APPROVED MINUTES
IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE

7 February 2002
The Sheraton World Resort
Orlando, Florida USA

1. Call to Order - *King*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 8 February 2002 at The Sheraton World Resort Hotel in Orlando, Florida USA. Willis K. King, president, chaired, with Deborah M. Cooper as secretary.

2. Roll Call/Proxies - *Cooper*

A roll call was held as follows:

A. Franchised Members:

Carl K. Chang, VP, Educational Activities, present
Deborah M, Cooper, Secretary, present
James H. Cross II, VP, Chapters Activities, present
Stephen L. Diamond, President-Elect, present
Gerald L. Engel, VP, Conferences and Tutorials, present
Wolfgang K. Giloi, Treasurer, present
Lowell G. Johnson, Second VP, Standards Activities, absent
Rangachar Kasturi, VP, Publications, present
Willis K. King, President, present
Deborah K. Scherrer, First VP, Technical Activities, present
Benjamin W. Wah, Past Present, present

B. Ex officio Members (without vote):

James H. Aylor, EIC, *Computer*, absent
David W. Hennage, Executive Director, present
James D. Isaak, IEEE Division VIII Director-Elect, absent
Guylaine M. Pollock, IEEE Division V Director, absent
Thomas W. Williams, IEEE Division VIII Director, present

3. Introduction of Guests - *King*

The following guests and staff were present:

Fiorenza C. Albert-Howard
Angela R. Burgess
Robert C. Care
Georgann Carter
Violet S. Doan
Debra P. Evans
Oscar N. Garcia
Lynne Harris
James Herring
Michel Israel
John C. Keaton
Anne Marie Kelly
Susan A. Mengel
Richard A. Price
Mary-Kate Rada

4. Approval of Agenda - *King*

Motion 4: Wah, "MOVED, that the agenda be approved as amended:" Motion carried.

- Add item 24A Harry Hayman Award for Distinguished Staff Achievement
- Add item 24B Richard E. Merwin Award for Distinguished Service
- Add item 24C Professional Practices (Draft PPM Revisions)

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6. Approval of Minutes of the 8 November 2001 Meeting - *Cooper*

Motion 6: Cooper moved, Diamond seconded, "MOVED, that the minutes of the 8 November 2001 meeting be approved as is." Motion carried by voice.

7. Report of the President - *King*

President King gave an oral report in addition to his written report on pages 7-1 and 7-2.

8. Report of the Treasurer - *Giloi*

Giloi gave the report of the Treasurer. (see pages 8-1 and 8-33 of the *Agenda Book*).

9. Report of the Executive Director – *Hennage*

Hennage reported on recent activity in the society (see pages 9-1 through 9-5 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10. Status of Action Items - *Cooper*

The secretary reviewed the status of action items as of 1 January 2002 (see pages 10-1 and 10-2). Items 2, 3, and 17 remain open.

ACTION ITEMS

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18. 2002 Budget Amendments

A. Capital Budget
None brought forward

B. Operating Budget
None brought forward

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23. Amendments to the Society Bylaws - *Diamond*

A. Certification - Professional Practices Committee (Article VII)

Motion 23A: Diamond moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to bylaws Article VII, Educational Activities." Motion carried.

Article VII – EDUCATIONAL ACTIVITIES

Section 1: Educational Activities Board

The Educational Activities Board (EAB) shall develop, implement, and evaluate all polices and programs with respect to educational activities in the computer field at all levels. It shall be chaired by the vice president for educational activities and shall consist of the following members: the chairperson of Curriculum Development Committee, Accreditation Guideline Committee, Curriculum Assistance Committee, ~~Professional Certification Committee~~Certified Software Development Professional (CSDP) Training Committee, and Continuing Education Committee, and additional members appointed by the vice president for educational activities. The chairpersons of these committees shall be appointed by the president with the recommendation of the vice president for educational activities. The president may delegate authority for such appointments to the vice president.

~~**A. Section 5: Professional Certification Committee**~~

~~The Professional Certification Committee shall study, evaluate, and recommend policies and programs regarding computer professional certification and related activities.~~

Section ~~6~~5: Continuing Education Committee

B. Certification - Professional Practices Committee (Article XII, Section 15)

Motion 23A: Diamond moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to bylaws Article XII, Standing Committees, Section 15." Motion was referred back to Constitution & Bylaws.

Article XII – STANDING COMMITTEES

Section 15: Professional Practices Committee

There shall be a Professional Practices Committee with the mission of coordinating, in collaboration with relevant Computer Society boards, the society's participation in the development and maintenance of software engineering as a professional discipline~~s such as computer engineering, computer science, and information technology, and software engineering,~~ including: body of knowledge identification~~,~~; ~~curriculum,~~certification examination development, administration, and recertification; ethics~~,~~;and performance norms~~, and terminology.~~ The committee chair shall be appointed annually by the president. The chair shall appoint the members of the committee~~, including representatives of relevant program boards,~~ as provided in the *Policies & Procedures Manual*.

The Certified Software Development Professional (CSDP) Certification Committee shall plan, direct, and administer the CSDP certification examination and recertification process. The chairperson of the CSDP Certification Committee shall be appointed by the president with the recommendation of the chair of the Professional Practices Committee.

24. *Policies & Procedures Manual* Revisions - *Diamond*

A. Section 13.5.5, Harry Hayman Award for Distinguished Staff Achievement

Motion 24A: Diamond moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to the *Policies & Procedures Manual*, Section 13.5.5, Harry Hayman Award for Distinguished Staff Achievement." Motion carried by voice vote.

SECTION 13, AWARDS

13.5.5 Harry Hayman Award for Distinguished Staff Achievement

Contribution: Long and distinguished service of an exemplary nature in the performance of duties over and above those called for as a regular employee of the society.

Eligibility: Current IEEE Computer Society staff members of long standing.

Nominator: Anyone can nominate.

Award: Plaque and a ~~$2,500~~ $5,000 honorarium. A brochure featuring each recipient's contributions shall be produced for the award ceremony.

Presentation: At an appropriate function specified by the president.

Administration: This award is an exception to general awards practices in that nominees are considered and approved by the society's Executive Committee. Nominations should be made to that body through the president. However, the Awards Committee will assist in the logistics of the process, including the preparation of the brochure.

B. Section 13.5.6, Richard E. Merwin Award for Distinguished Service

Motion 6: Wah moved, Kasturi seconded, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendments to the *Policies & Procedures Manual*, Section 13.5.6, Richard E. Merwin Award for Distinguished Service." Motion carried by voice.

SECTION 13 AWARDS

13.5.6 Richard E. Merwin Award for Distinguished Service

Contribution: Outstanding volunteer service to the profession at large, including significant service to the IEEE Computer Society or its predecessor organizations. The award is for service as opposed to technical achievement.

Eligibility: The Richard E. Merwin Award is the highest level volunteer service award of the society, and the highest selection criteria are to be maintained. No current or past society president shall be eligible until four years after completion of presidential service.

Nominator: Anyone can nominate.

Award: Bronze medal and honorarium of $5,000. A brochure featuring each recipient's contributions shall be produced for the award ceremony. Funds for travel to the presentation site, if necessary, will be provided for the awardee and one companion.

Administration: A subcommittee of the Awards Committee solicits candidates and makes the preliminary selection. The prospective candidate(s) will be presented to the Awards Committee for discussion and recommendation, and to the board for approval.

Funding: Awards Committee budget.

C. Section 27, Professional Practices

Tripp distributed a draft of the proposed revisions for review and comments.

Section 27 PROFESSIONAL PRACTICES

27.0 PROFESSIONAL PRACTICES COMMITTEE

27.1 Membership

The president shall appoint the chair of the committee annually. The Vice Presidents for Educational Activities, Publications, Standards, and Technical Activities shall each appoint one (1) member of the committee. Up to four (4) additional members may be appointed by the chair as required to obtain the appropriate balance of technical, geographic, or other appropriate representation. The Computer Society representative to the IEEE Licensure and Registration Committee shall be a member of this committee ex-officio, with vote.

27.2 Duties and Responsibilities

The duties of the committee ~~shall be responsible~~ for coordinating the society's participation in the development and maintenance of software engineering as a professional discipline shall be as provided in the bylaws. ~~s such as computer engineering, information technology, test technology, software engineering, and other appropriate specialty or applications areas. Its activities shall include: body of knowledge identification, curriculum, ethics, performance norms and~~

~~terminology. This involves recruiting participants for professional practices and standards committees.~~

27.3 Certified Software Development Professional (CSDP) Certification Committee

27.3.1 Duties and Responsibilities

The committee shall plan, direct, and administer the CSDP examination and CSDP recertification process. The committee shall present annual budgets, including examination fees and examination frequencies, to the Board of Governors for approval. The committee will maintain test materials, administer the recertification program, identify topic areas not covered by the certification examination, recommend necessary changes to existing examinations, and recommend termination or development of the examination. The committee will also review the certification program once every 4 years.

27.3.2 Membership

The CSDP Certification Committee is a formal subcommittee of the Professional Practices Committee. The CSDP Certification Committee will consist of seven members. For the initial two years, seven members will be appointed by the chair of the Professional Practices Committee with the concurrence of the Board of Governors. The seven positions shall have staggered one- and two-year terms, with all subsequent terms being two years. The officers of the committee shall be a chair, vice-chair, secretary and a treasurer. After two years, the committee will elect its officers.

After the initial two years, four committee positions shall be elected by CSDP certificate holders in good standing. Candidates shall be CSDP certificate holders in good standing and shall be nominated by the Professional Practices Committee Chair with the concurrence of the Board of Governors. The Professional Practices Committee Chair shall nominate three additional members with the concurrence of the Board of Governors, and the approval of the Professional Practices Committee. The additional committee members shall include one member to bring viewpoints from the public, one member to bring viewpoints from employers, and one Professional Practices Committee member. Members may serve no more than two consecutive terms. With the concurrence of the Board of Governors, the Professional Practices Committee shall elect a member to fill the unexpired part of the term of any office that may become vacant.

The Professional Practices Committee may terminate the membership of a CSDP Certification Committee member for cause as described in the *CSDP Certification Committee*.

27.4 Appeals Panel

An Appeals Panel shall be appointed by the Professional Practices Committee, and shall consist of not fewer than three nor more than five members. All of the Appeals Panel members must be certificate holders in good standing. At least one member should not be a member of the CSDP Certification Committee. The appeals process shall be described in the *CSDP Certification Handbook*.

27.5 CSDP Certification Handbook

The CSDP Certification Committee shall create and maintain the *CSDP Certification Handbook*, which sets forth procedures for the operation of the CSDP program. The CSDP Certification Committee may modify its procedures without Board of Governors approval provided that its procedures are consistent with society and IEEE policies and procedures and approved by the Professional Practices Committee. However, any change to certification program procedures shall be published in the Agenda Book prepared for the next Board of Governors meeting following the

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change. The chair of CSDP Certification Committee is responsible for ensuring that a copy of the then-current handbook is distributed to the Professional Practices Committee and the Board of Governors at the beginning of each calendar year. This handbook will be maintained by the Volunteer Services Staff and periodically reviewed by legal counsel.

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27.2.2

~~The committee chair shall solicit nominations for two of the three Computer Society members of the Software Engineering Coordinating Committee (SWECC) from the TCSE, SESC, and other interested society groups. The third candidate will be recommended by the chair of the TCSE. The committee will recommend three candidates to the president who shall make the appointments. Should the president decline to appoint one of more of the recommended candidates, the committee or the chair of the TCSE, as appropriate to the source of the recommending alternate candidates until the president has accepted and appointed persons to all three vacancies.~~

~~The initial three appointments shall be made for staggered one ,two , and three year terms, with all subsequent terms being three years. Individuals may be appointed to no more than two consecutive three year terms. Individuals who initial terms is for less than three years may be appointed to a third term at the discretion of the president. If exceptional circumstances arise where it is in the society's interest to do so, the president may appoint an individual to a third three-year term with the consent of the Board of Governors. One of the three CS members will serve as the SWECC chair or co-chair as provided in the SWECC charter.~~

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DISCUSSION ITEMS

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REPORTS

40. AD HOC COMMITTEES

40A. No reports.

41. EXECUTIVE COMMITTEE MEMBERS

41A. President-Elect - *Diamond*

No report.

41B. Vice President, Chapters Activities - *Cross*

(See pages 41B-1 and 41B-2 of the *Agenda Book*.)

41C. Vice President, Conferences & Tutorials - *Engel*

(See page 41C-1 through 41C-3 of the *Agenda Book*.)

41D. Vice President, Educational Activities - *Chang*

(See pages 41D-1 and 41D-2 of the *Agenda Book*.)

41E. Vice President, Publications - *Kasturi*

(See pages 41E-1 and 41E-2 of the *Agenda Book*.)

41F. Second Vice President, Standards Activities – *Johnson, L.*

(See pages 41F-1 through 41F-7 of the *Agenda Book*.)

41G. First Vice President, Technical Activities - *Scherrer*

(See pages 41G-1 through 41G-4 of the *Agenda Book*.)

41H. Secretary – *Cooper*

No report

41I. Past President - *Wah*

No report.

41J. IEEE Division V/VIII Directors - *Pollock/Williams, T.*

No report.

41K. *Computer* Editor-in-Chief - *Aylor*

No report.

42. STANDING COMMITTEES

42A. Audit – *Albert-Howard*

No report.

42B. Awards - *Garcia*

Garcia gave a brief oral report.

42C. Computer Society International Design Competition - *Clements*

(See pages 42C-1 through 42C-2 of the *Agenda Book*.)

42D. Constitution and Bylaws - *Diamond*

No report.

42E. Elections – *Williams, M.*

No report.

42F. Electronic Products and Services - *Hoelzeman*

No report.

42G. Fellows – *Carver*

No report.

42H. Finance - *Giloi*

No report.

42I. History – *Liu*

No report.

42J. Intersociety Cooperation – *Wah*

Neural Networks Council Representative Report

No report.

Sensors Council Representative Report

No Report.

42K. Membership – *Wah*

No report.

Ombudsman/Member Services Report – Mengel

42L. Nominations - *Wah*

No report.

42M. Personnel and Compensation - *Diamond*

No report.

42N. Planning - *Diamond*

No report.

42O. Professional Practices Committee – *Tripp*

(See pages 42O-1 thru 42O-4 of the *Agenda Book*.)

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44. STAFF

44A. Publisher - *Burgess*

(See pages 44A-1 thru 44A-6 of the *Agenda Book*.)

44B. Director, Information Technology - *Care*

(See pages 44B-1 thru 44B-4 of the *Agenda Book*.)

44C. Director, Volunteer Services – *Kelly*

(See pages 41C-1 and 41C-2 of the *Agenda Book*.)

Technical Meetings Final Reports Received Since Last Agenda Book
(See pages 41C-3 thru 41C-6 of the Agenda Book.)

Technical Meetings Approved Since Last Agenda Book
(See pages 41C-7 thru 41C-8 of the Agenda Book.)

Technical Meetings Final Reports Overdue
(See pages 41C-9 thru 41C-12 of the Agenda Book.)

Technical Meetings Schedule
(See pages 41C-13 thru 41C-36 of the Agenda Book.)

44D. Director, Finance & Administration – *Doan*

(See pages 44D-1 thru 44D-2 of the *Agenda Book*.)

December 2001 Membership Report
(See pages 44D-3 and 44D-4 of the *Agenda Book*.)

Asia/Pacific Office Report
(See pages 44D-5 and 44D-6 of the *Agenda Book*.)

45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 4:00 p.m. on Thursday, 9 May 2002 in Portland, Oregon USA.

51. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

List of Attachments

None.