There is a need for a short side meeting with interested individual to go through the details
>> **ACTION:** Host an experiments manual meeting before the next ESAC meeting (Jost)

V. SDECom / ESAC Coordination

    Alistair Duffy provided a copy of the article that was written to document the joint meeting

        Attached to these minutes as an appendix

    Don Hierman volunteered to help with an "Education and Training" pull down menu on the Society webpage

VI. Student Hardware Competition

    (future agendas will cover the two competitions as separate items)

    Santa Clara status update (Adamczyk)

        - Two prototypes board designed are designed and built (one good and one bad)

            Both performed as planned

        Next step is to order the PCB in larger quantities (waiting for quotes)

        How many should be ordered? (We could order hundreds)

            Some could be used for the competition, some could be for a classroom educational purposes

            Quite often there are requests for the boards

        There is no line item in the budget for any quantity of these boards

            ACTION: Send Santa Clara hardware competition information to Caroline Chan (Adamczyk)

    No budget item per se

        No line item in the budget for this expense (small quantity will be approved)

    ACTION: Discuss the PCB quote and the Society's ability to cover the costs (Brench, Adamczyk)

    Discuss rules for mentoring and sponsoring student teams

        - Committee decided to change the Hardware Competition rules to only require a advisor's IEEE member number a signature as proof of a team's qualifications

        - This decision allows employers and Society chapters to sponsor teams (not just universities).

        ACTION: Update Dresden and Santa Clara Hardware Competition rules with the above stated change (Mediano, Adamczyk)

VII. Global University

    Discuss implementation of the Santa Clara and Dresden GU

        There is an expectation that both the Dresden and Santa Clara symposia will have a GU

        The committee needs to appoint a chair for both positions

            The Dresden chair will have more work to do coordinating the event

                The international symposia do not follow the same daily schedule

        The integrity of the GU needs to be maintained above all else

            If two quality GU's cannot be implemented, only one should be scheduled

            The length of the Santa Clara symposia could be reduced to maintain quality

        The Santa Clara symposium will have extra emphasis on SI/PI

            It will still maintain a strong EMC focus

        ACTION: Appoint a Dresden and Santa Clara GU chair (Steffka)

    Review of 2014 GU evaluation forms

        ACTION: Prepare and present and overview of the 2014 GU evaluation forms (Steffka)

VIII. Fundamentals of EMC Workshop
> Exceeded allotted meeting time – postponed to the next ESAC meeting

IX. University Grant
> Exceeded allotted meeting time – postponed to the next ESAC meeting

X. Open Forum /Additional Topics *(5 minutes)*
> There is no process in place yet to request meeting space at the Dresden symposium
>> **ACTION:** Follow-up at the next ESAC meeting with further information (Brench)
> October 19 is the due date for special sessions at the Dresden Symposium
>> - Santa Clara is expected to be two or three weeks behind this date

Meeting Adjourned: 12:00pm

Appendix

Summary of joint meeting between the Standards Development and Education Committee (SDECom) and the Education and Student Activities Committee (ESAC)

Society Focuses on "one stop" education and training activity

Alistair Duffy (Chair of EMCS Standards Development and Education Committee (SDECom), member of EMCS Education and Student Activity Committee (ESAC)) apd@dmu.ac.uk

For the second year, members of SDECom and ESAC met at a working lunch at the International Symposium on EMC in Raleigh, North Carolina, to discuss how to rise to the challenges of providing education and training opportunities related to standards across the experience spectrum: from students through experienced professionals to engineering/corporate managers. In addition, a goal was to work more closely with ESAC which focuses on student education. We came up with a simple, yet challenging, first step.

By way of introduction, SDECom is the official sponsor body for EMC standards development in the IEEE, it is also responsible for education and training associated with standards and standards development. ESAC has the broad remit for educational activities and opportunities in the Society: including, but definitely not limited to, student activities. Clearly, there is an overlap of interests between the two and over the last one and a half years approximately, regular telephone conferences and, now, the second face-to-face meeting has identified a number of areas of focus. As the meeting progressed, it is also recognised that one committee or the other will be best placed to lead certain activities.

Most recently, ESAC has been busy organising the Global University at the Symposium and updating the Education and Experiments manuals. Equally busy, SDECom has organised update workshops at the EMC Society's International Symposium and other conferences. For example at the Raleigh symposium, the SDECom sponsored a tutorial entitled: "Understanding recent EMC standards from the IEEE". The opportunity to look beyond these and identify one or two projects where the two committees share a common goal was the focus for the meeting.

While lots of ideas flowed, including developing a specialist speakers' directory to be used by chapters and sections, the real focus was on what are the most needed tasks: those with the greatest impact for the broadest spectrum of members. The solution was simple and challenging at the same time: collect together all the on-line material available from, and to, the Society associated with education and training and make it available through the Society's home page www.emcs.org and generate useful material to 'fill the gaps'. Of course, this material should cover the broad range of education and training

for both ESAC and SDECom with its standards mission, but there is some clearly identifiable material and some obvious needs. For example, the Standards Association has a collection of training packages, presentations and webinars which can be linked from the Society's homepage, and the Society itself has Project Authorisation Requests (which contain information about the scope of the standards we are currently working on). During the discussion, it was recognised that many users new to, or relatively inexperienced in, standards can find the documents daunting, so we agreed to produce readily accessible guides to using our standards. Information on the standards process and life cycle is found on this page:

http://standards.ieee.org/develop/index.html

I invite our readers to look at this information to get a better understanding of the process and the education and training needed to be proficient in this work.   As the meeting concluded, there was an "assignment" to come up with a pulldown menu on our EMCS web site that covers "Education and Training". This would further coalesce our approach to education and training from what ESAC is doing and what SDECom is doing. The ESAC was charged with the development of this link with the input from SDECom. We are anxiously looking forward to that implementation.

These are simple solutions to a complex need but they are the start that will enable more of us in the EMC community to understand what our standards are, how they are produced, how to use them and, of course, how to contribute to their development. After all, as well as fulfilling an identified technical need, standards are a way for the Society to demonstrate the impact of the work of its members, to curate that body of work, to capture good practice and to identify knowledge gaps to help accelerate the pace of technical development in our EMC discipline by the Society's members.

If you have any suggestions for education and training material, contact Louann Devine (louann.devine@gmail.com), the SDECom Education and Training Coordinator.