**Region 3 Educational Activities Committee**
**Special Review Committee**
**Review Comments - Dick Riddle 5/16/02**

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**Provided Documentation - Review Comments**
From a review of the documentation that was sent by the Review Committee Chair dating from January 13, 1998 to January 11, 2002, I have the following comments:

- As a general comment-- Looking at the remarks made by the SRC report concerning the review of EAC (dated 11/21/97 through 1/13/98 as accepted by the R 3 ExCom on 1/17/98) and comparing it with what is available on the R 3 - EAC web site, I feel that EAC has made a tremendous improvement in communicating their services to the membership.
- From the documentation provided for 1998, it seems that the EAC Chair recognized the need to increase the number of EAC members and improve the services offered.
    - A.  From his report to the R 3 ExCom dated April 21, 1998, he identifies 5 members of his committee, indicates that he is looking for a Vice Chair, supported the nomination of a Region 3 member for the IEEE EAC Meritorious Achievement Award, and informs us that the Lending Library holdings are available on the R 3 web site.
    - B.  In the report to the R 3 ExCom dated October 20, 1998, the Chair identifies a Vice Chair as well as 12 other members of his committee. He informs us that a notice to all Sections requesting volunteers for ABET, plans to increase the holdings of the Lending Library by adding new workshops and short courses that may provide Continuing Education Units (CEU).
- The documentation provided for 1999 (Report to the R 3 ExCom 1/27/99 and 12/01/99) seems to repeat the information provided in 1998 with the possible exception of informing us that the Vice Chair is working on getting nominations for the R 3 Employer Professional Development Award (R 3 EPDA).
- The documentation provided for 2000 informs us of the following:
    - A.  Report dated 1/27/00 tells us that the recipient for the R 3 Employer Professional Development Award has been selected and that the R 3 Lending Library has been moved and outlines a plan for the development of a Lending Library Database system.  The database system is planned in three phases:
        - Phase one will result in being able to manage the system from a single machine using a standard form.
        - Phase two will add a web-based access to the database for routine management tasks.
        - Phase three will develop web pages to allow members to access the contents of the library and determine the status of

each item (available for loan, on loan, reserved for certain dates, and etc.).

- All three phases are planned to be available by the end of 2000.
- B. Report dated March 30, 2000 tells us that the following are underway:
    - Publicizing the availability of the Lending Library material, mainly at this time through student branches.
    - Development of an online database of the Lending Library material.
    - Investigating the conversion of videotapes into digital media for distribution over the web to members.
    - Preparing a new flyer for the Educational Professional Development Award.
    - Seeking new members to participate in the R 3 EAC.
- C. Report dated October 10, 2000 that the EAC is accepting nominations for the 2001 EPD Award, 5 new self study courses added to the R 3 Lending Library (R 3 LL), EAC is sponsoring the 2001 Memphis Area Engineering and Science Conference (MAESC 2001) and the Chair is involved in revising the R 3 EAC web site.
- The documentation provided for 2001 informs us of the following:
    - Report dated January 7, 2001 tells us that the 2001 EPD Award nominee was rejected by the committee, one new self study course was added to the R 3 LL, and new links to educational material have recently added to the R 3 EAC web site.
    - Report dated March 17, 2001 tells us that R 3 EAC web site continues to improve by adding additional links to educational material and that they are working with the organizing committee in preparation for the MAESC 2001.
    - Report dated October 12, 2001 tells us that the EAC is working MAESC 2002 committee in preparation for the May 10. 2002 conference (no report on the results of the MAESC 2001 conference), circulation of the R 3 LL material was very slow and without seeing an increase in requests all purchasing of new items is on hold, R 3 EAC web site is being continuously updated with calls for papers and new links, and that no nominations for the R 3 2002 EPD Award has been received but two is expected.
- The documentation provided for 2002 is a report to the R 3 ExCom dated January 11, 2002. It tells us that the EAC is still trying to get nominees for the 2002 R 3 EPDA an that three goals have been submitted:
    - 1. Increase the utilization of the R 3 LL materials.
    - 2. Develop way for the EAC to provide enhanced support to members in continuing education, especially in the area of Professional Development Hour (PDH) credits for PE license renewal.
    - 3. Ensure that companies in Region 3 are nominated for the 2002 R 3 EPDA.

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**Notes on the review of the R 3 EAC web site:**

The EAC Home Page gives some good information about the Objectives and Responsibilities of the committee. (It is more or less a copy of the charted as shown in the R 3 Operations manual.)  This is followed by links to other web pages that form the EAC Page Index.  The following is my comments regarding the review of each of these major links.

- EAC Lending Library
  - Catalog of Materials -- this gives links to 5 or 6 different types of material that is available for loan to the R 3 membership.  I can understand the low use of this material by our membership (see comments made in Report dated October 12, 2001 that any new purchases would be on hold.)  Much of the material is out dated and of questionable value except for archival information.  Apparently the plan to develop a database system so that the membership could review and order the material directly from the system was never developed or implemented.  (See Report dated 1/27/00.)  I have a question for the EAC**: Do we have any records that show the number of requests (or loans) over the past few years?**
  - EAC Awards --- The R 3 Employers Professional Development is the only Award described.  The information provided is good and should give any one interested in nominating a company for this award sufficient information to send in a nominee.  Some of the information is dated and applies to the 2002 Award, which has passed.  **I think it would be advisable to list past winners of this award.**
  - EAC Members-- I note that there is only 6 members of the EAC shown. In the report to the R 3 ExCom dated October 20, 1998, the Chair identifies a Vice Chair as well as 12 other members of his committee. Looks like the 2002 EAC is getting smaller.  They are all shown as Dr.'s.  **I suggest present Chair do something about increasing the number of active members of this committee.  Does this committee meet?  If so has any minutes been recorded of their meetings?**
  - EAC Call for Papers -- This web page needs to be updated.
- EAC Links -- In general this page has some excellent links to a variety of subjects and useful information.
  - Effective Technical Presentations by Mark Tew -- Excellent slide show and information.
  - Resource for Educational Software -- Links to abstracts and download of subjects listed from 1993 to 2000.
  - IEEE EAB EA Links -- Some good stuff.
  - IEEE EAB Home Page.
  - Memphis Area Engineering and Science Conference -- links to the MASC 2002 home page and past conference information.  It appears that R 3 EAC has been a participant and serves on the advisory committee.

However I do not see any mention of IEEE or Region 3 in the published information.  I also note that in the provided documentation for review of EAC the reports mention several times that R 3 EAC.  **That said, it seems to me that the EAC reports would mention the success or failure of this conference in terms of attendance and etc.**

- IEEE Professional Development Institute PDI -- A lot of stuff but **no mention of courses that would allow Professional Engineers to earn Professional Development Hour (PDH) credits.**

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**Assessment Based on Evaluation Criteria Items**
1. Effectiveness
2. Continued Need
3. Policies
4. Procedures
5. Action
6. Composition
7. Budget Considerations
8. Other
9. Have They Set and Accomplished Meaningful Goals & Objectives

Using evaluation items above my comments are as follows:

**Effectiveness**  -- When I compare the 1997/1998 information to what I see on the web today, I feel that the committee has made significant progress in providing Educational information for the membership.  Therefore, I feel that they have been effective in fulfilling their charter.

**Continued Need** -- I feel that there is a continued need for this committee.  However, if they plan to use a web based concept to accomplish the their goal of increasing the member's knowledge of educational services and products (Which I support) I suggest that they keep the web pages updated and the links current.  Although I think that the Lending Library was good idea at the time it was developed, it must be updated if it is to continue.

**Policies & Procedures** -- I don't know how these items apply to this committee under review.  They seem to be following the charter as defined in the R 3 Operating Procedures.

**Action** --
- A decision needs to be made about the EAC Lending Library.  Do we archive it or update it?  If we update it I would like to see some records showing the use of the material.
- On the EAC Awards web page I would like to see a list of the EPD Award winners.
- If the R 3 EAC is planning on participating in the Memphis Area Engineering and Science Conference our participation should be publicized at the

conference as well as some documentation of how successful the conference was.

- I suggest present Chair do something about increasing the number of active members of this committee. Hold several meeting each year. These do not have to be all face to face meeting (e-conf maybe) but at least one face to face could be held during SoutheastCon. The minutes of these meetings should be recorded and published.
- I feel that the goals recently submitted (see the report to the R 3 ExCom dated January 11, 2002) are worthy and every effort should be made to achieve them. The goals are as follows:
  - 1. Increase the utilization of the R 3 LL materials.
  - 2. Develop way for the EAC to provide enhanced support to members in continuing education, especially in the area of Professional Development Hour (PDH) credits for PE license renewal.
  - 3. Ensure that companies in Region 3 are nominated for the 2002 R 3 EPDA.

  I feel that goal 2 is an extremely important one because I have observed that very little information has been provided by IEEE on the process of developing and implementing a technical/professional meeting or conference so that PE's who attend the event will receive Professional Development Hour (PDH) credits.

**Composition** -- As stated in the Region 3 Operating Procedures, the EAC should be composed as follows:

Membership

The Committee Chair appointed by the Region Delegate/Director with concurrence of the Region 3 Executive Committee. The Chair's appointment is a one year term with an additional one year term at the discretion of the Region Delegate/Director.

One Vice Chair appointed by the EAC Chair with the concurrence of the Region Delegate/Director. The Vice Chair shall be responsible for such tasks as delegated by the Committee Chair.

One past Region 3 Delegate/Director appointed by the Region 3 Delegate/Director to serve as Mentor.

One Educational Activities representative from each of the Region 3 Area/Area-Councils shall serve as members.

I know that to get the Area/Councils Chairs to appoint Educational Activities Representatives is a difficult task but if the EAC is going to be an active unit within the Region we must do a better job of recruiting members of the committee from each Area/Council.

**Budget Considerations** -- A review of line item B-4.62 Educational Activities Committee in the Region 3 Budget for years 1997 through 2002 we find the following:                    1997  1998  1999  2000  2001  2002

|            | Act. | Act. | Act. | Act.  | Act. | Budget |
|------------|------|------|------|-------|------|--------|
| Item B-4.62 EAC | 698 | 228 | 0 | 1,589 | 0 | 2,000 |

My observation is that the Region 3 ExCom has consistently approved a budget in excess to the actual expenses incurred by the EAC with the exception of year 2000. I am not sure that the lack of expenditures on the part of EAC is a result of good expense management or lack of accomplishment of planned activities.

**Have They Set and Accomplished Meaningful Goals & Objectives** --
The Goals and Objectives as documented in the Region 3 Strategic Plan 2002 are as follows:
Education [IEEE PI 2, USA MC&P, EAB, SC-R 22]
Goal: Increase all members' knowledge of educational services and products and their availability.
Objectives:
- Publicize educational products and services which are available and how to get them. (Education)
- b. Use Region 3 Newsletter and Section newsletters and other appropriate media, as means for publicizing educational materials and opportunities to all Region 3 members. (Education)
- c. Encourage Sections to hold an educational seminar/program other than Section/Chapter meeting at least once a year. (Education)
- d. Assist Region 3 volunteers in achieving necessary training in use of new electronics technologies. (Education, Communications)
- e. Increase the use of regional information channels to inform all Region 3 entities of available educational resources within the region (at section, area / council, and regional levels). Encourage and help facilitate the sharing of educational resources (both media and speakers) between Region 3 entities. (Education)

I feel that meaningful goals and objectives have been set for this committee and that EAC continues to make progress in the accomplishment of these G &O's. Comparing the information provided for the members today (web based) to the information provided in 1997/1998 it is obvious that the information content has significantly improved.