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Operations Manual

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SECTION 1 – INTRODUCTION

1.1 IEEE INCORPORATION
IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any actions, which relates to that law.

1.2 IEEE GOVERNANCE
(From IEEE Bylaw I-300)

The policies, procedures, rules and regulations by which the IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE’s fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies is contained in these IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-for-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units such as operations manuals, policy statements and organizational unit bylaws shall conform to and not conflict with the provisions of the IEEE governing documents cited above. The IEEE Board of Directors shall resolve any issues related to the interpretation of, and conformance of other documents to IEEE’s governing documents.

1.3 IEEE VISION AND MISSION

VISION
To advance global prosperity by fostering technological innovation, enabling members’ careers and promoting community worldwide.

MISSION
The IEEE promotes the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession.

1.3.1 References
IEEE Vision and Mission
1.4 CONFLICT OF INTEREST
(From IEEE Policy 9.8)

For the purpose of this policy, conflict of interest is defined as any situation in which a member’s decisions or votes could substantially and directly affect the member’s financial or business interests. It is the responsibility of all IEEE members in any elected, appointed, or volunteer position of an IEEE activity to consider each item of business where they have a vote or decision authority to determine if a conflict of interest may exist. Any such recognized potential conflict shall be made known immediately to the person in charge of the activity (or the next higher authority if the member is in charge) who, after consultation with other individuals in the activity, will advise the member of the proper course of action and cause a notation of the action to be entered in the activity’s record. This policy shall also apply to non-members who are serving the IEEE in some capacity.

1.4.1 References
IEEE Policy 9.8

1.5 IEEE CODE OF ETHICS

We, the members of the IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world, and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

1. to accept responsibility in making engineering decisions consistent with the safety, health and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;

2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;

3. to be honest and realistic in stating claims or estimates based on available data;

4. to reject bribery in all its forms;

5. to improve the understanding of technology, its appropriate application, and potential consequences;

6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;

8. to treat fairly all persons regardless of such factors as race, religion, gender, disability, age or national origin;

9. to avoid injuring others, their property, reputation, or employment by false or malicious action;

10. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

Approved by the IEEE Board of Directors August 1990

1.5.1 References

IEEE Code of Ethics

1.6 PURPOSE OF EAB OPERATIONS MANUAL

In compliance with IEEE Policy 9.21, this EAB Operations Manual describes the principal activities and administrative processes of the IEEE Educational Activities Board (EAB). The manual contains those items that directly affect the operations of the EAB and the decisions of the EAB on matters delegated to it by the IEEE Board of Directors. It is intended to provide a guide for consistent application of practices and procedures by EAB officers and members, EAB Committees, and the IEEE Educational Activities professional staff team.

1.6.1 References


1.7 FORMAT OF THE EAB OPERATIONS MANUAL

This Operations Manual has been arranged in sections, which cover procedures for the operations of the different facets of IEEE Educational Activities. This EAB Operations Manual will be provided on the EAB Administration Website.

1.8 REVISIONS TO THE EAB OPERATIONS MANUAL

This EAB Operations Manual is intended to be updated as necessary. Proposed changes to the EAB Operations Manual shall be distributed to all voting members of the EAB ten (10) days prior to the EAB meeting at which the vote shall be taken. An affirmative vote of a majority of
members of EAB present and entitled to vote, at the time of the vote, provided there is a quorum shall be required to approve revisions to the EAB Operations Manual.

(From IEEE Bylaw I-303.9)

1. **Major Board Operating Procedures.** Each Major Board shall adopt operating procedures that are responsive to the needs of such Major Board for the purpose of governing its operations and administration. These operating procedures shall be maintained in an Operations Manual and shall conform to and not conflict with the IEEE governance documents described in Bylaw I-300. The Operations Manuals or any amendments to its procedures shall not be adopted until such Operations Manuals or any amendments have been submitted to and reviewed by the IEEE Governance Committee. The minimum required information to be contained in the Major Board Operations Manuals shall be specified in the IEEE Policies.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units shall be reviewed and approved by the Board using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the sections of this manual for which EAB is responsible, which shall follow that process, and for which review and consent shall be obtained by additional Major Board or Committees, as indicated, prior to submission to the IEEE Board of Directors.

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1.8.1 **References**

IEEE Bylaw I-300.4  Action of the Board of Directors and Committees

IEEE Bylaw I-303.9  Major Board Operating Procedures

1.9 **EAB MISSION – IEEE BYLAW I-303.3**

(From IEEE Bylaw I-303.3)

The IEEE Educational Activities Board (EAB) shall recommend to the Board of Directors policies on educational matters and implement programs specifically intended to serve and benefit IEEE members in educational pursuits, the engineering and scientific community, and the general public. These programs shall include the broad planning of educational activities of
IEEE EDUCATIONAL ACTIVITIES BOARD

OPERATIONS MANUAL

the IEEE, the development and delivery of continuing education products and activities, the
development of guidelines for the IEEE representatives to accreditation bodies, the monitoring
of accreditation activities, the coordination of pre-university programs, and the representation
of the IEEE in matters regarding engineering education. The EAB shall be the IEEE interface in
education-related matters with external bodies. EAB shall be responsible for administration of
the annual assessment paid to ABET (formerly Accreditation Board for Engineering and
Technology, Inc.) (IEEE Bylaw I 108 Dues, Assessments and Fees).

1.9.1 References
IEEE Bylaw I-303.3 – Educational Activities Board

IEEE Bylaw I-108.6 – Assessments

1.10 EAB VISION

To become a major resource of choice for learners, educators, and education policy makers in all
educational matters within IEEE’s fields of interest.

To be the voice of professionals in IEEE’s fields of interest on education policy; accreditation;
curriculum development; pre-university science, mathematics, engineering and technology
education; and continuing education.

1.11 IEEE POSITIONS PAPERS

(From IEEE Policy – Section 15 – IEEE Position Papers, Organizational Unit Position
Statements, and Testimony Before Government Bodies)

The IEEE recognizes the need for public statements on topics within the scope and purposes of
IEEE. Such statements and papers can provide timely information to the public, media, public
agencies, and IEEE members.

Such statements and papers can be developed and used primarily by an individual IEEE
organizational unit, under the title of "Organizational Unit Position Statement," or they may
be developed with a broader IEEE-wide base in mind under the title of "IEEE Position Paper."

1.11.1 IEEE Position Paper on Accreditation of Academic Programs in Engineering,
Computing, and Technology

Approved by the IEEE Board of Directors 18 November 2007
Endorsed by the IEEE Educational Activities Board 17 November 2007

1.11.1.1 Purpose: This document describes the views of IEEE on accreditation of
educational programs in engineering, computing, and technology (later
referred to as “accreditation”). The document is intended to guide IEEE volunteers and staff members in their activities in the arena of accreditation and to provide other constituencies, including accrediting bodies, professional associations, governmental decision-making bodies, and academic programs, with IEEE’s opinions and advice.

1.11.1.2 Objective of Accreditation: Accreditation is intended to provide degree-granting academic programs with a credential. The credential can be used by the programs and their constituencies – the general public, students and prospective students, employers, industry, and governmental bodies – to assess the quality of the program and the extent to which it achieves its own goals as well as agreed-upon educational standards. The process of accreditation also serves to foster self-examination by learning institutions; to develop a dialog between constituents of educational programs on content, methods, and outcomes; and to encourage continuous improvement of academic programs. Accreditation often plays a role in decisions about enrollment in schools, hiring of employment seekers, and licensing of professionals by governmental bodies. Accreditation of a program is sometimes used as an indicator that graduates of the program received education that qualify them to be employed as professionals at a certain level (e.g., entry level) or to become candidates for a professional license.

1.11.1.3 Processes: At present, various processes are used to conduct accreditation. These processes usually include (1) self-study by the programs that are candidates for accreditation; (2) demonstration of adherence to criteria and processes required by the accrediting body (this demonstration is made through documentation of procedures, collection and analysis of data, and calculation of statistics); (3) communication between program evaluators appointed by the accrediting body and the principals of the program; and (4) site visits. Most present accreditation processes are discrete in time: accreditation is performed every few years and is characterized by a short period of intense activity, often followed by several years of low-level activity (typically the routine collection of data about the program). Moreover, most current processes are non-transparent. The complete process is conducted by a small group of program evaluators and accrediting body officials in close cooperation with the candidate program personnel. The only outcome available to the public is the announcement that a credential was granted to a successful candidate program.

1.11.1.4 Value of Accreditation Credential: The value of the accreditation credential depends on the clarity of the description which defines what it ascertains, the reputation and independence of the accrediting body, the fairness and transparency of the process leading to credential granting, and the time at which the credential was awarded. It has been IEEE’s experience that credentials provided by non-governmental bodies with a broad base of support
by academia, professional associations, governmental agencies and industry tend to be more valuable than those granted by government-dominated bodies or bodies that are controlled by a single industry or a single corporation.

1.11.1.5 Uses and Misuses of the Accreditation Process: At its best, accreditation serves to encourage progress in higher education and increase adaptation of programs and curricula to new developments in science, technology, and the marketplace. Accreditation can foster the development of more responsive and adaptive programs, lead to superior pedagogical methods, and make education more exciting, effective, and relevant. At its worst, accreditation can serve as a vehicle to entrench old traditions, perpetuate rigid prescriptions that inhibit innovation and progress, and act as a sinkhole for program resources that are devoted to over-elaborative preparations for accreditation visits rather than to improvement of education. When misused, accreditation can become an intimidation tool in the hands of the establishment, a mechanism for pressing school administrations for resources, or a vehicle for political maneuvering.

1.11.1.6 Alternatives to Accreditation: Accreditation is not the only mechanism used by constituents of educational programs to evaluate quality and make enrollment, hiring, and licensing decisions. Reputation and rankings of programs, evaluation of individual skills through grades and continuing education credentials, and on-the-job training and testing have been used to supplement and sometimes substitute for accreditation. It is likely that the importance of accreditation will be challenged by the increased transparency of institutions and programs brought about by information technology, and by industry’s increased emphasis on proven capabilities of graduates (as opposed to formal titles and traditional labels). If accreditation is to continue to serve a useful role, it has to adapt to the changing educational and business environments.

1.11.1.7 Globalization and Accreditation: The increased mobility of engineering, computing, and technology work has presented two complementary challenges to the accreditation system. On one hand, it has weakened the use of accreditation as a prerequisite for entering the profession, since many engineering and computing tasks were exported to regions where accreditation, as well as licensing, are non-existent or are very weak. On the other hand, the increased mobility of work has increased the demand by some multinational corporations for new accrediting bodies and new mutual recognition agreements that would assist in developing entry requirements for job applicants.

1.11.1.8 Scope of Accreditation: IEEE believes that all engineering, computing, and technology programs leading to degree (e.g., most programs leading to degrees such as Bachelor of Science, Bachelor of Engineering, Master of
Science, and Master of Engineering) can and should be accredited. Accreditation should not hinge on, but rather be an input to, the determination of whether or not individuals who completed a program are ready to practice – and at what level they can practice.

1.11.1.9 Plurality of Methods: IEEE believes that there are many acceptable accreditation processes. A variety of processes (including those labeled at present “prescriptive” and “outcome based”) can be useful, as long as their (pertinent) goals are clearly stated and as long as the accrediting bodies are able to measure and assess whether these goals are achieved. However, regardless of approach, IEEE believes that accreditation needs to be based on program objectives rather than on particular procedures. Over-prescription of curriculum content is as bad as excessive prescription of accreditation-related procedures.

1.11.1.10 Core Curriculum and Core Body of Knowledge: While the notions of Core Curriculum and Core Body of Knowledge can be useful, IEEE does not consider them mandatory components of an accreditation process. Programs that maintain flexible curriculum with no adherence to specific “cores” can be (and have been) successful in preparing graduates that are well versed and capable of functioning within the pertinent disciplines. Similarly, while providing a broadening of scope in areas such as economics, the law, and the humanities is of potentially great value to students of engineering, computing, and technology, we believe that the extent of such integration should be left largely to the programs, and depend on the kind of professional they aim to graduate.

1.11.1.11 Core Values: Accreditation must be values-based. Core values, such as human rights, respect for diversity, and fair treatment for all constituencies must form the foundation of the process. The aims of a specific program and the cultural and economic environment wherein it operates play a legitimate role in goal setting and hence in accreditation. Diversity of aims and cultures should not, however, be used to justify the violation of human rights of members or prospective members of the learning community. IEEE objects to providing accreditation credentials to programs that violate the United Nations Universal Declaration on Human Rights or violate the IEEE Code of Ethics.

1.11.1.12 Economical Operation: IEEE believes that the accreditation process should be economical. Requirements imposed on programs by accrediting bodies should be made with the conviction that these are necessary to the accreditation process. Requirements should be revisited from time to time to ensure that they provide meaningful input to the accrediting body and the programs. The accreditation process should examine the primary issues and is not meant to
be a complete, detailed, “360-view” inspection. It should be manageable and avoid placing an undue burden on an institution or program.

1.11.13 Transition to Continuous Processes: A principal objective of the accreditation process is to allow programs to measure their own performance, and improve their curricular content, educational methods, and impact, on a regular basis. Consequently, IEEE favors transition into accreditation processes that rely on continuous self-reporting and peer review (rather than relying on discrete-time events such as periodic inspections). Ideally, data needed for accreditation will be collected and analyzed routinely, and programs will be ready for inspection, including a site visit, at any time.

1.11.14 The Role of Information Technology: Information technology has enabled increased use of electronic communications in presenting and assessing data required for accreditation. IEEE believes that these means can assist in reaching the goal of making accreditation and process improvement continuous rather than discrete. Moreover, information technology can increase the transparency of accredited programs. Consequently, tasks such as self-study and reporting of statistics ought to become routine and regular rather than singular events (as they are at present, in most programs). While site visits are likely to be a feature of the accreditation process for many years to come, IEEE believes that in time such visits should become shorter, more focused, and scheduled at random times rather than at constant intervals.

1.11.15 Increased Transparency: IEEE believes that in time the evaluation of programs needs to be made by groups that constitute academics, practitioners, employers, representatives of governmental bodies, students, and the general public. Understandably, representatives from each of these sectors will be expected to limit their purview to pertinent areas. IEEE realizes that transition to such broad evaluation would require significant changes in current processes but believes that, as data and access to data become easier and less expensive, broader participation would benefit the credibility and acceptability of the accreditation process.

1.11.16 Accreditation and the Law: IEEE does not favor the institutionalization of specific accreditation processes or specific accreditation credentials in the law.

1.11.17 Accreditation across Borders: IEEE favors the formation of national and regional accrediting bodies and foresees the future formation of multi-national accrediting bodies where appropriate. At the same time, IEEE strongly disfavors permanent arrangements that have the accreditation of programs in one country performed and approved by an accrediting body from another country or region. Instead, IEEE favors the formation of local,
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regional, and multi-national bodies where constituents from the countries where the programs are accredited are fully represented in voice and in vote. IEEE supports – and will foster and assist – the development of mutual recognition agreements between accrediting agencies.

1.11.1.18 The Role of Professional Associations and IEEE: IEEE believes that professional associations, such as the IEEE, ought to play a major role in accreditation, and bring to the process the viewpoint and experience of the profession. Another advantage of professional association participation lies in the value of the human resources, mostly volunteers that professional associations can mobilize. IEEE seeks a leadership position in all accrediting bodies worldwide which accredit programs within IEEE’s technical fields of interest (as defined by the areas of IEEE’s Technical Societies). IEEE seeks to cooperate with other associations both within and without these fields in creating, maintaining, supporting, and expanding accrediting bodies for programs in engineering, computing, and technology.


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1.11.2 IEEE Position Paper on the First Professional Degree in (FPD)

Approved by the IEEE Board of Directors 18 November 2007
Endorsed by the IEEE Educational Activities Board 17 November 2007

1.11.2.1 Background: The first professional degree (FPD) in engineering is the customary degree needed for the practice of engineering. Practice is understood to be carried out in an industrial setting, and does not require much additional academic training. It is widely accepted that in a field as large and diverse as engineering, some specialties require significant training beyond the FPD. For example, researchers and academics often need advanced degrees. Individuals who branch into sales and marketing often seek additional degrees in business administration. Still, the concept of the FPD is useful, since it informs the public (and licensing bodies) about the minimum requirements that qualify an aspiring professional for practice.

Since the 1920s, the FPD in engineering in most regions of the world has been a baccalaureate degree, requiring the equivalent of full time study of approximately four years (eight semesters or twelve quarters, typically 60 ECTS or 32 US semester credits per year). Current programs of this scope in engineering typically require schooling in mathematics; exact sciences and life
scientists; fundamentals and practice of engineering; laboratory and design experience; metrology and experimentation; ethics and professionalism; and selected topics from other disciplines, including the humanities, business and law. Some programs also include industry-based experience in the form of cooperative education or internships.

While some educational systems (including some that follow the Bologna Process) offer Bachelor degrees after a period of study of only three years (approximately 180 ECTS or 96 US semester credits), these programs are widely considered to provide pre-engineering degrees; an additional year of schooling is generally expected in order for the graduate to be ready to engage in engineering practice. Other systems that traditionally required longer schooling for the FPD in engineering have been largely converted by the early 21st century; most now offer a baccalaureate four-year degree or a three-year Bachelor degree in addition to more advanced degrees.

1.11.2.2  Proposals To Require Additional Schooling For The FPD In Engineering: From time to time researchers, professional associations, policy institutes, and licensing bodies have re-examined the requirements for the FPD in engineering and suggested alternatives to the four-year baccalaureate degree as FPD. Among those alternatives were: (1) a Master of Science degree (approximately 300-360 ECTS or 160-192 US semester credits), (2) a Bachelor+30 US semester credits; and (3) the degree Doctor of Engineering.

The reasoning for the additional requirements often included the following elements: (1) the educational needs of engineers have outgrown the time available for instruction in 4-year programs; (2) other professions (e.g., medicine, law) require more schooling for the FPD; (3) industry finds that many graduates of 4-year engineering programs require significant and costly training in order to function in the workplace.

1.11.2.3.  IEEE Position on the FPD in Engineering: This position paper focuses on engineering areas within IEEE’s fields of interest.

1.11.2.3.1  IEEE believes that education is an essential life-long need for engineers, and that significant learning is necessary for engineers of all disciplines beyond the studies that qualified them for the FPD. Consequently, continuing education should be an integral part of the career plans of most if not all engineers.

1.11.2.3.2  IEEE believes that studies beyond the traditional four-year degree and the attainment of higher degrees such as Master of Science and Doctor of Philosophy/Doctor of Science are appropriate and in many cases necessary for engineers whose career path requires research, topical specialization, and contribution to the state of the
art in engineering science. For many other engineers, higher education in areas such as business, economics and law is equally essential; it improves performance and fosters understanding of systems and processes that are part of the engineer’s professional tasks.

1.11.2.3.3 IEEE does not believe, however, that a mandatory, across-the-board requirement for more formal education for engineers is warranted, beyond the FPD currently decreed by tradition and practice.

There are several reasons for this conclusion: (1) the wide range of engineering tasks and careers is likely to make a meaningful uniform higher education standard for engineers extremely hard to formulate and justify; (2) the increased barriers for entry into engineering, as well as the increased costs brought about by a more demanding FPD are unlikely to strengthen the profession or be offset by the quality gains that more stringent requirements would produce; (3) while training “on the job” is a costly endeavor for employers of engineers, a more demanding FPD by itself is unlikely to provide relief in this area; (4) there does not appear to be evidence of gaps in quality of engineering work or in related engineering-related public interests that a new requirement for a FPD in engineering would easily address; (5) neither the public nor the employers of engineers appear to demand that, as a general rule, all engineers have a Master of Science or other post-baccalaureate education; (6) those employers who felt that they need engineers with higher degrees have already imposed the necessary requirements.

The rules of supply and demand appear to have established equilibrium between these needs and the availability of university graduates with the required credentials.

1.11.2.3.4 IEEE recognizes that the engineering curriculum had expanded to the point that many programs struggle with overly crowded study plans (too many topics, courses, requirements, and sub-disciplines). IEEE believes that the solution to this problem does not lie in extending the period of schooling, but in developing and providing smarter, better designed, and more adaptive curricula. These curricula would offer students choice, good balance between breadth and depth, strong emphasis on developing self-education skills, and the ability to manage key resources such as archival literature and time. In the face of the continued expansion of the scientific and engineering disciplines it is unlikely that two
additional mandatory years of schooling without curricula restructuring would solve any fundamental problem. Rather, it is likely that new proposals will emerge later to move from six mandatory years of schooling to eight or ten.

1.11.2.3.5 This position paper does not speak to educational or other requirements imposed by nations and governmental bodies to regulate the licensure of engineers.

APPENDIX: How This Position Paper Was Developed

This policy statement was created by the IEEE Educational Activities Board (EAB). EAB discussed the FPD with pertinent IEEE organizational units, including the IEEE Committee on Technology Accreditation Activities, the IEEE Committee on Engineering Accreditation Activities, the IEEE Accreditation Policy Council, IEEE-USA, the IEEE Educational Activities Board, and the IEEE Board of Directors. An article presenting arguments for and against changes in the status quo was published in the September 2007 issue of The Institute. IEEE members were asked to weigh in on the issues outlined. Several hundred responses were received, read and analyzed. Several regional organizational units were invited by EAB to provide additional input.

15 November 2007 – FPD in Engineering Version 005, composed by Dr. Moshe Kam with input from IEEE-USA

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1.11.3 IEEE Position Paper on the Role of Technical Standards in the Curriculum of Academic Programs in Engineering, Technology and Computing

Approved by the IEEE Board of Directors 29 June 2009
Endorsed by the IEEE Educational Activities Board 14 February 2009
Endorsed by the IEE Standards Board of Governors 6 December 2008

Introduction

1. The purpose of this document is to define the desired role of technical standards in education within engineering, technology, and computing (ETC) academic curricula in the technical areas of interest of IEEE.

2. Technical standards are established norms or requirements. They are usually available as formal documents that determine uniform engineering, technical, performance and interoperability criteria, methods, processes and practices. Among their uses are the setting of specifications at the onset of a design, defining
constraints during the detailed design process, and serving as benchmarks during testing.

Introducing standards in the classroom will augment the learning experience by pointing students to available design tools, and to best industry practices. Student knowledge of standards would facilitate the transition from classroom to workplace by aligning educational concepts with real-world applications and market constraints.

**General Intent**

3. Along with its activities in the area of standard development, IEEE is committed to the development and dissemination of educational materials about standards.

4. Recognizing that the role of standards in current ETC academic curricula is often unclear, and that most graduates of ETC programs receive little systematic education on standards, IEEE desires to redefine and enhance the integration of standards in academic education.

5. Integration of standards in ETC curricula may be achieved in several forms:

   a. By reference – indication that a process or a device is covered by a technical standard and a citation of the standard
   
   b. By introducing the principal technical specifications of a standard – an indirect introduction to a technical standard by extraction of principal aspects of the standard and incorporating them in classroom instruction, homework assignments, laboratories or projects
   
   c. By direct use of a published standard (or a significant excerpt of a published standard) in classroom instruction, homework assignments, laboratories or projects
   
   d. By regular use and reference to technical standards in large scale projects, especially last year design or “capstone” projects [4].

6. IEEE’s recommendations regarding the role of technical standards in the curriculum of academic programs in engineering, technology and computing

   6.1 IEEE recommends that exposition to standards by reference (5a) be made the norm in all ETC curricula, and that this goal be assisted by increased use of textbooks that review and include references to technical standards in their narrative.

   6.2 IEEE recommends that during their last or next-to-last academic year, ETC undergraduate students in standard curricula be exposed multiple times to introductions to the principal technical specifications of a standard (5b). Such
introductions can be provided through in classroom instruction, homework assignments, laboratories or projects.

6.3 IEEE recommends that during their last or next-to-last academic year, ETC undergraduate students be exposed to at least one instance of extensive direct use of a published standard (5c).

6.4 IEEE recommends that, to the extent practicable, last year design or “capstone” projects make regular use of technical standards, and that the relevance and applicability of technical standards be part of progress and final reports on such projects. Among the proposed activities is a “standards search” at the commencement of each project, paralleling the common patent and literature searches.

References

1.12 EAB OBJECTIVES

The IEEE, as an educational and scientific organization dedicated to the advancement of its fields of interest, has a vital interest in the competence and quality of those engaged in these fields. This interest places an important responsibility on the IEEE to actively participate in the
maintenance and improvement of the education systems that prepare individuals to enter the profession and that enable them to continue their technical learning and development throughout their careers. To carry out this responsibility, the Educational Activities Board shall:

A. Develop positions and undertake action, where appropriate, that will help assure high quality science, mathematics, and engineering and technology educational backgrounds for all pre-university students, to the extent practical.

B. Initiate and support activities that will attract high quality students, including members of underrepresented groups, to the IEEE fields of interest.

C. Initiate and encourage programs that enhance academic environments so as to attract and retain high-quality individuals into careers in education within IEEE’s fields of interest.

D. Interact with institutions engaged in education in IEEE’s fields of interest throughout the world to exchange experiences and to assure that educational needs are being met.

E. Develop and foster programs that encourage faculty in IEEE’s fields of interest to preserve their currency with industrial practice and to encourage practitioners to participate in the educational process.

F. Influence the content and quality of educational programs in IEEE’s fields of interest by responsible and effective participation in accreditation activities and the development of model curricula.

G. Encourage study beyond the basic degree, either in practice-oriented or research-oriented programs, in order to prepare for the broad scope of responsibilities expected of professionals in constantly evolving technological fields.

H. Initiate programs to motivate practitioners to pursue, and their employers to encourage and support, continuing education throughout their careers; so that they may maintain high levels of quality and productivity in meeting their professional obligations to employers, clients and the general public.

I. Promote and reward excellence and innovation in the development and implementation of educational programs and activities that relate to the IEEE fields of interest.

J. Initiate and encourage government action when and where appropriate to support policies and programs which enhance education in IEEE’s fields of interest.

K. In cooperation with other organizational units, educate the public to raise awareness of, and appreciation for, the contributions of researchers and practitioners in the IEEE fields of interest to human welfare, the environment, and raising standards of living worldwide.
Revisions to the EAB Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

18 October 2007

1.13 EDUCATIONAL ACTIVITIES - IEEE POLICIES INTRODUCTION (SECTION 3)
(From IEEE Policies Introduction – Section 3)

*Educational Activities: The Educational Activities Board prepares and conducts educational programs designed to support the individual member during his/her professional career, with particular emphasis on continuing education and career development. It also assists the profession at large in such areas as pre-university guidance, accreditation of engineering curricula, professional registration and certification.*

EAB operates in four principal areas:

A. Pre-university Education
B. University-level Education
C. Post-university (continuing) Education
D. Promotion of Public Awareness of Engineering and Technology

A. Pre-university Education

EAB develops and administers programs focused on the needs of pre-university students, their parents, teachers and counselors. The primary aim of these activities is to increase the understanding of engineering, computing, and technology (ECT) (including higher education in ECT) among the pre-university constituencies. One expected outcome of this activity is that it would increase the propensity of young people to choose ECT as a career path. However, EAB and IEEE have fundamental interest in increasing understanding and awareness of ECT among all learners since the impact and use of modern technology transcend the boundaries of the ECT professions.

EAB seeks to administer these activities to large segments of the public, and it makes use of state of the art technology to reach the widest possible audience. At the same time EAB seeks to harness the power of its volunteers to help the pre university system in the volunteers’ locales, and it develop and administers programs that bring together volunteers and teachers in order to provide the latter with tools that bring ECT and design to the classroom.

B. University-level Education

EAB seeks to bring the input of the profession to all key aspects of university-level education in IEEE’s fields if interest. Accordingly EAB participates actively in accreditation activities, and seeks to help IEEE volunteers develop, enhance, and participate in the development,
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governance, and administration of accreditation programs. EAB seeks to develop model curricula that would guide academic programs in IEEE's fields of interest, especially in emerging and rapidly evolving sub-disciplines. EAB seeks to improve pedagogy in engineering, computing, and technology (ECT) and accordingly develops projects and supports studies that develops and test new teaching and learning methods. EAB seeks to enhance the career and professional development of ECT faculty as effective teachers, researchers, administrators and contributors to the profession. EAB also seeks to assist other Organizational Units in engaging ECT students in IEEE activities and programs and enhancing the education process in order to prepare students for entering the profession and succeeding as technical practitioners.

C. Post-university (continuing) Education

EAB seeks to provide professionals in its fields of interest with original (as well as adopted and redeveloped) tools for continuing education. Accordingly EAB develops and administers programs that harness the knowledge and experience of its members to develop courses, workshops and archival material for the education of practitioners. Furthermore, IEEE seeks to collect, adopt, repackage and offer relevant educational material developed outside IEEE which can be of use to practitioners. Preference is given to activities that can reach wide audiences through modern communication technology. EAB provides learners who have completed successfully the study of IEEE educational modules with continuing education units (CEUs) (see below). EAB also seeks to assist other Organizational Units in development and administration of certification programs, especially programs in emerging fields which industry expresses interest in understanding and adopting.

D. Promotion of Public Awareness of Engineering and Technology

Understanding of engineering, computing, and technology (ECT) by the general public is an overarching objective of IEEE. IEEE believes that the ubiquity of technology and the impact of technology on human welfare necessitate a basic technological literacy by all adults, and by learners of all ages. In addition to its promotion of ECT awareness through pre-university activities EAB seeks opportunities to develop and disseminate educational material of wide appeal, and contribute to public awareness campaigns of other IEEE organizational unites and other professional association in ECT.

1.14 EDUCATION CONFERENCES

EAB, on its own or in cooperation with other IEEE and non-IEEE interested parties, organizes and sponsors meetings, seminars, symposia, conferences, workshops, exhibits and other programs on matters related to the pertinent interests of IEEE members, the engineering and scientific community, and the general public. The purposes of these activities are: to provide mechanisms for effective communication among members, educators, employers, and representatives of government on engineering, computing, and technology (ECT) education; to exchange information, share expertise and develop the synergism necessary to create and implement educational programs for lifelong learning; to examine and influence trends in ECT education;
and to develop blueprints and proposals for the education of, and consideration by, policy makers that influence ECT education.

August 2007

1.15 CONTINUING EDUCATION UNITS (CEUS)
Approved by IEEE Board of Directors February 2012)

The Educational Activities Board (EAB) shall be responsible for the development, dissemination, and updating of IEEE guidelines on CEUs. The Continuing Education Committee of the IEEE Educational Activities Board shall be responsible for assuring compliance of IEEE organizational units with IEEE guidelines and procedures on CEUs. The EAB shall maintain a CEU registry of all individuals participating in these courses; individual records shall be kept in accordance with IEEE record-retention policies.

The Continuing Education Committee of the IEEE Educational Activities Board is responsible for assuring compliance with these guidelines. IEEE Educational Activities maintains a CEU registry of all individuals participating in these courses; individual records are kept for a period of seven years. To offer CEUs for an event, go to http://info.ieee-elearning.org.

1.15.1 References

IEEE Continuing Education Units Website
SECTION 2 – EDUCATIONAL ACTIVITIES BOARD

The membership of the IEEE Educational Activities Board (EAB) is mandated by IEEE Bylaw I-303.3, and is supported by its current organizational structure.

This section describes the current EAB organizational structure, the functions and responsibilities of EAB members, and the establishment of the EAB organizational unit.

Details about each organizational unit are provided in related sections of this Operations Manual. (EAB Committee Structure)
2.1 EAB Organizational Structure

Reference

EAB Membership Structure – Appendix A
EAB Committee Membership Structure – Appendix B
2.2 EAB MEMBERSHIP

In compliance with IEEE Bylaw I-303.3, the EAB shall consist of up to 17 members to include up to 16 voting EAB members, and one (1) non-voting member, as follows:

2.2.1 IEEE Vice President, Educational Activities and Chair, EAB

2.2.2 Immediate Past Vice President, Educational Activities and Chair, EAB Nominations and Appointments (N&A) Committee (See Section 4.1.D.1 of this document)

2.2.3 Nominations and Appointments (N&A) Committee Chair, when it is not the Immediate Past Vice President, Educational Activities

2.2.4 EAB Treasurer

2.2.5 Awards and Recognition Committee (ARC) Chair

2.2.6 Pre-University Education Coordinating Committee (PECC) Chair

2.2.7 Section Outreach Committee (SEOC) Chair

2.2.8 Continuing Education Committee (CEC) Chair

2.2.9 University Resources Committee (URC) Chair

2.2.10 Engineering, Computing, and Technology Portals Strategy Committee (ECTPSC) Chair

2.2.11 Member and Geographic Activities Board (MGA) Representatives (2)

2.2.12 Technical Activities Board (TAB) Representatives (2)

2.2.13 Standards Association (SA) Representative

2.2.14 Chair, IEEE-HKN Board of Governors and President, IEEE-HKN

2.2.15 Staff Secretary

Nominations and Appointments

Nominations and appointments of EAB members are described in the EAB Nominations and Appointments Process Section 4.1.1.

Functions and Responsibilities

Functions and Responsibilities of EAB Membership are described in Section 2.4.

In compliance with IEEE Bylaw I-303.3, the voting membership of the Educational Activities Board shall be annually submitted to the IEEE Board of Directors for affirmation and shall represent a balance of experience and knowledge of industry, government and academe.

Reference

IEEE Bylaw I-303.3 Educational Activities Board
2.3 OFFICERS OF THE EAB

The officers of the EAB shall be the EAB Chair, the Past EAB Chair, the EAB Treasurer, and the EAB Staff Secretary (non-voting).

2.3.1 The EAB Chair shall be the IEEE Vice President, Educational Activities, who shall serve a term of one year.

2.3.2 The Past EAB Chair shall be the most Immediate Past IEEE Vice President, Educational Activities, available and willing to serve.

2.3.3 The EAB Treasurer: The EAB Chair, with the advice of the EAB N&A Committee, shall appoint the EAB Treasurer.

2.3.4 The EAB Staff Secretary, as designated by the IEEE Executive Director.

2.4 FUNCTIONS AND RESPONSIBILITIES OF EAB MEMBERS

2.4.1 IEEE Vice President, Educational Activities (VP-EA)

2.4.1.1 Overview

*Position Description Revised March 2013*

The IEEE Vice President – Educational Activities Board (EAB) is elected by the IEEE Assembly and serves as Chair of the IEEE Educational Activities Board.

**Term**
- One year
- Re-election is permissible

2.4.1.2 Roles

- Serves as Member of the IEEE Board of Directors;
- Chairs the EAB and presides over its meetings;
- Serves as an alternate voting member of ABET Board of Directors

2.4.1.3 Description of Responsibilities

The Vice President, Educational Activities responsibilities include:

- Director on the IEEE Board of Directors ([See Member, Board of Directors Position Description](#))
- Appoints EAB, EAB Committee members, and EAB representatives to other IEEE organizations;
- Makes recommendations for changes to EAB structure, policies, and procedures;
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- Establishes EAB Ad Hoc committees when required, and monitors their progress;
- Informs the EAB of IEEE Board of Directors pertinent discussions, actions taken, and subsequent actions required by EAB;
- Appears in person, or through an informed representative in meetings of IEEE committees and organizational units, when significant EAB-related matters are discussed, or when significant input from EAB is needed;
- Meets frequently in person, or by phone, with members of the IEEE professional staff, especially with the Managing Director, Educational Activities and members of the Educational Activities Department (EAD), to provide input from IEEE volunteers and assist in guiding activities and operations relevant to EAB;
- Appears in person, or through an informed representative in meetings of EAB Committees, when issues of strategic importance involving EAB, or significant financial impact on EAB, are discussed;
- Appears in person, or through an informed representative in meetings of EAB Committees, on accreditation, and in principal meetings of external organizations on accreditation which have impact on IEEE’s activities and plans. These organizations include ABET and other accreditation agencies;
- Seeks opportunities to appear at meetings of IEEE geographical and technical organizational units in order to promote use of EAB programs and promote cooperation and coordination of efforts;
- Seeks opportunities to develop, with the help of members of the IEEE professional staff, as well as EAB members and other volunteers, new initiative(s) and other proposals for new activities in line with EAB goals and the IEEE strategic plan;
- Seeks opportunities to develop contacts and joint projects with industry and governmental agencies that can promote education in engineering, computing, and technology;
- Attends important gatherings of IEEE organizational units (such as Sections Congress) where opportunities exist to inform members and volunteers on EAB activities and on opportunities for cooperation with EAB;
- Following service as Vice President, Educational Activities, serves as Past Vice President, Educational Activities Board, as a member of the EAB and as Chair of the EAB N&A Committee.
- Must be able to commit sufficient time to carry out duties and responsibilities. This requirement includes, as a minimum, time for participation in all EAB meetings, and availability to communicate.
frequently and in a timely manner with the Educational Activities professional staff.

- Should have the support of that person’s employer in meeting the obligations of the position.

2.4.1.4 Eligibility

- Must be an IEEE member in good standing;
- Must be of IEEE Senior Member grade or higher.

2.4.1.5 Qualifications and Skills:

- See Qualifications and Skills for Member, Board of Directors. In addition, should have
  - Strong leadership skills;
  - Knowledge of the IEEE and its mission, organization, structure, goals and direction;
  - Knowledge of the workings of IEEE Educational Activities;
  - Proven experience and knowledge in academic and industry communities to serve as a principal IEEE representative to external bodies regarding education-related matters.

Must possess the ability to:

- Understand and lead the development of strategies to meet the current needs of IEEE members, the engineering, academic and scientific communities, and the general public for high-quality educational products and services;
- Identify new and valuable educational products and services to serve a continuously changing global environment;
- Devise strategies to facilitate the establishment and implementation of systems that assure and improve the understanding and quality of accreditation in engineering, computing, and technology;
- Provide guidance regarding accreditation to external organizations, including professional associations and governmental decision-making bodies worldwide;
- Lead development of innovative tools to promote and enhance the level of technological literacy of pre-university educators and students;
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- Develop positions and implement actions to help assure high-quality science, mathematics, and engineering and technology educational backgrounds for pre-university students;
- Direct development of programs that motivate practitioners to pursue continuing education throughout their careers;
- Develop cooperative efforts with other organizational units to raise awareness of the contributions to human welfare by researchers and practitioners involved in IEEE fields of interest.

2.4.1.6 Estimated Time Requirements:

At least two (2), and up to three (3), meetings of the Educational Activities Board (EAB) are held per calendar year, with possibly one (1) standalone meeting. Estimated time requirements for these, as well as in-person meetings, teleconferences, correspondence, and travel can be found in the IEEE Position Description for Vice President, Educational Activities.

2.4.1.7 Reimbursed Expenses:

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE policies. (See IEEE Policy 11.6)

2.4.1.8 Staff Contact:

Managing Director, Educational Activities and Staff Secretary to the EAB.

Name: Doug Gorham, Managing Director, Educational Activities and Staff Secretary, EAB
Telephone: +1 732 562 5483
Email: d.g.gorham@ieee.org

2.4.2 Immediate Past VP-EA

2.4.2.1 Functions

A. Serve as an officer of the EAB
B. Serve as EAB N&A Chair, unless he/she declined the position or was otherwise unable to serve in this capacity (see IEEE Policy 4.2)
C. Reports administratively to the EAB Chair

2.4.2.2 Duties and Responsibilities

A. Chair EAB meetings in absence of the EAB Chair
B. Assist the EAB Chair as a representative of the IEEE in educational activities
C. If serving as EAB N&A Chair, executes the duties of the N&A Chair, as described in Section 4.2 of this manual.

2.4.2.3 Qualifications

A. Must be an IEEE Senior Member or Fellow
B. Must be able to commit sufficient time to carry out duties and responsibilities
C. Should have the support of employer in meeting the obligations of the position

2.4.2.4 References

1. EAB N&A Charter- Section 4.1
2. IEEE Bylaw I-307 - Nominations and Elections

2.4.3. EAB Treasurer

The EAB Treasurer is annually appointed by the Chair of the Educational Activities Board for a one-year term beginning 1 January.

2.4.3.1 Functions

A. Serves as chief financial officer of the EAB
B. Serves as voting member of EAB
C. Serves as the financial representative for EAB on the IEEE Finance Committee (FinCom), as a voting member
D. Reports administratively to the EAB Chair

2.4.3.2 Duties and Responsibilities

A. Develops the EAB budget, in consultation with the EAD professional staff
B. Participates in, and attends, IEEE FinCom meetings and submits reports to the EAB
C. Ensures compliance with IEEE policies and procedures in all financial matters relating to the EAB
D. Attends all meetings of the EAB and submits reports on progress and activities of the EAB finances

2.4.3.3 Qualifications

A. Must be an IEEE Member, Senior Member or Fellow
B. Must be able to commit sufficient time to carry out duties and responsibilities
C. Should have the support of employer in meeting the obligations of the position.

2.4.3.4 References

A. EAB Functions of EAB Treasurer - Section 4.2
B. EAB Budget Administration - Section 4.2.1
2.4.4 EAB Committee Chairs

2.4.4.1 Functions

A. Serve as a voting member of the EAB
B. Represent that Committee on the EAB
C. Serve on related EAB and other IEEE organizational units, as appropriate
D. Report administratively to the EAB Chair

2.4.4.2 Duties and Responsibilities

A. Attend all EAB meetings
B. Conduct business of Committee to achieve purpose and functions as defined in Committee charter
C. Chair meetings of Committee
D. Recommend to EAB proposed changes to the Committee charter to ensure that it meets current objectives
E. Ensure the Committee meets objectives
F. Carry out other tasks as assigned to Committee by the EAB Chair, or EAB
G. Report status of Committee activities to the EAB
H. Provide written progress reports prior to each EAB meeting

2.4.4.3 Qualifications

A. Must be an IEEE Member, Senior Member or Fellow
B. Must be able to commit sufficient time to position
C. Should have the support of employer in meeting the obligations of the position

2.4.4.4 References

IEEE Bylaw I-303.3

2.4.5 EAB Representatives from MGA Board, TAB, and SA

2.4.5.1 Functions

A. Serve as a voting member of the EAB
B. Serve as a communication link with their respective organizational unit

2.4.5.2 Duties and Responsibilities

A. Attend all EAB meetings, be informed on all EAB issues, and participate in discussions
B. Keep EAB informed of important decisions made by their respective organizational unit
C. Provide reports at EAB meetings and report on EAB actions to their respective organizational unit
2.4.5.3 Qualifications

A. Must be an IEEE Member, Senior Member or Fellow
B. Must be able to commit sufficient time to position
C. Should have the support of employer in meeting the obligations of the position

2.4.6 EAB Staff Secretary

The Managing Director, Educational Activities shall normally serve as EAB Staff Secretary, as designated by the IEEE Executive Director (IEEE Bylaw I-303.2 and I-303.3)

2.4.6.1 Functions

A. Serve as ex officio, non-voting member of the EAB
B. Serve on related EAB and IEEE bodies, as appropriate

2.4.6.2 Duties and Responsibilities

A. Attend all EAB Meetings as a non-voting member
B. Represent the interests of the EAB to other bodies, as appropriate
C. Attend EAB Committee and other related IEEE meetings
D. Organize, direct and guide the Educational Activities Department professional staff operations in support of the EAB
E. Assist the EAB Chair in determining the administrative needs of the EAB, and EAB Committees, and assure that those needs are met
F. Conduct monthly, in-depth studies of cost and revenue and associated budget status
G. Conduct timely progress reviews of activities
H. Provide advice and counsel regarding program details and preparation for implementation to volunteer task force groups and professional staff program managers
I. Report to the EAB on activities within the IEEE Educational Activities Department
J. Advise appropriate IEEE Organizational Units of EAB actions and plans

2.4.6.3 References

IEEE Bylaw I-303

2.5 EAB STANDING COMMITTEES

2.5.1 Establishment

To facilitate the performance of its operational and administrative duties, and to encourage cooperative efforts and communication among EAB and IEEE organizational units, the EAB may establish Committees.

The Chairs of the Standing Committees shall be appointed by the EAB Chair with the concurrence of the EAB.
2.5.2 Membership and Administration

The functions and composition of Standing Committees are described in EAB Charters, which are included in Section 4 of this Operations Manual.

The members of each EAB Committee shall be approved by the Educational Activities Board. Up to two non-members of the IEEE may be appointed as voting members on each of the following committees: Pre-University Education Coordinating Committee; EPICS in IEEE; Continuing Education; Engineering, Computing, and Technology Portals (ECTP) Strategy. The Chair of each Committee shall be an IEEE Member.

2.5.3 References

EAB Charters – Section 4
IEEE Bylaw I-303.3

2.6 LIST OF CURRENT EAB STANDING COMMITTEES AND CHARTERS

A. Nominations and Appointments (N&A) Committee (Section 4.1)
B. Awards and Recognition Committee (ARC) (Section 4.2)
C. Pre-University Education Coordinating Committee (PECC) (Section 4.4)
   • Engineering Projects in Community Service Committee (EPICS) in IEEE (Section 4.4.1)
D. Section Outreach Committee (SEOC) (Section 4.5).
E. Continuing Education Committee (CEC) (Section 4.6)
   • Content Acquisitions Committee (Section 4.6.1.1)
   • EAB Products and Services Committee (Section 4.6.1.2)
   • Certificates, Certifications, and Credit-Bearing Programs Committee (Section 4.6.1.3)
   • EAB / SA Standards Education (SEC) Committee (Section 4.7)
F. University Resources Committee (URC) (Section 4.8)
   • Committee on Engineering Accreditation Activities (CEAA) (Section 4.9)
   • Committee on Engineering Technology Accreditation Activities (CETAA) (Section 4.10)
   • Committee on Global Accreditation Activities (CGAA) (Section 4.11)
   • Faculty and Departments Committee (FDC) (Section 4.12)
   • Student Educational Resources Committee (SERC) (Section 4.13)
   • Curricula and Pedagogy Committee (CPC) (Section 4.14)
G. IEEE Educational Products Editorial Board (EPEB) (Section 4.15)
H. EAB Engineering, Computing, and Technology Portals (ECTP) Strategy Committee (Section 4.16)
I. IEEE-Eta Kappa Nu Board of Governors (IEEE-HKN-BOG) (Section 4.17)

2.7 EAB AD HOC COMMITTEES

The EAB Chair may appoint Ad Hoc committees and task forces to facilitate the duties assigned to the EAB. The conditions and tenure of all such committee appointments shall be for no longer than that of the EAB Chair who appoints the committee.
2.8 JOINT STANDING COMMITTEES AND COUNCILS

2.8.1 Joint Councils

Establishment

The EAB Chair, with the concurrence of EAB, and the affirmation of the IEEE Board of Directors, may establish joint education coordinating councils for the purpose of coordinating educational activities among IEEE organizational units, and providing a continuing mechanism for two or more IEEE organizational units to work together in developing and implementing educational programs of mutual interest. The functions and charters of such councils, along with the procedure for organizing a new education coordinating council, shall be contained in this EAB Operations Manual.

Membership

A joint education coordinating council shall be composed of members designated by the principal officer of the organizational unit they represent. The choice for chairs of such councils shall be selected jointly by the EAB Chair and the chairs of the other IEEE organizational units involved with each such council. The EAB appointments shall be made by the EAB Chair with the affirmation of the EAB.

2.8.2 Joint Standing Committees

Establishment

The EAB Chair, with the concurrence of EAB, and the affirmation of the IEEE Board of Directors, may establish joint Standing Committees with other IEEE organizational units. Joint Standing Committee charters shall be included in this EAB Operations Manual.

Membership

Joint Standing Committees shall be composed of members designated by the principal officer of the organizational units they represent. The choice for Chairs of such Committees shall be made jointly by the EAB Chair and the Chairs of the other IEEE organizational units involved. The EAB appointments shall be made by the EAB Chair, with the affirmation of the EAB.

2.8.3 Current Joint Standing Committee

2.8.3.1 EAB / Standards Association (SA) Standards Education Committee (SEC)

EAB / SA SEC - Charter - Section 4.7
EAB / SA SEC – Responsibility Section 4.7.1
SECTION 3 – ADMINISTRATIVE AND OPERATIONAL PROCEDURES

This section describes basic EAB Administrative and Operational Procedures as mandated by IEEE Bylaws and Policies. Committee Charters and Procedures in Section 4 of this Operations Manual describe the scope and functions of the EAB Committees as well as additional procedures.

3.1 POLICIES

As delegated by the IEEE Board of Directors, EAB shall establish practices and procedures affecting the management and operation of its Committees. EAB shall be responsible for developing its plans, schedules and procedures. The EAB Committees shall operate in support of their assigned educational fields, as provided in their respective charters. The EAB, through the EAB Chair, may bring reports, recommendations or other actions by the individual Committees to the IEEE Board of Directors.

3.2 POLICY INTERPRETATION

EAB shall implement IEEE Bylaws and Policies through organizational arrangements, guidelines, and scopes and shall develop policy recommendations relating to the IEEE educational activities. Relevant policy statements and procedures shall be published in this Operations Manual for the guidance of all concerned.

3.3 MONITORING COMMITTEE ACTIVITIES

EAB shall be responsible for monitoring the operations of the individual Committees for adherence to the IEEE governing documents. At intervals of no longer than five years, in accordance with a schedule set by EAB, a review and evaluation shall be made of the total activities of each Committee.

3.3.1 Assessment of EAB Activities

To assist EAB in prioritizing its activities, the impact of EAB activities will be annually assessed and documented by EAB staff, and shared with the EAB and, as needed, other IEEE organizational units.

3.4 MEETINGS OF THE EAB AND EAB COMMITTEES

3.4.1 Parliamentary Procedures

(From IEEE Bylaw I-300.1)

Governance; Parliamentary Procedures; Meeting Protocol.

Governance. The policies, procedures, rules and regulations by which the IEEE and its organizational units are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the constitutional provisions by specific organizational units and their policies, is contained in the IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The IEEE Policies contains more detailed statements of specific policies, objectives and procedures.
which may be approved only by the IEEE Board of Directors.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation, or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. Accordingly, additional documents governing organizational units, such as operations manuals, policy statements and organizational unit bylaws, shall conform to, and not conflict with, the provisions of the IEEE governing documents cited above.

Parliamentary Procedures. Robert’s Rules of Order (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Major Boards, Standing Committees and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing.

The IEEE Board of Directors shall resolve any issues related to the interpretation of, and conformance of other documents to IEEE’s governing documents.

Meeting Protocol. Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert’s Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.

3.4.2 Schedule and Location – EAB Meetings

There shall be at least three (3) EAB meetings per year. Two of these meetings (and up to three (3)) should normally be held in conjunction with the IEEE Meeting Series.

3.4.3 EAB Committee Meetings – Schedule and Location

Schedules for EAB Committee meetings are described in EAB Charters – Section 4 of this Operations Manual.

3.4.4 Schedule Change

Once scheduled, a meeting date or location may be altered or canceled by majority vote at a regularly constituted EAB meeting, or by consent of a majority of all EAB members secured by, or transmitted to, the EAB Staff Secretary, not less than twenty days before the original date or the new date set for the meeting, whichever is the earlier. Notice of
such approved change shall be distributed to all EAB voting members not less than ten days before the original, or the new, date of said scheduled meeting, whichever is the earlier.

3.4.5 Special Meetings

Special meetings of EAB may be called by the EAB Chair or by 25% of EAB voting members on notice to all other EAB Members. Notice of such special meetings, giving the time and place of meeting, the purpose of the meeting, and the names of the EAB voting members calling the meeting, shall be distributed to all EAB members not less than twenty days before the date set for the special meeting.

3.4.6 By Telecommunications

In accordance with IEEE Bylaw I-300.4.(2), as provided below:

IEEE Bylaw I-300.4.(2) The Board of Directors, the Major Boards, the Standing Committees, any other board or committee reporting directly to the Board of Directors, and any board or committee of any organizational unit of the IEEE, may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

3.4.7 Quorum

A quorum of the EAB, and any of its Committees, shall be a majority of the voting members of EAB or that Committee.

3.4.8 Definitions

3.4.8.1 Concurrence of the EAB: Whenever the term “concurrence of the EAB” is used, it shall mean approval by action of the EAB, provided there is a quorum present.

3.4.8.2 Affirmed and Affirmation: Whenever the term “affirmed” is used, it shall mean to ratify, to accept an action which is done or proposed. “Affirmation” shall mean the act of affirming.

3.4.9 Actions of the EAB

(From Bylaw I-300.4.(1)- Paragraph 1)

Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, or the Not-For-Profit Corporation Law of the State of New York, the vote of a majority of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be the act of the Board of Directors, the Major Boards, listed in IEEE Bylaw I-303, the Standing Committees, as listed in IEEE Bylaw I-304, and any other board or committee reporting directly to the Board of Directors.
3.4.10 Actions of the EAB Committees

(From Bylaw I-300.4.(1) – Paragraph 2)

Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, the Not-For-Profit Corporation Law of the State of New York or the applicable governing documents of a board or committee of any organizational unit of the IEEE (other than the Board of Directors, the Major Boards, the Standing Committees and any other board or committee reporting directly to the Board of Directors), the vote of a majority of the votes cast, provided a quorum is present, shall be the act of such board or committee.

3.4.11 Actions Without Meetings – EAB

(IEEE Bylaw I-300.4.(3))

Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by the Board of Directors, the Major Boards, the Standing Committees and any other board or committee reporting directly to the Board of Directors may be taken without a meeting if all members of the Board or Committee vote unanimously on the action, with the vote to be confirmed promptly in writing. The written confirmation shall be filed with the minutes of the proceedings of the Board or Committee.

3.4.12 Action Without Meetings - EAB Committees

(IEEE Bylaw I-300.4.(4))

Unless otherwise provided in the Certificate of Incorporation, the Constitution, these Bylaws, or the Not-for-Profit Corporation Law of the State of New York, any action required or permitted to be taken by any board or committee of any organizational unit of the IEEE (other than the Board of Directors, the Major Boards, the Standing Committees and any other board or committee reporting directly to the Board of Directors) may be taken without a meeting. For boards and committees of organizational units other than standards-developing committees of the IEEE Standards Association, unless a more restrictive voting requirement is specified in the governing documents of the board or committee, an affirmative vote of a majority of all the voting members of the board or committee shall be required to approve the action. For standards-developing committees within the IEEE Standards Association, unless a more restrictive voting requirement is specified in the governing documents of the committee, an affirmative vote of a majority of the votes cast, provided a majority of all the voting members of the committee responded, shall be required to approve an action taken without a meeting. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the board or committee. “Electronic transmission” means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a
3.4.13 Notices

Notices of meetings and any other documents required to be sent to EAB members pursuant to provisions of the Constitution, IEEE Bylaws, and this Operations Manual shall be sent by such routings as shall ensure prompt delivery.

3.4.14 Agendas and Minutes

3.4.14.1 Agendas

A Notice of Call for EAB Agenda Items is distributed by way of email to EAB members and, as appropriate, to other individuals or groups. Prior to EAB Meetings, a copy of the EAB Agenda is provided on the EAB Administration Website. Reports provided by EAB Committee Chairs, MGA, TAB, SA, IEEE-HKN, and other EAB Liaison Representatives are contained in the agenda.

3.4.14.2 Minutes

Minutes of EAB Meetings are recorded and provided to EAB for review/comment by way of email prior to approval. Minutes are provided on the EAB Administration Website and maintained in archival files by the EAB Staff Secretary.

3.4.15 Meeting Protocol

(From IEEE Bylaw I-300.1 – Meeting Protocol)

Meetings of the IEEE Board of Directors, Major Boards, and other organizational units shall be open for attendance by any IEEE member or staff. Guests (who are not members of the particular body) are not entitled to join the discussion but may be allowed to address the body at the discretion of the body. Meetings shall be convened in Executive Session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, legal and business critical issues. Executive Sessions shall be conducted in accordance with Robert’s Rules of Order (latest revision), Chapter 4, §9. Members of the Board of Directors shall be allowed to attend Executive Sessions of any board or committee unless there is a conflict of interest with respect to the matter being discussed. Barring a conflict of interest, members of the Board of Directors shall be granted access to the approved minutes of executive sessions of any organizational unit board, committee or council.

3.5 References

IEEE Bylaw I-300: Management - Governance; Parliamentary Procedures; Meeting Protocol.
SECTION 4 – COMMITTEE CHARTERS AND PROCEDURES

This section includes Charters, procedures and processes of the EAB Committees. These include the following:

- Nominations & Appointments
- Awards and Recognition Program
- Pre-University Activities
- Section Outreach
- Continuing Education
- University Resources
- Accreditation Activities
- Standards Education
- Editorial Board for Engineering, Computing, and Technology Portals
- IEEE-Eta Kappa Nu

Terms of Office. Unless specified otherwise in the EAB Operations Manual, the term of office for EAB Committee members, including the Committee Chair, shall be for the calendar year of appointment. However, acceptance of appointment will carry with it the understanding that a member would normally be eligible for re-appointment for up to two additional one-year terms, serving for no more than three consecutive years.

All voting members of EAB Standing Committees, including the Committee Chair, shall be appointed by the EAB upon the recommendation of the Chair of the Educational Activities Board.

Duration of Service. Unless specified otherwise in the EAB Operations Manual, the consecutive period of service of any member of any EAB Standing Committee shall not extend beyond three years, except that a Chair or Past Chair may serve one additional year. The limitations of tenure may be waived in individual cases for reasons deemed by the EAB and Board of Directors, when applicable, to be in the best interests of IEEE.
4.1 NOMINATIONS AND APPOINTMENTS (N&A) COMMITTEE CHARTER

A. General

The EAB Nominations and Appointments (N&A) Committee reports to, and is a Standing Committee of, the EAB.

B. Scope

The EAB N&A Committee is responsible for managing the nominations and appointments process of the EAB.

C. Functions

The EAB N&A Committee shall:

1. seek out, and recommend to the EAB, candidates for EAB offices;
2. propose, with the concurrence of the EAB, candidates for EAB Vice President, Educational Activities; and
3. seek out, and recommend to the IEEE-HKN Board of Governors, candidates for the office of IEEE-HKN President-Elect.

D. Composition

The EAB N&A Committee shall consist of five (5) voting members and one (1) non-voting member as follows:

1. Four voting members, two of whom are past EAB members. All voting members of the EAB N&A Committee shall be appointed by the EAB as described above in Section 4Committee Charters and Procedures. (provide link)
2. The Vice President for Educational Activities shall serve as an ex officio member without vote.

(Note: Items 3, 4, 5, and 6 below are from IEEE Bylaw I-307.1 – Approved 7 December 2005 - Procedures governing N&A Committees of the six Major Boards and the IEEE Awards Board N&A Committee:)

3. The Chair of each of these N&A Committees shall be either the past past chair, immediate past chair or chair-elect of the governing body of that organizational unit as specified in the governing documents of that organizational unit. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the organizational unit’s N&A Committee available shall be the Chair of that respective N&A Committee. With extenuating circumstances, an organizational unit may appoint a different individual to this position.

4. Chairs shall not be eligible to be elected to the Board of Directors during their term of service.

5. At least two-thirds of the voting members of each N&A Committee shall be elected or appointed by the governing body of their respective organizational unit.

6. A member of an N&A Committee may be nominated and run for a position for
which such member’s respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting in which the nomination shall be made.

E. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

F. Financial And Administrative Support

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support for the Committee shall be provided by the EAD.

G. Meetings

The EAB N&A Committee may hold meetings via teleconference.

H. Reports

The EAB N&A Committee Chair shall report N&A actions at the first EAB meeting following those actions.

I. Amendments

All amendments to this Charter must be approved by the EAB.

4.1.1 Nominations and Appointments Process – See Appendix C of this Operations Manual

4.1.2 EAB Voting Membership Appointments

Unless otherwise specified in EAB Charters, IEEE Bylaws or procedures, appointments of the EAB voting membership are made by the Chair of the EAB, in consultation with the EAB N&A Committee. In compliance with IEEE Bylaw I-303.3, the voting membership of the Educational Activities Board shall be annually submitted to the IEEE Board of Directors for affirmation and shall represent a balance of experience and knowledge of industry, government and academe.

4.1.2.1 Vice President, Educational Activities and EAB Chair

Elected by the IEEE Assembly for a one-year term beginning January. IEEE Bylaw I-200.1

See also Appendix C – Nominations & Appointments Process – Section F – Candidates for Vice President, Educational Activities and Functions and Responsibilities of EAB Members – Section 2.4.1 – IEEE Vice President, Educational Activities (VP-EA) of this Operations Manual.

4.1.2.2 Immediate Past VP-EA

See Functions and Responsibilities of the EAB Members – Section 2.4.2 – Immediate Past VP-EA.
4.1.2.3 EAB N&A Committee Chair

See Nominations & Appointments Process – Appendix C

4.1.2.4 EAB Committee Chairs

Unless otherwise specified in EAB Charters, IEEE Bylaws or procedures, appointments of EAB Committee Chairs, who are voting members of the EAB, are made by the Chair of the EAB in consultation with the EAB N&A Committee. See EAB Voting Membership Appointments – Section 4.1.2 and Functions and Responsibilities of EAB Members – Section 2.4.4 – EAB Committee Chairs

4.1.2.5 Member and Geographic Activities (MGA) Board Representatives (2)

Two members, jointly appointed by the Vice President, Member and Geographic Activities and the Chair of the EAB – one member from Regions 1-6 and one member from Regions 7-10. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms. (IEEE Bylaw I-303.3)

See EAB Voting Membership Appointments – Section 4.1.2 and Functions and Responsibilities of EAB Members – Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA

4.1.2.6 Technical Activities Board (TAB) Representatives (2)

Two members, jointly appointed by the Vice President, Technical Activities and the Chair of the EAB. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms. (IEEE Bylaw I-303.3)

See EAB Voting Membership Appointments – Section 4.1.2 and Functions and Responsibilities of EAB Members – Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA

4.1.2.7 Standards Association (SA) Representatives (1)

One member, jointly appointed by the President, Standards Association (SA) and the Vice President, Educational Activities. Appointments are for one-year terms and eligible for consecutive re-appointment of up to two additional one-year terms. (IEEE Bylaw I-303.3) See EAB Voting Membership Appointments – Section 4.1.2 and Functions and Responsibilities of EAB Members – Section 2.4.5 – EAB Representatives from MGA Board, TAB, and SA

4.1.2.8 IEEE-HKN Board of Governors, President-Elect

Elected by vote of all IEEE-HKN active School Chapters and Alumni Chapters for a one-year term beginning 1 January.

4.1.3 Liaison Representatives

Unless otherwise specified in the Charters of other IEEE Committees or IEEE Bylaws, appointments are made by the Chair of the EAB in consultation with the EAB N&A
4.1.4 EAB Committee Members

Unless otherwise specified in EAB Charters, appointments are made by the Chair of the EAB, in consultation with the EAB N&A Committee.

4.1.5 Joint Standing Committee Appointments

See Section 2.8.2 of this EAB Operations Manual.

4.1.6 IEEE Representative Directors on the ABET Board of Directors – Selection Procedures

(See Appendix D)

4.1.7 Nominations by Petition

Individual EAB voting members may propose a candidate to be considered for the offices appointed by the EAB Chair by petition. Prior to submission of a nomination petition, the petitioner shall have determined that the candidate named in the petition is willing to serve if elected. Evidence of such willingness to serve shall be submitted with the petition. The petition shall be signed by three or more EAB voting members. Any additional petition requirements shall be added to this Operations Manual.

4.1.8 Vacancies

In accordance with IEEE Bylaw I-301.10, vacancies will be filled as follows:

4.1.8.1 Vice President (EAB Chair)

Should a vacancy occur in the office of Vice President-Educational Activities, the IEEE Assembly shall fill the vacancy. The Past Vice President-Educational Activities, who is in office when the vacancy in the office of the Vice President-Educational Activities occurs, shall serve until a new Vice President-Educational Activities is elected by the IEEE Assembly.

4.1.8.2 Past Vice President

The next most recent Past Vice President available to serve shall fill a vacancy occurring in the office of the Past Vice President.

4.1.8.3 Other Vacancies

Other vacancies shall be filled by the EAB Chair upon recommendation by the EAB Nominations and Appointments Committee.

4.1.8.4 References

Section 4 – EAB Charters and Procedures
IEEE Bylaw I-301 – Board of Directors
IEEE Bylaw I-307 – Nominations and Elections
IEEE Bylaw I-203.1 – Assembly Functions – Election of Officers
4.3 AWARDS AND RECOGNITION COMMITTEE (ARC) CHARTER

A. General
The EAB Awards and Recognition Committee (ARC) reports to, and is a Standing Committee of, the EAB.

B. Mission
To recognize excellence and outstanding educational contributions of individuals and organizations through awards that are aligned with EAB’s educational vision and mission.

C. Scope
Promote and reward excellence in performance in the development and implementation of educational programs and activities, either formal or otherwise, that relate directly to the discipline of electrical and electronics engineering. This is including, but not limited to, continuing education, pre-university guidance, accreditation, educational innovations and private sector support of educational institutions or activities.

D. Functions
The EAB ARC shall:

1. Originate and administer all awards (subject to IEEE Policies).
2. Annually invite nominations from the broadest IEEE membership segment possible.
3. Conduct impartial evaluations of nominations, possibly with the aid of Subcommittees.
4. Recommend candidates for specific awards. ARC will normally recommend one candidate for each award. However, as circumstances warrant, ARC may recommend multiple candidates, or no candidate, for a specific award. Final decision on all awards shall be vested with EAB, which shall also select the appropriate time and place of the presentation of the awards.

E. Composition
The EAB ARC shall consist of up to nine (9) voting members and one non-voting member as follows:

1. ARC Chair, who shall serve as a voting member of the EAB;
2. Past EAB ARC Chair;
3. IEEE-HKN Awards Chair;
4. EAB University Resources Committee Chair;
5. EAB Continuing Education Committee Chair;
6. EAB Pre-University Education Coordinating Committee Chair;
7. One (1) member appointed by the VP-EA, who shall also serve on the EAB/SA Board of Governors Standards Education Award Selection Committee;
8. up to two voting EAB members may be appointed by the VP-EA; and
9. VP-EA shall serve ex officio without vote
F. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows. In the case of the IEEE-HKN Awards Chair, he/she shall also be a member of IEEE-HKN.

G. Financial and Administrative Support

Financial support is provided for ARC activities through the budgetary processes of the EAB. If no other funds are available, EAB shall provide funds to reimburse ARC members for their travel expenses to attend the ARC meeting held in conjunction with the mid-year EAB meeting. With the prior approval of the VP-EA, such expense reimbursement will also be made for any other face-to-face meeting of the ARC that may be required. EAB shall provide funds to reimburse the ARC Chair for travel expenses required to attend meetings of IEEE organizational units of which the ARC Chair is an ex officio member and for EAB award presentations.

H. Meetings

The ARC Chair shall schedule ARC meetings sufficient in number to complete Committee business in a timely manner. It is expected that one face-to-face meeting shall be held at the site of the mid-year meeting of the EAB. To the extent possible, all other meetings shall be conducted by teleconference.

I. Reports

Status reports shall be provided at EAB Meetings, including an annual report of activities for the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

J. Amendment

All amendments to this charter must be approved by the EAB.

4.3.1 Awards Program

IEEE Educational Activities Board (EAB) Awards recognize and honor individuals and companies for major contributions to engineering and technical education. Awards are given for meritorious activities in accreditation, continuing education, educational innovation, pre-university education, service to the IEEE EAB, employee professional development, informal education systems and related achievements that advance the practice of engineering and of engineering education.

The current IEEE EAB Awards are:

- Meritorious Achievement Award in Accreditation Activities
- Meritorious Achievement Award in Continuing Education
- Major Educational Innovation Award
- Pre-University Educator Award
- Meritorious Achievement Award in Informal Education
- Meritorious Service Citation
- Employer Professional Development Award
- Section Professional Development Award
IEEE-Eta Kappa Nu (IEEE-HKN) awards honor excellence in engineering by recognizing the leaders of today and tomorrow. Members consist of students, alumni, and other professionals who have demonstrated exceptional academic and professional accomplishments.

The current IEEE-HKN Awards are:

- C. Holmes MacDonald Outstanding Teaching Award (CHM/OTA)
- Vladimir Karapetoff Outstanding Technical Achievement Award (VK/OTAA)
- Outstanding Young Professional Award (OYPA)
- Outstanding Chapter Activities Award (OSAA)
- Outstanding Student Award (OSA)
- Distinguished Service Award (DSA)
- Eminent Member Recognition (EMR)

4.3.2 Awards Presentation

EAB awards shall normally be presented by the Vice President, IEEE Educational Activities, or his/her designee, in conjunction with the last regularly scheduled EAB meeting of the year.

The IEEE-HKN C. Holmes MacDonald Outstanding Teacher, Vladimir Karapetoff Outstanding Technical Achievement, Outstanding Young Professional, Distinguished Service, and Eminent Member Recognition Awards, shall normally be presented by the IEEE-HKN President, or his/her designee, in conjunction with the annual EAB Awards Presentation.

4.3.3 Funding

A. Funds are budgeted by the EAB and IEEE-HKN, as appropriate.

B. EAB Award recipients, (and companion if applicable), will be funded up to USD 2000.00 for expenses related to traveling to the EAB Awards presentation location. Expenses to be reimbursed are only those incurred in connection with travel to accept his/her EAB Award. In addition to travel expenses, EAB will cover two-night’s lodging in conjunction with the presentation. IEEE-HKN recipients, (and companion if applicable), will also be funded for expenses related to traveling to the EAB Awards presentation location, and from the IEEE-HKN budget and as outlined in the IEEE-HKN Process Manual.

C. The IEEE Travel Policy and Reimbursement Guidelines will be followed.

D. Travel funds are NOT provided for the EAB Employer Professional Development Award.

4.3.4 Nominee Solicitation and Publicity

Nominations are invited by announcements to the broadest IEEE and IEEE-HKN membership segments and other appropriate groups, including e-mail to IEEE boards and organizational units and through announcements in IEEE publications and other appropriate media.
4.3.5 Eligibility Requirements

4.3.5.1 Eligibility Requirements for All Awards

Current members of the IEEE EAB, IEEE-HKN-BOG, or members of the IEEE professional staff, may not be nominators, recipients, or endorsers of EAB or IEEE-HKN Awards, unless otherwise specified. Current members of the IEEE EAB Awards and Recognition Committee (ARC) or the IEEE-HKN Awards Committee may not be nominators, recipients, or endorsers of awards associated with their respective committees, unless otherwise specified.

Self-nominations will not be accepted unless otherwise specified.

4.3.5.2 Eligibility Requirements for Individual Awards

In addition to the eligibility requirements indicated for ALL awards, eligibility requirements for nominators, reference writers and candidates differ for each award. See Eligibility Requirements as specified for each award.

4.3.5.3 Eligibility and Process Limitations

As specified in IEEE Policy 4.4.H, Eligibility and Process Limitations, individuals serving on any board or committee involved at any stage of the recipient selection or approval process for an award shall be ineligible to receive, or act as a nominator or reference for that award. This conflict of interest limitation shall apply to all awards given by the IEEE or any of its organizational units.

4.3.6 Multiple Award Recipients

Multiple Award Recipients are defined as a group of three or fewer people (not a team) working on the same contribution, each individual having separate but valuable contributions. Multiple recipients may have the same citation, or different citations depending on their contributions. Unless otherwise specified, all EAB Awards may be awarded to an individual, multiple recipients, or a team. In the event of multiple recipients, travel will be provided for all to attend the EAB Award Presentation Ceremony in the year in which the award is given. Recipients will receive awards and honorariums, where applicable, as specified for each award.

4.3.7 Team Awards

In the event of an award going to a team, when recipients are required to be IEEE Members, i.e., Accreditation, Continuing Education, Educational Innovation, ALL members of the team are required to be IEEE members. Travel will be provided for one recipient only. Honorarium is to be split equally among the team members. Only ONE honorarium for any one award will be given.

4.3.8 Annual Deadline

Nominations are typically due by 30 April of each year, but the deadline may be extended, if necessary, contingent upon approval by the VP-EA.
4.3.9 Approval of Awards

The EAB Awards and Recognition Committee (ARC) will meet in conjunction with the mid-year meeting of the EAB to review nominations and complete the recipient selection process. EAB ARC recommendations are submitted to the IEEE EAB for approval at the mid-year meeting of the EAB. Award Recipients and their nominator(s) will be notified as soon as practical following the approval of the EAB. Public announcements, i.e., News Releases, will be made subsequently thereafter.

4.3.10 Award Descriptions and Nomination Procedures

4.3.10.1 Nomination Forms and Instructions

Nomination criteria, instructions, and related forms shall be provided on the EAB Awards Website.

4.3.10.2 Nomination Guidelines

Nomination materials, as submitted, should make the case for the nominee, and be complete and well documented. The EAB Awards and Recognition Committee will not research any information that has been provided to amplify the record, or to verify unsupported claims, except in unusual cases.

4.3.10.3 Meritorious Achievement Award in Accreditation Activities

A. Frequency

This award is offered annually.

B. Award Description

The Meritorious Achievement Award in Accreditation Activities was established in 1984 by the EAB to provide recognition for efforts to foster the maintenance and improvement of education through the process of accreditation of engineering, engineering technology, computer science and applied science programs.

The award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows who have served as program evaluators, made contributions that have enhanced the accreditation process, and are currently, or have recently been active in accreditation activities.

The award consists of a brass and walnut plaque and a USD 1000.00 honorarium.

C. Nominator

Non-members of IEEE are eligible to serve as a nominator for the IEEE EAB Meritorious Achievement Award in Accreditation Activities.

D. Candidates
Candidates for the IEEE EAB Meritorious Achievement Award in Accreditation Activities must be current IEEE Members.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

4.3.10.4 Meritorious Achievement Award in Continuing Education

A. Frequency

This award is offered annually.

B. Award Description

The Meritorious Achievement Award in Continuing Education was established in 1984 by the EAB to provide recognition for dedicated contribution to the design, delivery and support of continuing education courses and programs in the fields of interest to IEEE Members.

The award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows who distinguish themselves as unselfish in their support of continuing education and successful in the delivery of courses as evidenced by their quality, quantity and creativity.

The award consists of a brass and walnut plaque and a USD 1000.00 honorarium.

C. Nominator

Non-members of IEEE are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE EAB Meritorious Achievement Award in Continuing Education must be current IEEE Members.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

4.3.10.5 Major Educational Innovation Award

A. Frequency

This award is offered annually.

B. Award Description
The Major Educational Innovation Award was established in 1984 by the Educational Activities Board of the IEEE to recognize individuals who have distinguished themselves for outstanding educational innovation in a field of interest of the IEEE.

The award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows whose innovation has made a major impact and been emulated outside the individual's immediate environment.

The award consists of a brass and walnut plaque and a USD 1000.00 honorarium.

C. Nominator

Non-members of IEEE are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE EAB Major Educational Innovation Award must be current IEEE Members.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references. At least two references must be IEEE members.

4.3.10.6 Pre-University Educator Award

A. Frequency

This award is offered annually.

B. Award Description

The Pre-University Educator Award recognizes individuals for work in a pre-university school, or those that influence school-based activities for pre-university students. These individuals should have inspired an appreciation and understanding of Mathematics, Science and Technology and the engineering process in pre-university students, and who have encouraged them to pursue technical careers.

The award consists of a brass and walnut plaque and a USD 1000.00 honorarium.

C. Nominator

The Nominator for this award is required to be a member of the IEEE.

D. Candidates
Non-members of IEEE are also eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. One reference must be a supervisor, such as a school principal.

4.3.10.7 Meritorious Achievement Award in Informal Education

A. Frequency

This award is offered annually.

B. Award Description

The Meritorious Achievement Award in Informal Education was established in 2006 by the IEEE Educational Activities Board (EAB) to recognize members, who volunteer time and effort for the informal education community, and highlight the benefit that their work provides to pre-university and university teachers, students, parents of students, and the public. These volunteers will have served in advisory, educational or fiduciary positions and used their professional background to enhance understanding and involvement in IEEE's fields of interest by users of the informal education system.

Typical recipients will be those who assist museums, libraries, parks, zoos, aquariums and gardens to accomplish their educational mission in areas that fall within the IEEE fields of interest. Most of the recipients are expected to be content experts who help science and technology museums offer public programs in fields where new discoveries, technologies and applications advance rapidly. Activities to be recognized include service as volunteer librarian, docent, tour guide, or curator; technical advisor; and board or committee member in an informal education institution.

The award consists of a brass and walnut plaque and a USD 1000.00 honorarium.

C. Nominator

Non-members of IEEE are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE EAB Meritorious Achievement Award in Informal Education must be current IEEE Members.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.
4.3.10.8 Meritorious Service Citation

A. Frequency

This award is offered annually.

B. Award Description

The EAB Meritorious Service Citation was established by the IEEE EAB in 1988 to recognize those dedicated volunteers who have given outstanding and sustained service to the aims and objectives of the EAB.

The Award is given to IEEE Graduate Student Members, Members, Senior Members and Fellows who are past members of the EAB, current or past members of EAB committees, but not current voting members of the EAB Awards and Recognition Committee.

The award consists of a brass and walnut plaque.

C. Nominator

Non-members of the IEEE are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE EAB Meritorious Service Citation must be current IEEE Members who are also past members of the EAB, or current or past members of EAB Committees, but not current voting members of the EAB Awards & Recognition Committee.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

4.3.10.9 Employer Professional Development Award

A. Frequency

This award is offered annually.

B. Award Description

The Employer Professional Development Award was established in 1995 by the IEEE EAB and recognizes organizations employing IEEE members for contributions to employee continuing education and professional development. The award is given to organizations whose contributions to employee continuing education and professional development are outstanding as evidenced by their quality, comprehensiveness, innovation or impact.
The award consists of a brass and walnut plaque.

C. Nominator

The nominator of this award is required to be a member of the IEEE.

D. Candidate Organizations

The Employer Professional Development Award is given to organizations employing IEEE members for contributions to employee continuing education and professional development.

E. References

The nominator is responsible to provide a minimum of three, and a maximum of five, people who have had first-hand experience with the professional development activities of the nominated organization. Any person, including non-members of the IEEE, who has first-hand experience with the professional development activities of the nominated organization, is eligible to provide reference for this award.

4.3.10.10 Section Professional Development Award

A. Frequency

This award is offered annually.

B. Award Description

The Section Professional Development Award was established by the IEEE EAB in 2001 and recognizes IEEE Sections for major contributions to IEEE members in the areas of lifelong learning, continuing education, and professional development. This award is given to Sections whose contributions to continuing education and professional development are outstanding as evidenced by their quality, comprehensiveness, innovation or impact. This award was first offered in 2003.

The award consists of a brass and walnut plaque.

C. Nominator

The nominator of this award is required to be a member of the IEEE.

D. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members, and may be members of IEEE Sections other than the Section nominated.

4.3.10.11 Society/Council Professional Development Award

A. Frequency
This award is offered annually.

B. Description

The Society/Council Professional Development Award was established in 2003 by the IEEE EAB and recognizes an IEEE Society or Council for major contributions to the professional development of its members through the provision of outstanding products, services and support in the areas of lifelong learning, continuing education, and professional development.

The award consists of a brass and walnut plaque.

The nominator of this award is required to be a member of the IEEE.

C. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references for this award must be IEEE members, and may be members of IEEE Societies or Councils other than the Society or Council nominated.

4.3.10.12 Vice President’s Recognition Award

The EAB Vice President’s Recognition Award was established in 2001 by the IEEE EAB to give the Vice President, Educational Activities an opportunity to recognize IEEE Graduate Student Members, Members, Senior Members or Fellows, or organizations for contributions that do not fit within formal EAB award structure, and that have had a significant and substantial effect on the practice of engineering and of engineering education related to the mission of the EAB.

The award consists of a brass and walnut plaque.

The award is to be given at the discretion of the Vice President, Educational Activities, with the concurrence of the EAB ARC Chair.

4.3.10.13 EAB / SA Board of Governors Standards Education Award

A. Frequency

This award is offered annually.

B. Description

The Standards Education Award was established in 2010 by the EAB and the SA Board of Governors to recognize significant contributions in support of the IEEE Standards Education mission of promoting the importance of standards in meeting technical, economic, environmental and social challenges; disseminating learning materials on the application of standards in the design and development aspects of educational programs, actively promoting the integration of standards into academic programs; and providing short courses about standards needed in the design and development phases of professional practice.
The award is given to individuals, companies or organizations that have done one or more of the following:

- Actively promoted the integration of standards, including IEEE standards, into academic and corporate internal development programs
- Provided support for education about standards needed in the design and development phases of professional practice (e.g., lectures, speaking engagements, tutorials, case studies, articles, etc.)
- Promoted the importance of standards in meeting technical, economic, environmental, political and societal challenges
- Made significant and/or regular contributions of standards education materials (e.g., tutorials, case studies, articles, etc.)
- Provided content or materials to support education about the standards setting process

The award consists of a plaque.

C. Nominator

Anyone may serve as a nominator for the EAB/SA BoG Standards Education Award.

D. Candidates

Candidates for the Standards Education Award may be individuals, companies, and/or organizations.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE members.

F. Selection Committee

The selection committee for the Standards Education Award will be composed of two members from each of the EAB Awards & Recognition Committee (ARC) and the Standards Association Awards Committee. The selection committee will make recommendations to each of the EAB ARC and the SA Awards Committee for approval. The EAB ARC and the SA Awards Committee will make recommendations to the EAB and the SA BoG for approval.
Nomination materials, as submitted, should make the case for the nominee, and be complete and well documented. The EAB Awards and Recognition Committee will not research any information that has been provided to amplify the record, or to verify unsupported claims, except in unusual cases.

4.3.11.3 C. Holmes MacDonald Outstanding Teaching Award

A. Frequency

This award is offered annually.

B. Award Description

The IEEE-HKN C. Holmes MacDonald Outstanding Teaching Award was established in 1972 to recognize the central and crucial role of college professors in training and motivating future electrical and computer engineers. The program attempts to identify and give recognition to engineering professors who have demonstrated, early in their careers, special dedication and creativity in their teaching responsibilities. Thus it is, in part, a counterbalance to the significant pressure for research and publication performance on young professors, and a re-affirmation of the basic and essential need of excellence in teaching.

The award consists of a 10”x12” cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

4.3.11.4 Vladimir Karapetoff Outstanding Technical Achievement Award

A. Frequency

This award is offered annually.

B. Award Description

The IEEE-HKN Vladimir Karapetoff Outstanding Technical Achievement Award was established in 1992 and recognizes major career accomplishments by a practitioner of electrical or computer engineering who has distinguished her/himself through an invention, development, or discovery in the field of
electrical or computer technology. Factors considered in bestowing this award include the impact and scope of applicability, the impact on the public welfare, and the impact on the standard of living and/or global stability.

The award consists of an 11”x14” cherrywood matted and framed certificate and a USD 2500.00 honorarium.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

4.3.11.5 Outstanding Young Professional Award

A. Frequency

This award is offered annually.

B. Award Description

The IEEE-HKN Outstanding Young Professional Award, formerly the Outstanding Young Electrical Engineer (OYEE) Award, was established in 1936. It is presented to exceptional young engineering professionals for meritorious service in the interests of humankind as evidenced by his/her past record and future promise, as well as for outstanding achievements in his/her chosen profession. Many recipients of this award have gone on to make major contributions to the electrical and computer engineering fields and hold noteworthy positions in academia, industry, and government. The description of the character of the contributions for which this recognition may be awarded should be liberally construed by the nominators.

The award consists of an 10”x12” cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.
D. Candidates

Non-members of IEEE-HKN are eligible for this award. The candidate must not yet have reached his/her 35th birthday on 1 May of the year for which the award is granted.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

4.3.11.6 Distinguished Service Award

A. Frequency

This award is offered annually.

B. Award Description

The IEEE-HKN Distinguished Service Award was established in 1971 to recognize those members who have devoted years of service to Eta Kappa Nu (or IEEE-HKN), resulting in significant benefits to all of the society's members.

The award is based on lifetime contributions to Eta Kappa Nu (or IEEE-HKN) and is limited to one recipient each year.

The award consists of an 11"x14" cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Candidates for the IEEE-HKN Distinguished Service Award must be current IEEE-HKN Members who are also past members of the IEEE-HKN-BOG, or current or past members of IEEE-HKN Committees, but not current voting members of the IEEE-HKN Awards Committee.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award. At least two references must be IEEE-HKN members.

4.3.11.7 Eminent Member Recognition Award

A. Frequency

This award is offered annually.

B. Award Description
The IEEE-HKN Eminent Member Recognition was established in 1950 as Eta Kappa Nu’s highest membership classification. It is to be conferred upon those select few whose attainments and contributions to society through leadership in the fields of electrical and computer engineering have resulted in significant benefits to humankind.

The award consists of an 11”x14” cherrywood matted and framed certificate.

C. Nominator

Non-members of the IEEE and IEEE-HKN are eligible to serve as a nominator of this award.

D. Candidates

Non-members of IEEE-HKN are eligible for this award.

E. References

The nominator is responsible for providing a minimum of three, and a maximum of five, persons to serve as references for this award.

4.4 PRE-UNIVERSITY EDUCATION COORDINATING COMMITTEE (PECC) CHARTER

A. General

The EAB Pre-University Education Coordinating Committee (PECC) reports to, and is a Standing Committee of, the EAB.

B. Mission

The mission of the PECC will be to, globally, within IEEE fields of interest

- promote and enhance the level of technological literacy of pre-university educators and students,
- be the primary source of resources, curricula and pedagogical practices for pre-university educators,
- encourage students to aspire to IEEE related careers.

C. Scope

The EAB PECC shall be responsible for coordinating IEEE pre-university education programs/projects; assist in the promotion/advocacy of pre-university educational activities among other IEEE organizational units; expand awareness of the importance of technological literacy for all pre-university students and pre-university educators; serve as liaison to other associations/entities and teacher organizations with interests in pre-university education; and facilitate the institutionalization of pre-university education programs/projects/activities on a global basis.
D. Functions

1. To coordinate all pre-university educational activities within the IEEE.
   - To work with the Member and Geographic Activities (MGA) Board to expand the network of Regions and Section pre-university education coordinators and to develop Section Champions who will lead and execute pre-university programs
   - To work with TAB to facilitate better awareness and coordination between societies/councils of their pre-university activities and products
   - To work with IEEE-USA to facilitate programs that effect improvements in the math, science, and technology education of pre-university students and help raise their functional and technological literacy;

2. To develop a clearinghouse of pre-university education programs/projects/activities within IEEE and maintain a repository to promote participation;

3. To engage stakeholder of the pre-university education community and external professional and technical societies to determine needs and recommend appropriate actions, e.g., projects/programs/activities/partnerships/collaborations;

4. To determine mechanisms to capture and report key performance measures of all IEEE pre-university education activities, e.g., programs/projects/activities/partnerships/collaborations;

5. To support/enhance engineering, computing, and technology pre-university educational content to develop and enhance students technical and professional skills.

E. Composition

The EAB PECC shall consist of up to eight (8) voting members and one non-voting member as follows:

1. PECC Chair
2. PECC Immediate Past-Chair
3. IEEE-USA K-12 STEM Literacy Committee representative
4. MGA Pre-University Committee representative
5. EAB EPICS in IEEE Committee Chair
6. At least one (1) TAB Representative
7. A minimum of one (1) and up to three (3) VP-EA appointed voting members, and
8. VP-EA as an ex officio member without vote.

F. Membership Requirements

Up to two (2) voting members of the PECC may be non-members of the IEEE. All other members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

G. Financial and Administrative Support

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support shall be provided by the EAD.

H. Meetings
1. At least one face-to-face meeting of the Committee shall be convened Annually (and as financially feasible).
2. Additional meetings shall be called by the Chair as needed (and financially feasible).
3. Teleconference meetings are held as needed.
4. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
5. Minutes will be recorded and distributed for each meeting.

I. Reports

Status reports shall be provided at each EAB meeting, including an annual report of activities at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

J. Amendments

All amendments to this charter must be approved by the EAB.

4.4.1 Committee(s) Reporting to EAB Pre-University Education Coordinating Committee

1. Engineering Projects In Community Service Committee (EPICS in IEEE) Charter

A. General

The EAB EPICS in IEEE Committee (EPICS in IEEE) is a Standing Committee of EAB Pre-University Education Coordinating Committee.

B. Mission

The mission of the EPICS in IEEE is to empower technical professionals and university students to impact communities around the world.

C. Scope

EPICS in IEEE shall enable members of IEEE geographic units (e.g., sections and student branches), technical (societies) and non-technical (affinity) groups to work with high school students and non-profit or non-governmental organizations on EPICS in IEEE community service-related engineering projects. The partnerships will focus on development of devices and systems within IEEE fields of interest to solve a local problem benefitting the target audiences of the community-based organizations. This includes reaching female and under-represented groups.

EPICS in IEEE promotes vertical integration where the program enables a partnership between a pre-university entity (a high/secondary school) and/or a university with a non-governmental organization (NGO) to develop a sustainable model of knowledge dissemination focused on community service. For an initiative to be classified as an EPICS in IEEE project site, the project site should have a linkage with an NGO and an IEEE volunteer.
D. Functions

1. To provide grants for project materials and supplies to IEEE members to facilitate the design, development and deployment of technical solutions;

2. To encourage mentoring of undergraduate and high school students;

3. To develop educational resources on community service;

4. To maintain a brand presence (i.e., web presence, participation in conferences, meetings, etc.) for a) promotion and publicity, b) dissemination of projects, and c) knowledge sharing and networking;

5. To conduct training to establish EPICS in IEEE project sites using local volunteers and resources;

6. To capture and report key performance measures;

7. To encourage universities to adopt EPICS in IEEE activities (e.g., capstone projects, senior projects);

8. To explore opportunities to partner with global organizations whose mission can be supported through cooperative efforts to develop EPICS in IEEE projects in locations where the organization operates and IEEE membership exists; and

9. To conduct periodic program evaluation.

E. Composition

The EAB EPICS in IEEE Committee shall consist of up to five (5) voting members and one (1) non-voting member as follows:

1. EPICS in IEEE Chair, to be appointed by the VP-EA, in consultation with the PECC Chair,

2. EAB University Resources Committee (URC) representative, appointed by the VP-EA, in consultation with the URC Chair,

3. Three (3) members appointed by the VP-EA, in consultation with the PECC Chair, and

4. PECC Chair as an ex officio member without vote.

The EPICS in IEEE Chair may appoint non-voting members to working groups as deemed necessary.

F. Membership Requirements

Up to two (2) voting members of the EPICS in IEEE Committee may be non-members of the IEEE. All other members must be IEEE Student Members, IEEE Graduate Student Members, Members, Senior Members, or Fellows. The EPICS in IEEE Chair is encouraged to consider appointing a pre-university educator or global organization representative, as a voting member.

G. Reports
Status reports shall be provided at each PECC meeting, including an annual report of activities for inclusion in the PECC annual report at the last regularly scheduled EAB meeting of the year. Other reports are prepared as necessary.

H. Amendments

All amendments to this charter must be approved by the EAB.

Reference

EAB Pre-University Website

4.5 SECTION OUTREACH COMMITTEE (SEOC) CHARTER

A. General

The EAB Section Outreach Committee (SEOC) reports to, and is a Standing Committee of, the EAB.

B. Mission

To engage and support the Section Educational Activities Chairs in their efforts to identify and facilitate the educational needs of the public, the profession and IEEE members.

C. Scope

The SEOC will have the lead responsibility within EAB for building and maintaining strong working relationships with IEEE Regions, Sections and Chapters in order to work with these organizational units as partners.

D. Functions

The SEOC will work with other IEEE Educational Activities Board Committees and Member and Geographic Activities (MGA) to:

1. serve as a focal point for identifying opportunities and facilitating the implementation of various activities and programs of the EAB in IEEE Regions/Sections/Chapters;
2. serve as a focal point to seek inputs on new and existing EA programs and activities from the Section Education Coordinators; and
3. provide updates on educational products and services, such as newsletter articles, virtual communities and related interactions, to inform Regions/Sections/Chapters about educational opportunities and to meet their educational needs.

E. Composition

The EAB SEOC shall consist of up to 13 voting members and one non-voting member as follows:

1. SEOC Chair
2. 10 Region Education Chairs to serve as ex officio voting members
3. 2 MGA Representatives to EAB
4. VP-EA shall serve ex officio without vote

F. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

G. Financial and Administrative Support

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support shall be provided by the EAD.

H. Meetings

1. At least one face-to-face meeting of the Committee shall be convened annually
2. Additional meetings shall be called by the Chair as needed (and financially feasible)
3. Email and/or teleconference meetings are held as needed
4. Meetings will be conducted under an informal application of parliamentary procedures and rules of order
5. Minutes will be recorded and distributed for each meeting.

I. Reports

Status reports shall be provided at each EAB meeting, including an annual report of activities at the Fall EAB meeting. Other reports are prepared as necessary.

J. Amendments

All amendments to this charter must be approved by the EAB.

4.6 CONTINUING EDUCATION COMMITTEE (CEC) CHARTER

A. General

The EAB Continuing Education Committee (CEC) reports to, and is a Standing Committee of, the EAB.

B. Mission

To identify and serve the continuing education needs of industry and academia by being the resource of choice for quality educational products, programs and services.

C. Scope

To assure that the continuing education products, programs, and services developed by the EAB demonstrate high educational quality. The EAB Continuing Education Committee shall develop strategies and plans for current and future continuing education products, programs and services. The CEC shall oversee and monitor the execution of these plans.

D. Functions

1. Regularly evaluate the educational quality and effectiveness of current and future continuing education programs, products, and services and recommend improvements, as appropriate.
2. Maintain the content diversity, timeliness, and relevance of current and future continuing education programs, products, and services.

3. Maintain the quality and manage the process of awarding and dispersing Continuing Education Units (CEUs), continuing professional development credits (as applicable to a local area) and Professional Development Hours (PDHs).

4. Identify and acquire quality continuing education content by developing and maintaining relationships with IEEE conferences, societies, councils, and other operating units as sources of content for EAB continuing education programs, products, and services.

5. Establish metrics against which to measure IEEE continuing education programs, products, and services, and annually evaluate their performance against those metrics and make appropriate recommendations regarding the creation or continuance of same.

6. Wherever needed, recommend to EAB policies and actions that shall support the mission of the Committee.

7. Maintain communication and dialog with EAB, the IEEE Future Directions Committee, the IEEE Education Society, and other Societies and organizational units, both within and outside of IEEE that are engaged in continuing education.

8. Provide leadership for EAB, IEEE as a whole, and the engineering community to identify and plan for the emerging needs of continuing education.

E. Composition

The EAB CEC shall consist of a minimum of twelve (12), and up to seventeen (17), voting members and one (1) non-voting member as follows:

1. CEC Chair;
2. a minimum of two (2), and up to seven (7), appointed voting members;
3. the Chairs of the four (4) Standing Committees of the EAB Continuing Education Committee, the Content Acquisitions Committee, the EAB Products and Services Committee, the Certificates, Certifications, and Credit-Bearing Programs Committee, and the Standards Education Committee;
4. one (1) appointed voting member who shall represent the Educational Products Editorial Board;
5. The Standards Association Representative to EAB;
6. one (1) of the Technical Activities Board (TAB) Representatives to EAB;
7. One (1) of the Member and Geographic Activities (MGA) Board Representatives to the EAB;
8. The IEEE-USA Liaison to the EAB; and
9. VP-EA as an ex officio member without vote.

F. Membership Requirements

Up to two (2) voting members of the CEC may be non-members of the IEEE. All other voting members must be IEEE Graduate Student Members, Members, Senior Members or Fellows.

G. Financial and Administrative Support

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support shall be provided by the EAD.

H. Meetings

1. At least one (1) face-to-face meeting of the Committee shall be convened annually.
2. Additional meetings shall be called by the Chair as needed (and financially feasible).
3. Teleconference meetings are held as needed.
4. Meetings shall be conducted under an informal application of parliamentary procedures and rules of order.
5. Minutes shall be recorded and distributed for each meeting.

I. The Committees Reporting to EAB Continuing Education Committee

To help fulfill its mission, the CEC shall include four (4) Standing Committees: Content Acquisitions; EAB Products and Services; Certificates, Certifications, and Credit-Bearing Programs; and Standards Education.

1. Content Acquisitions Committee
   i. General
      The Content Acquisitions Committee shall be appointed by, and report to, the EAB Continuing Education Committee.
   ii. Scope
      The Content Acquisitions Committee shall facilitate the identification and acquisition of sources of content for IEEE Continuing Education programs, products, and services.
   iii. Functions
      The Content Acquisitions Committee shall:
      1. Work with Educational Activities professional staff to identify and recommend content owners (whether individual subject matter experts, companies, universities, organizations, or IEEE organizational units) with which to partner for continuing education programs, products, and services.
      2. Provide peer contact for subject matter experts and IEEE OUs.
      3. Facilitate efforts to keep existing content current and topical by assisting EA professional staff to engage Subject Matter Experts to revise content as necessary.
   iv. Composition
      The Content Acquisitions Committee shall consist of the following members:
      1. Standing Committee Chair
      2. Three (3) additional members (with preference given to existing or former members of the EAB Continuing Education Committee)
      3. One (1) professional staff member from the IEEE Educational Activities Department, to be appointed by the EAD Managing Director (non-voting).

2. The EAB Products and Services Committee
   i. General
The EAB Products and Services Committee shall be appointed by, and report to, the EAB Continuing Education Committee.

ii. **Scope**

The EAB Products and Services Committee shall oversee business-related issues regarding IEEE Continuing Education programs, products, and services.

iii. **Functions**

The EAB Products and Services Committee shall:

1. Stimulate the generation of new continuing education programs, products, and services by actively contributing to strategy development, product planning, and establishment of business objectives.

2. Monitor progress toward achieving goals and objectives of the business activities within its scope.

3. Identify and recommend new or updated programs, products, and services.

4. Cooperate with the professional staff in the preparation of business proposals related to programs, products, and services within the Committee’s charter.

5. Make recommendations to CEC and EAB for new and updated programs, products, and services as appropriate.

6. Monitor the progress of programs, products, and services within the Committee’s scope in relation to defined goals and make recommendations as appropriate.

7. Advise the Educational Activities professional staff in developing programs, products, and services pricing proposals.

iv. **Composition**

The EAB Products and Services Committee shall consist of the following members:

1. Standing Committee Chair
2. Three (3) additional members (with preference given to existing or former voting members of the EAB Continuing Education Committee)
3. One (1) professional staff member from the IEEE Educational Activities Department, to be appointed by the EAD Managing Director (non-voting).

3. **The Certificates, Certifications, and Credit-Bearing Programs Committee**

i. **General**

The Certificates, Certifications, and Credit-Bearing Programs Committee shall be appointed by, and report to, the EAB Continuing Education Committee.

ii. **Scope**
The Certificates, Certifications, and Credit-Bearing Programs Committee shall deal with issues related to the awarding of various types of IEEE educational credits or certificates.

iii. Functions

The Certificates, Certifications, and Credit-Bearing Programs Committee shall:

1. Maintain the quality and manage the process of awarding and dispersing Continuing Education Units (CEUs), Professional Development Hours (PDHs), and other certificates or credentials from, or sponsored by, IEEE.

2. Provide peer contact for IEEE OUs

3. Advise Educational Activities professional staff on contents of the IEEE Continuing Education Policy and CEU Process Manual

iv. Composition

The Certificates, Certifications, and Credit-Bearing Programs Committee shall consist of the following members:

1. Standing Committee Chair
2. Three (3) additional members (with preference given to existing or former voting members of the EAB Continuing Education Committee)
3. One (1) professional staff member from the IEEE Educational Activities Department, to be appointed by the EAD Managing Director (non-voting).

4. EAB / SA STANDARDS EDUCATION COMMITTEE (SEC)

(The EAB / SA Standards Education Committee shall have its own Charter governing its own composition and rules. Changes to be made to this section of the manual require the approval of both the IEEE EAB and the IEEE SA Board of Governors.)

4.7 EAB / SA STANDARDS EDUCATION COMMITTEE (SEC) CHARTER

The EAB / SA Standards Education Committee shall have its own Charter governing its own composition and rules. Changes to be made to this section of the manual require the approval of both the IEEE EAB and the IEEE SA Board of Governors.

4.7.1 EAB/SA SEC Responsibility

The EAB/SA SEC is responsible for securing and disseminating learning materials on standards. This Committee will have responsibility for all joint activities of EAB and SA on Standards education – including university-level and post-university and continuing education projects. The EAB/SA SEC will address the growing needs of industry and academia to have access to high quality education on Standards. Activities of the EAB/SA SEC will reinforce IEEE’s position of leadership in the areas of Standards and Standards Education. The President of the Standards Association and the Vice President-Educational Activities will be jointly responsible for the activities of this Committee.
4.8 UNIVERSITY RESOURCES COMMITTEE (URC) CHARTER (See Appendix F for Glossary of Accreditation Acronyms, Full Names, and Affiliations)

A. General

The Educational Activities Board (EAB) University Resources Committee (URC) reports to, and is a Standing Committee of, the EAB.

B. Mission

To promote and enhance the content and delivery of engineering, computing, and technology (ECT) education globally by assisting in the continued evolution of curricula and pedagogy practices and the implementation of a portfolio of programs/products/services for students and faculty across IEEE’s fields of interest in ECT.

To identify and meet the accreditation needs of the profession, by assisting in the operation of existing accrediting bodies and procedures and in the establishment, development and implementation of new accrediting bodies and accreditation procedures in ECT, as well as pertinent areas within applied science.

C. Scope

The URC shall be responsible for coordinating all university-level education programs/products/services funded or organized under EAB. It shall promote/advocate university education activities among, or in cooperation with, other IEEE organizational units; serve as a liaison to other associations and organizations with interests in engineering education; and facilitate the institutionalization of university education programs/products/services on a global basis.

The URC shall be responsible for fulfilling IEEE’s accreditation responsibilities within ECT and applied science. It shall promote/advance programs for the development and operations of accrediting bodies in ECT and pertinent areas of applied science within geographical regions where such accrediting bodies are in existence, are needed, or are in the process of being formed. It shall seek participation, voice and vote for IEEE in the decision making organizations of accrediting bodies worldwide.

D. Functions

The URC shall be responsible for the following activities.

1. Operational Plans and Activities
   a. Coordinate university education and accreditation activities within IEEE EAB.
   b. Develop and recommend procedures and positions with regard to university education and accreditation.
   c. Coordinate the activities and budget resources of the URC’s Standing and Ad Hoc Subcommittees, task forces, etc.
IEEE EDUCATIONAL ACTIVITIES BOARD

OPERATIONS MANUAL

d. Provide oversight to new and existing IEEE EAB university education programs/products/services.
e. Approve appropriate projects for implementation including funding sources, implementation strategy, and budgets.
f. Provide financial review of funded projects to ensure full cost recovery and on-time completion.
g. Work with the Member and Geographic Activities (MGA) Board and the Technical Activities Board (TAB) to expand the impact of IEEE EAB university education and accreditation programs.
h. Facilitate communication and interaction between the university education community, professional technical Councils/Societies and IEEE Regions, Sections and Student Branches.
i. Convene periodic workshops and other activities to bring together university stakeholders to determine needs and recommend programs/products/services.

2. Strategic Plans and Activities

a. Develop and recommend strategic objectives for IEEE and the EAB in the areas of university education and accreditation.
b. Develop projects and new initiative proposals to support the strategic objectives of IEEE and EAB in the areas of university education and accreditation.
c. Establish performance measures for the IEEE EAB university education and accreditation activities.
d. Report periodically to the EAB on the status, trends and issues in ECT university education.

E. Composition and Appointments

The membership of the URC consists of up to ten (10) voting and up to eight (8) non-voting members as indicated below:

VOTING MEMBERS

1. URC Chair appointed by the Chair of the EAB.
2. Immediate Past URC Chair.
3. Chair of the Committee on Engineering Accreditation Activities (CEAA).
4. Chair of the Committee on Engineering Technology Accreditation Activities (CETAA).
5. Chair of the Committee on Global Accreditation Activities (CGAA).
6. Chair of the Faculty and Departments Committee (FDC).
7. Chair of the Student Educational Resources Committee (SERC).
8. Chair of the Curricula & Pedagogy Committee (CPC).
9. One (1) IEEE Member-at-Large appointed by the VP-EA.
10. President of the IEEE-Eta Kappa Nu (IEEE-HKN).

URC appointments shall be approved by the EAB.

Non-Voting Members

1. VP-EA serves as ex officio member without vote.
2. One (1) of the jointly appointed MGA Representatives to the EAB.
3. One (1) of the jointly appointed TAB Representatives to the EAB.
4. One (1) IEEE Representative Director serving on the ABET Board of Directors, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
5. President-Elect of the IEEE Education Society, or designee.
6. A representative from a global university education organization (related to IEEE’s fields of interest), to be appointed by the VP-EA.
7. President of the Electrical and Computer Engineering Department Heads Association (ECEDHA), or designee.
8. Chair of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), or designee.

F. Membership Requirements

All Voting Members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

G. Terms, Duties and Responsibilities of Office

1. All terms of service commence on January 1st of each calendar year. The terms of service are:

   a. URC Chair term is one (1) year. The Chair is eligible for re-appointment and may hold office for no longer than three (3) successive terms. The Chair shall become the URC Immediate Past Chair upon completion of the term as Chair, and will serve until the next Chair completes his/her term.

   b. The term of all voting members is one (1) year. Voting members are eligible for re-appointment and may hold office for no longer than three (3) successive terms, not including time as URC Chair.

   c. The term of all non-voting members is one (1) year. Non-Voting members are eligible for re-appointment and may hold office for no longer than three (3) successive terms.

2. The duties and responsibilities of the Voting Members are:

   a. URC Chair

      i. Shall serve as a voting member of the EAB.

      ii. The URC Chair shall annually appoint one of the other voting members as Vice Chair.

      iii. The URC Chair shall seek out collaborative opportunities with other EAB committees and, when appropriate, with other IEEE organizational units, Councils and Committees

      iv. Provide active leadership aimed at achieving IEEE/EAB goals and objectives.

      v. Measure and assess URC achievement versus stated goals and objectives.

      vi. Convene and conduct regular and special meetings.

      vii. Prepare periodic reports on status and activities to the EAB.

      viii. Recommend the appointment of URC Committee Chairs, members-at-large and liaisons.

      ix. Meet periodically with the VP-EA to review IEEE activities in the areas of university education.

     x. Appoint Ad-Hoc Subcommittees, taskforces or similar groups when deemed necessary.

   b. URC Vice Chair

      i. The Vice Chair shall preside when the Chair is not available.
c. Committee Chairs and Member-at-Large

i. Serve as a voting member of the URC.
ii. Provide active leadership aimed at achieving IEEE/EAB goals and objectives.
iii. Participate actively in the discussions and deliberations on IEEE/EAB/URC’s agendas of issues relevant to university education.

All members of the URC serve as stewards and trusted advisors of the Committee – operating in the best interests of IEEE in the areas of university education and academic program accreditation – and not as representatives of academic institutions, accrediting bodies, or other committees and councils.

H. Financial and Administrative Support

The EAB shall provide financial and administrative support including travel, material and postage expenses, and secretarial and administrative assistance provided through an annual budget allocation by the IEEE. The expenses of the voting members, the VP-EA, and such non-voting members as approved by the URC Chair, with the concurrence of the VP-EA, shall be reimbursed by the IEEE EAB. The travel reimbursements shall conform to the standard IEEE Travel Policy.

I. Meetings

1. At least one face to face meeting of the URC shall be convened annually.
2. Teleconferences/webcasts may be called by the Chair as needed.
3. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
4. Meetings will be announced at least two (2) weeks in advance and agendas with supporting documents shall be circulated at least five (5) days prior to any scheduled meeting.
5. Minutes will be recorded and distributed for each meeting.
6. Meeting summaries will be provided through the URC Website, which will enable members and non-members, to take note of key works of the Committee from time-to-time.

J. Reports

Status reports shall be provided for EAB Meetings, including an annual report of activities for the last scheduled EAB Meeting of the year.

K. Amendments

All amendments to this Charter must be approved by the EAB.

4.8.1 Accreditation Activities

Participation in accreditation policy-making and accreditation activities is a major responsibility of the IEEE. It allows IEEE to bring the perspective of the profession into matters such as curricular content, curriculum development, pedagogy, and accreditation in emerging technological fields.
EAB conducts its activities in the United States and outside the United States in different ways. However, the long-term goal of EAB is to be as active and participatory in the activities of accrediting bodies outside the U.S., as it is active in ABET, which is the principal accrediting body for accreditation in engineering, computing, and technology (ECT) in the United States. The IEEE is the largest Member society of ABET, and is responsible for more than 800 engineering and engineering technology programs through ABET. IEEE seeks the highest possible level of activity and participation in all aspects of ABET policy-making processes and activities. Furthermore, IEEE seeks a lead society status within ABET (or joint lead society status with other ABET member societies) in each and every technical field covered by one of IEEE’s technical societies and councils.

EAB recognizes its non-U.S. accreditation duties to the profession and to the membership. In addition to its participation in non-U.S. ABET accreditation, EAB strives to assist members who need information and education on accreditation, as well as members who participate in the operation of existing or emerging accrediting bodies in the ECT fields. Furthermore, EAB seeks to assist members who wish to create new regional accreditation ECT accrediting bodies where such bodies do not exist at present. EAB and IEEE seek voice and vote for the IEEE Sections in the activities of accrediting bodies in their locales.

EAB has been active in U.S. accreditation of engineering and engineering technology (including computer engineering and computer engineering technology), whereas IEEE activities in U.S. accreditation of computing (such as computer science and information technology) have been handled by the IEEE Computer Society. It is the intent of EAB to work closely with the IEEE Computer Society and with the professional association CSAB to ensure coordination of efforts and continuous cooperation between these organizational units.

4.8.2 Accreditation Process (See Appendix G)

4.8.3 IEEE Representative Directors to ABET Procedures (See Appendix H)

4.8.3.1 Selection Procedures for IEEE Representatives on the ABET Board of Directors (See Appendix D)

4.8.3.2 Attendance at EAB and IEEE Board of Directors Meeting

The EAB requires that one of the three IEEE Representative Directors on the ABET Board of Directors shall be in attendance at each scheduled face-to-face EAB meeting.

Whenever an ABET item is included on the IEEE Board of Directors Agenda, an IEEE Representative Director on the ABET Board of Directors may be invited by the Vice President for Educational Activities (in consultation with the President of IEEE) to be present and assist the Board in its deliberations.

The EAB professional staff will provide IEEE Representative Directors on the ABET Board of Directors with the pertinent administrative support.

References

Appendix H - Procedures for IEEE Representatives on the ABET Board of Directors
4.9 COMMITTEE ON ENGINEERING ACCREDITATION ACTIVITIES (CEAA) CHARTER

A. General

The Committee on Engineering Accreditation Activities (CEAA) is a Standing Committee of the EAB that reports to the EAB through the EAB University Resources Committee (URC).

B. Mission

To identify and meet the accreditation needs of the profession, by assisting in the establishment, operation, development and implementation of accrediting bodies and engineering accreditation policies and procedures in the United States and other countries as appropriate.

C. Scope

To execute, under the guidance of the IEEE Educational Activities Board and the IEEE University Resources Committee, all IEEE activities relating to the accreditation of engineering programs by the Engineering Accreditation Commission (EAC) of ABET, and to participate in activities of other accrediting bodies (e.g., regional accreditation agencies) in the United States and other countries as appropriate.

D. Functions

The CEAA responsibilities are:

1. Operational Plans and Activities
   a. Coordinate all IEEE activities relating to the accreditation of engineering programs by the EAC of ABET;
   b. Specify the qualifications for the IEEE EAC program evaluators, subject to consent, in writing, by the Vice President Educational Activities (VP-EA) and the Chair, University Resources Committee (URC);
   c. Propose IEEE program evaluators for nomination by the URC to the EAC on behalf of the EAB in accordance with the “Qualifications for IEEE EAC of ABET Program Evaluators,” which are included in the CEAA Operations Manual, and in accordance with the desire that at least half of the IEEE program evaluators shall be from industry and/or government;
   d. Train, mentor, and review program evaluators;
   e. Evaluate educational programs through review of program evaluator reports;
   f. Propose, review, comment upon, or facilitate the development of program criteria for EAB approval;
   g. Propose IEEE representatives and alternates through the URC for nomination by the EAB to the EAC of ABET;
   h. Propose the re-nomination of IEEE representatives and alternates by the URC to the EAC of ABET on behalf of the EAB.
   i. Recommend evaluators for programs for which the IEEE has sole responsibility;
   j. Coordinate, in conjunction with other participating or affiliated ABET member societies, the selection of evaluators for programs for which IEEE has lead society responsibility or cooperates with other societies; and
2. Strategic Plans and Activities
   a. Periodically review committee activities so as to define, recommend and implement strategic initiatives relevant to the improvement of CEAA functions, including changes in accreditation criteria policy and procedures.

E. Composition and Appointments

The membership of the CEAA consists of up to eighteen (18) voting, up to three (3) non-voting, and additional corresponding members, as indicated below:

1. Voting Members
   a. CEAA Chair, with succession to this position as defined in Section G below.
   b. CEAA Chair-Elect, or the Past Chair, in accordance with the succession and terms as described in Section G below. The CEAA Chair-Elect shall be selected by the CEAA, endorsed by the URC, and approved by the EAB. Candidates for CEAA Chair-Elect shall normally have completed, or be entering, their final year as IEEE representative to EAC of ABET.
   c. CEAA Program Evaluator Assignment Coordinator, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC, and approved by the EAB.
   d. CEAA Training Coordinator, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC, and approved by the EAB.
   e. At-Large Members who are selected by the CEAA from among the pool of experienced program evaluators, endorsed by URC, and approved by the EAB. IEEE EAC commissioners are typically selected from experienced At-Large Members completing their terms on CEAA. To assure a sufficient number of qualified EAC commissioners, the maximum number of At-Large Members shall be one less than the total number of IEEE EAC commissioners designated by ABET.
   f. URC Chair, serving as an ex officio member.
   g. The IEEE representative to the EAC of ABET, nominated by the Chair of CEAA, with the concurrence of the VP-EA serving as an ex officio member for a two (2) year term and must have served on the EAC of ABET for at least two (2) years.

Non-Voting Members
   h. VP-EA, serving as an ex officio member.
   i. One (1) IEEE Representative Director serving on the ABET Board of Directors, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
   j. Chair of the Electrical and Computer Engineering Department Heads Association (ECEDHA), or designee, serving as an ex officio member.

Corresponding Members
   k. All IEEE representatives and alternates to the EAC of ABET not already Voting Members.
   l. All Alternate At-Large members of CEAA, selected by the CEAA from among the pool of experienced program evaluators, endorsed by the URC, and approved by the EAB.
m. Up to two (2) CEAA Program Evaluator Assignment Coordinator Backups, selected by the CEAA from among current or past CEAA members or IEEE representatives to EAC of ABET, endorsed by the URC, and approved by the EAB.

n. Liaisons between IEEE and other ABET member societies with responsibility for specific programs, subject to the approval of the CEAA Chair and the URC Chair.

2. All voting members must be IEEE Senior Members or Fellows. No IEEE member serving on the EAC of ABET (including the EAC Executive Committee) may simultaneously serve as an At-Large Member or Chair of CEAA. It is expected that approximately one-half of the voting members shall come from industry or government.

3. An individual holding multiple positions on CEAA shall have the responsibilities associated with all such positions, with the exception that no member shall have more than one vote.

F. Nomination and Selection of Members, Representatives, and Alternates

The CEAA Nominating Subcommittee shall be responsible for preparing slates of candidates for CEAA Chair-Elect, At-Large Members and Alternates, Program Evaluator Assignment Coordinator and Backup(s), and Training Coordinator; and for IEEE Representatives and Alternates to EAC of ABET. The Subcommittee shall solicit nominations and recruit eligible candidates, in accordance with this Charter, and the CEAA Operations Manual.

Under extenuating circumstances, the URC Chair, in consultation with the VP-EA, may approve the nomination of other candidates for CEAA Chair-Elect.

CEAA may select Alternate At-Large Members of the CEAA and Alternate Representatives to EAC of ABET, subject to endorsement by URC and approval by EAB. Alternates may be appointed by the CEAA Chair, subject to the approval of the URC Chair, to fill vacancies. The maximum number of CEAA alternates allowed shall be six (6). The maximum number of EAC alternates allowed shall be the greater of three (3) or the number of new representatives that will be required to fill vacancies for the following year.

G. Terms of Office / Length of Service

All terms of service, with the exception of those for ex officio members, commence on July 1st of each calendar year and are defined as follows:

**CEAA Chair**

The term of the CEAA Chair shall be two (2) years, beginning July 1st in even-numbered years. The Chair shall become the CEAA Past Chair upon completion of the term as Chair.

**CEAA Chair-Elect**

The term of the CEAA Chair-Elect shall be one (1) year, beginning July 1st in odd-numbered years. The Chair-Elect shall become the CEAA Chair upon completion of the term as Chair-Elect.

**CEAA Past Chair**

The term of the CEAA Past Chair shall be one (1) year, beginning July 1st in even-numbered years.
CEAA Program Evaluator Assignment Coordinator

The term of the CEAA Program Evaluator Assignment Coordinator is one (1) year. The Program Evaluator Assignment Coordinator may generally hold office for no longer than six (6) successive terms.

CEAA Training Coordinator

The term of the CEAA Training Coordinator is one (1) year. The Training Coordinator may generally hold office for no longer than six (6) successive terms.

CEAA At-Large Members

The term of an At-Large Member is one (1) year. An At-Large Member may generally hold office for no longer than a total of five (5) terms. Service as a CEAA member in other positions is not considered part of the five-year term limit for At-Large Members.

CEAA Alternate At-Large Members

The term of an Alternate At-Large Member is one (1) year, with re-appointment for additional years allowed.

H. Duties and Responsibilities

The duties and responsibilities of CEAA members are as follows:

CEAA Chair

- Serve as a voting member of the URC
- Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units and Committees
- Prepare meeting agendas
- Convene and conduct regular and special meetings
- Appoint CEAA Standing Subcommittee Chairs and members
- Maintain and update the CEAA Operations Manual as needed; this responsibility may be assigned to a CEAA member, or to a Standing or Ad Hoc Subcommittee
- Act as principal liaison between CEAA and the Educational Activities (EA) professional staff

CEAA Chair-Elect

- Chair CEAA meetings in the absence of the CEAA Chair (Beginning July 1st in odd-numbered years)
- Additional duties as assigned by the CEAA Chair

CEAA Past Chair

- Chair CEAA meetings in the absence of the CEAA Chair (Beginning July 1st in even-numbered years)
- Additional duties as assigned by the CEAA Chair
CEAA Program Evaluator Assignment Coordinator

- Manage the Program Evaluator resource pool of current and past evaluators in conjunction with the EA professional staff under guidelines established by the CEAA
- Select, assign, contact and confirm Program Evaluators for all IEEE engineering program accreditation visits
- Maintain results of CEAA review of program evaluator reports and chair caucus of IEEE representatives to EAC of ABET prior to annual EAC meeting.

CEAA Program Evaluator Assignment Coordinator Backup(s)

- Assist the CEAA Program Evaluator Assignment Coordinator with program evaluator and visit assignment activities

CEAA Training Coordinator

- Chair CEAA Training Standing Subcommittee
- Develop materials for initial and refresher training of program evaluators, incorporating ABET training materials as required
- Coordinate with EAC and ABET training activities

CEAA At-Large Members

- Attend meetings and vote on CEAA issues
- Serve as Standing Subcommittee Chairs or members, as appointed
- Serve as program evaluators
- Assist in recruitment, mentoring and training of program evaluators
- Review and rate applications of potential program evaluators
- Review visit reports and rate program evaluator performance

IEEE Representatives to EAC of ABET

- Serve on at least one CEAA Standing Subcommittee
- Review and rate applications of potential program evaluators
- Assist in recruitment and mentoring of representatives and alternates to EAC of ABET

IEEE Alternate At-Large Members

- Serve on Standing Subcommittees
- Serve as program evaluators
- Assist At-Large members in mentoring of program evaluators, including review of visit reports and rating of program evaluator performance

IEEE Alternates to EAC of ABET (if not also serving in another CEAA position)

- Serve on at least one CEAA Standing Subcommittee
- Review and rate applications of potential program evaluators

I. Subcommittees

Standing Subcommittees of CEAA shall include Awards, Criteria, Mentoring, Nominating, and Training. The responsibilities, principal activities, and administrative processes of these
Standing Subcommittees shall be defined in the CEAA Operations Manual. Ad-hoc Subcommittees may be appointed by the CEAA Chair as needed.

The CEAA Training Coordinator shall chair the Training Standing Subcommittee and the chairs of the other Standing Subcommittees shall be appointed by the CEAA Chair from among the At-Large Members.

Additional Standing Subcommittee members may be appointed by the CEAA Chair, or by the Standing Subcommittee chair with the approval of the CEAA Chair, and may include voting, non-voting, and corresponding members of CEAA.

J. Financial and Administrative Support

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CEAA Voting Members, the VP-EA, the IEEE Representative Director serving on the ABET Board of Directors, and special representatives pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard IEEE Travel Policy.

If a CEAA Meeting is scheduled in conjunction with the ABET annual commission meetings, support may be provided for a joint dinner meeting with the IEEE representatives and alternates to the EAC of ABET.

K. Meetings

There will be at least one face-to-face meeting of the CEAA convened annually. Additional meetings shall be called by the CEAA Chair as needed. The meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded for each meeting.

The CEAA Chair may invite representatives of IEEE organizational units or of ABET member societies to be non-voting participants in meetings of the CEAA for the purpose of assisting CEAA in fulfilling its duties.

L. Qualifications for IEEE EAC of ABET Program Evaluators

Qualifications for IEEE EAC of ABET Program Evaluators are provided in the CEAA Operations Manual. Changes and updates must be approved by the CEAA, subject to the consent of the VP-EA and the URC Chair.

M. Amendments

All amendments to this Charter must be approved by EAB.

4.9.1 Committee on Engineering Accreditation Activities Procedures (See Appendix I)

4.10 COMMITTEE ON ENGINEERING TECHNOLOGY ACCREDITATION ACTIVITES (CETAA) CHARTER

A. General
The Committee on Engineering Technology Accreditation Activities (CETAA) is a Standing Committee of the EAB that reports to the EAB through the EAB University Resources Committee (URC).

B. Mission

To identify and meet the accreditation needs of the profession, by assisting in the establishment, operation, development and implementation of accrediting bodies and accreditation procedures in engineering technology in the United States and other countries as appropriate.

C. Scope

To execute, under the guidance of the IEEE Educational Activities Board and the IEEE University Resources Committee, all IEEE activities relating to the accreditation of engineering technology programs by the Engineering Technology Accreditation Commission (ETAC) of ABET, and to participate in activities of other accrediting bodies (e.g., regional accreditation agencies) in the United States and other countries as appropriate.

D. Functions

The CETAA responsibilities are:

1. Operational Plans and Activities
   a. Coordinate all IEEE activities relating to the accreditation of engineering technology programs by the ETAC of ABET;
   b. Specify the qualifications for the IEEE ETAC Program Evaluators, subject to consent, in writing, by the VP-EA and the Chair, University Resources Committee (URC).
   c. Recruit and nominate Program Evaluators for approval by the URC in accordance with “Qualifications for IEEE ETAC of ABET Program Evaluators” that are included in the CETAA Operations Manual.
   d. Classify, educate, mentor and review the performance of the Program Evaluators.
   e. Manage a Program Evaluator resource pool of current and past Program Evaluators that maintains a reasonable balance between the number of available Program Evaluators and the estimated requirements for programs to be evaluated. Approximately half of IEEE Program Evaluators shall come from industry and/or government.
   f. Receive accreditation visit requirements from ETAC of ABET, select Program Evaluators from the resource pool, and assign Program Evaluators for programs being accredited.
   g. Coordinate the assignment of Program Evaluators, where needed, with other ETAC of ABET Member or Associate Member societies.
   h. Propose, review, critique, and facilitate the development of ETAC Criteria for Accrediting Programs in Engineering Technology in IEEE fields of interest, and submit recommendations to the URC for approval.
   i. Nominate IEEE Representatives and Alternates to ETAC of ABET. New nominations must be approved by EAB and re-nominations must be approved by URC.
   j. Review and recommend changes to the CETAA Charter.

Disciplines for which CETAA is responsible are:

   BET  Bioengineering Technology
2. Strategic Plans and Activities

Annually review committee activities to define, recommend and implement strategic initiatives relevant to the improvement of CETAA functions, including changes in accreditation criteria, policy and procedures.

E. Composition and Appointments

The membership of the CETAA consists of voting, non-voting and corresponding members as indicated below. The total number of voting members shall be twelve (12) and the total number of non-voting members shall be three (3).

Voting Members

1. The CETAA Chair, with succession to this position as defined in Section G below. The CETAA Chair-Elect or the Past Chair, in accordance with the succession and terms described in Section G below.
2. The CETAA Chair-Elect shall be selected by the CETAA, endorsed by the URC, and approved by the EAB.
3. The CETAA Program Evaluator (PEV) Coordinator selected by the CETAA from current or past CETAA members or IEEE representatives to ETAC of ABET, endorsed by the URC, and approved by the EAB.
4. Six (6) At-Large Members, selected by the CETAA from the pool of experienced IEEE program evaluators, endorsed by the URC and approved by the EAB.
5. One (1) IEEE member serving on the ETAC Executive Committee nominated by the CETAA Chair, endorsed by the URC and approved by the EAB. If no such individual is available or willing to serve, this position may be filled by a current IEEE representative to the ETAC of ABET, nominated by the CETAA Chair, endorsed by the URC and approved by the EAB.
6. The IEEE representative to ETAC of ABET, nominated by the Chair of CETAA, with the concurrence of the VP-EA, serving as an ex officio member for a two (2) year term and must have served on the ETAC of ABET for at least two (2) years.
7. The URC Chair, serving as an ex officio member.

Non-Voting Members

1. The VP-EA, serving as an ex officio member.
2. One (1) IEEE Representative Director serving on the ABET Board of Directors, nominated by the URC Chair and approved by the VP-EA, serving as an ex officio member.
3. The Chair of the Electrical and Computer Engineering Technology Department Heads Association (ECETDHA), or designee, serving as an ex officio member.

Corresponding Members

Corresponding Members are non-voting.
1. All IEEE representatives and Alternates to ETAC of ABET not designated as Voting Members.
2. All Alternate At-Large members of CETAA, selected by the CETAA from among the pool of experienced program evaluators, endorsed by the URC, and approved by the EAB.
3. Liaisons between IEEE and other ABET member societies with responsibility for specific programs, subject to the approval of the CETAA Chair and the URC Chair.

F. Membership Requirements

All Voting Members shall be IEEE Graduate Student Members, Members, Senior Members or Fellows. Furthermore, no IEEE Member serving on ETAC of ABET (including the ETAC Executive Committee) may simultaneously serve as an At-Large Member or officer of CETAA. It is expected that one-half of the At-Large Members and officers shall come from industry or government.

G. Appointments, Terms of Office, Duties and Subcommittees

1. Appointments – Nomination and Selection of Members, Representatives and Alternates

The CETAA Nominating Standing Subcommittee shall be responsible for preparing slates of candidates for CETAA Chair-Elect, CETAA Program Evaluator Coordinator, CETAA At-Large Members and Alternates and for IEEE representatives and Alternate IEEE representatives to ETAC of ABET. The Nominating Standing Subcommittee shall solicit nominations and recruit eligible candidates, in accordance with this Charter and the CETAA Operations Manual.

Under extenuating circumstances, the URC Chair, in consultation with the VP-EA, may approve the nomination of other candidates for CETAA Chair-Elect.

CETAA may select up to two (2) Alternate IEEE representatives to ETAC of ABET and up to three (3) CETAA Alternates. Once approved by EAB and ABET, Alternates may be appointed by the CETAA Chair, subject to the approval of the URC Chair, to fill vacancies that occur mid-term. The CETAA Nominating Standing Subcommittee may consider CETAA Members, Alternate IEEE representatives to ETAC of ABET, and other qualified candidates for appointments as IEEE representatives to ETAC of ABET. Alternate CETAA members do not normally attend CETAA meetings.

2. Terms of Office / Length of Service

All terms of service, with the exception of those serving in ex officio capacity, commence on April 1st of each calendar year and are defined as follows:

CETAA Chair

The term of the CETAA Chair shall be two (2) years, beginning April 1st of an even-numbered year. The Chair shall become the CETAA Past Chair upon completion of the term as Chair.

CETAA Chair-Elect

The term of the CETAA Chair-Elect shall be one (1) year, beginning April 1st in odd-numbered years.
CETAA Past Chair

The term of the CETAA Past Chair shall be one (1) year, beginning April 1st in even-numbered years.

CETAA Program Evaluator (PEV) Coordinator

The term of the CETAA PEV Coordinator is one (1) year. The PEV Coordinator may generally hold office for no more than eight (8) consecutive terms.

CETAA At-Large Members

The term of an At-Large Member is one (1) year. An At-Large Member may generally hold office for no more than a total of five (5) terms. Service as a CETAA member in other positions is not considered part of the five-year term limit for At-Large Members.

3. Duties and Responsibilities

The duties and responsibilities of CETAA Members are as follows:

CETAA Chair

- Serve as a voting member of the URC
- Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units and Committees
- Prepare meeting agendas
- Convene and conduct regular and special meetings
- Appoint CETAA Standing Subcommittee Chairs and members
- Act as principal liaison between CETAA and the EA professional staff

CETAA Chair-Elect

- Duties as assigned by the CETAA Chair
- Serve as Chair in case the CETAA Chair cannot serve (Beginning April 1st in odd-numbered years)

CETAA Past Chair

- Duties as assigned by the CETAA Chair (Beginning April 1st in even-numbered years)
- Serve as Chair in case the CETAA Chair cannot serve

CETAA Program Evaluator Coordinator

- Communicate with the Engineering Technology Accreditation Director at ETAC of ABET
- Manage the Program Evaluator resource pool of current and past evaluators in conjunction with the EA professional staff under guidelines established by the CETAA
- Select, assign, contact and confirm Program Evaluators for all IEEE program accreditation visits
CETAA At-Large Members

- Attend meetings and vote on CETAA issues
- Serve on Standing Subcommittees
- Serve as Program Evaluators
- Assist in recruitment and education of Program Evaluators
- Review and rate applications of potential Program Evaluators
- Complete all required ABET training
- Mentor assigned Program Evaluators in accordance with ABET and CETAA requirements

CETAA Alternate Members may:

- Serve on Standing Subcommittees
- Serve as Program Evaluators
- Serve as Mentors to program evaluators
- Evaluate PEV applicants

IEEE Representative to ETAC serving as CETAA Voting Member

- Serve on Standing Subcommittees
- Review and rate applications of potential Program Evaluators
- Assist in recruitment and education of Program Evaluators

4. Subcommittees

Standing Subcommittees of CETAA shall include Awards, Communications, Criteria, Mentoring, Nominating, Policy and Procedures, and PEV Education. The responsibilities, principal activities, and administrative processes of these Standing Subcommittees shall be defined in the CETAA Operations Manual. Ad Hoc Subcommittees may be appointed by the CETAA Chair as needed.

H. Financial and Administrative Support

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CETAA Voting Members, the VP-EA, the IEEE Representative Director serving on the ABET Board of Directors and special representatives pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard IEEE Travel Policy.

I. Meetings

There will be at least one face-to-face meeting of the CETAA convened annually. Additional meetings shall be called by the CETAA Chair as needed. The meetings will be conducted under an informal application of parliamentary procedures and rules of order. Minutes will be recorded for each meeting. Any meeting (or discussion) may include all of the IEEE Members serving on the ETAC of ABET (including the ETAC Executive Committee).
The CETAA Chair may invite representatives of IEEE organizational units or of ABET member societies to be non-voting participants in meetings of the CETAA for the purpose of assisting CETAA in fulfilling its duties.

J. Amendments

All amendments to this Charter must be approved by EAB.

K. Qualifications for IEEE ETAC of ABET Program Evaluators

Qualifications for IEEE ETAC of ABET Program Evaluators are provided in the CETAA Operations Manual with changes and updates to be approved by the CETAA with the consent of the VP-EA and the Chair, University Resources Committee (URC).

4.10.1 Committee on Engineering Technology Accreditation Activities Procedures (See Appendix J)

4.11 COMMITTEE ON GLOBAL ACCREDITATION ACTIVITIES (CGAA) CHARTER

A. General

The Committee on Global Accreditation Activities (CGAA) is a Standing Committee of the EAB that reports to the EAB through the EAB University Resources Committee (URC).

B. Mission

To identify and meet the global accreditation needs in engineering, computing, and technology (ECT) education, by assisting in the operation of existing accrediting bodies other than ABET and in the establishment, development and implementation of new accrediting bodies and accreditation procedures.

C. Scope

To coordinate global accreditation activities on behalf of the IEEE, excluding activities conducted through ABET, including assistance to existing accrediting bodies, development of new accrediting bodies, and education about ECT accreditation. To develop and provide educational resources about ECT accrediting body development, accreditation procedures and program evaluator training. To support and develop position papers on global ECT education and accreditation.

D. Functions

The CGAA shall be responsible for:

1. Operational Plans and Activities

   a. Support the maintenance and improvement of education worldwide through the process of accreditation of ECT programs.
   b. Use the IEEE global network of volunteers and members to communicate the advantages of establishing international educational standards through accreditation.
c. Organize and conduct regional accreditation workshops to acquaint leaders in industry, government, and academia with accreditation and with various accreditation systems around the world.

d. When appropriate, work with government agencies, national societies, IEEE Sections and IEEE volunteers to establish accreditation systems and accrediting bodies. Potential activities include:

- Organizing local focused workshops for representatives from government, academia, and industry who may participate in accreditation development, and
- Providing assistance, as applicable in a given area, in the:
  - development of the structure of the accrediting body,
  - development of criteria, and
  - training of team chairs and program evaluators.

e. Coordinate IEEE participation in accreditation activities with existing accrediting bodies.

f. Support IEEE participation in the international activities of (non-local) accrediting bodies. For example:
- Support participation of IEEE volunteers in international consultation visits.
- Support participation of IEEE volunteers in international accreditation visits.
- Support, as appropriate, activities of recognized alliances (e.g., The Washington Accord).

g. Provide consultations to educational programs (e.g., in preparation for first-time visits of accrediting bodies.)

2. Strategic Plans and Activities

a. Periodically define, recommend and implement strategic initiatives within the scope of CGAA.

b. Periodically identify and report on trends in global ECT accreditation.

E. Composition and Appointments

The membership of the CGAA consists of voting and non-voting members as indicated below. The total number of voting members shall be at least five (5) and not more than nine (9) and the total number of non-voting members shall be two (2).

Voting Members

1. CGAA Chair to be appointed by the Chair of the EAB, in consultation with the URC Chair.
2. At least four (4) and not more than eight (8) IEEE members appointed by the Chair of the EAB, in consultation with the CGAA Chair and the URC Chair.

Non-Voting Members

1. VP-EA, serving as an ex officio member
2. URC Chair, serving as an ex officio member

F. Membership Requirements
All voting members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

G. Terms, Duties and Responsibilities of Office

All terms of service commence on January 1st of each calendar year. The terms of service of the officers and voting members are:

CGAA Chair

The term of CGAA Chair is one (1) year. The Chair may hold office for no longer than three (3) successive terms. Service as Chair is not considered a part of the five (5) year successive term limit for voting members. Thus, the Chair may serve as a Voting Member for five (5) successive terms in addition to his/her service as Chair.

CGAA Voting Members

The term of a voting member is one (1) year. Members are eligible for re-appointment as long as they have not yet served for five (5) successive terms.

Duties and Responsibilities of Officers and Voting Members are:

CGAA Chair

- Serve as a voting member of the URC
- Appoint one of the other voting members as Vice Chair
- Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units and Committees
- Provide active leadership aimed at achieving IEEE/EAB goals and objectives
- Measure and assess CGAA achievement versus stated goals and objectives
- Convene and conduct regular and special meetings
- Prepare periodic reports on status and activities to the URC
- Recommend the appointment of CGAA members and Subcommittee Chairs
- Meet periodically with the URC Chair to review IEEE activities in the area of global accreditation
- Appoint Ad Hoc Subcommittees or similar groups when deemed necessary

CGAA Vice Chair

- Serve in the capacity of the Chair should the Chair be absent from a CGAA meeting or otherwise be unable to carry out the duties of the Chair

CGAA Voting Members

- Attend meetings and vote on CGAA issues
- Provide knowledge, expertise and guidance on ECT global education and accreditation in support of CGAA activities and EAB objectives
- Serve on Subcommittees as directed

H. Financial and Administrative Support
The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CGAA Voting Members, the VP-EA, and those pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard IEEE Travel Policy.

I. Meetings

- At least one face to face meeting of the CGAA shall be convened annually
- The CGAA shall conduct its business primarily by electronic mail but meet, as necessary, by teleconference/webcast or face-to-face
- Meetings will be conducted under an informal application of parliamentary procedures and rules of order
- Meetings will be announced at least two (2) weeks in advance, and agendas with supporting documents shall be circulated at least five (5) days prior to any scheduled meeting
- Minutes will be recorded and distributed for each meeting
- Meeting summaries will be made available through the CGAA Website, which will enable members to take note of key works of the Committee

J. Amendments

All amendments to this Charter shall be approved by EAB.

CGAA Website

4.11.1 Committee on Global Accreditation Activities Procedures (See Appendix K)

4.12 FACULTY & DEPARTMENTS COMMITTEE (FDC) CHARTER

A. General

The Faculty & Departments Committee (FDC) is a Standing Committee of the University Resources Committee (URC).

B. Mission

To promote the content and delivery of engineering education globally by assisting in the implementation of a portfolio of programs/products/services to enhance the quality and relevancy of faculty and academic departments across IEEE’s fields of interest in engineering, computing, and technology (ECT).

C. Scope

To support university-level educational programs and activities on behalf of the IEEE EAB, focused on assisting and enhancing the career and professional development of ECT faculty as effective teachers, researchers, administrators and contributors to the profession. To develop and provide university-level educational resources to ECT academic departments to further faculty and student excellence. To support and develop position papers on global ECT education related to faculty and academic departments.

D. Functions
1. **Strategic Plans and Activities**
   a. Developing projects and new initiative proposals to support the strategic objectives of IEEE and EAB in the areas of university education related to ECT faculty and academic departments.

2. **Operational Plans and Activities**
   a. Coordinate IEEE EAB university-level education programs and activities for faculty and academic departments.
   b. Develop, recommend and implement programs and resources for ECT faculty and academic departments.
   c. Work with Member and Geographic Activities (MGA) Board, the Technical Activities Board (TAB), IEEE Education Society, and other relevant IEEE organizational units to expand the impact of IEEE EAB faculty and academic department programs.
   d. Facilitate communication and interaction between the university education community, professional technical councils/societies and IEEE Regions, Sections and Student Branches.
   e. When appropriate, work with other professional societies, academic institutions, IEEE Sections and IEEE volunteers to develop and promote faculty and academic departments.

**E. Composition and Appointments**

The membership of the FDC consists of voting and non-voting members as indicated below. The total number of voting members shall be five (5) and the total number of non-voting members shall two (2).

**Voting Members**

1. The FDC Chair to be appointed by the Chair of the EAB, in consultation with the URC Chair
2. Four (4) IEEE Members-at-Large appointed by the Chair of the EAB, in consultation with the FDC Chair and the URC Chair (a minimum of one member should have a background from a global academic institution or educational organization)

**Non-Voting Members**

1. URC Chair, serving as an ex officio member
2. VP-EA serving as an ex officio member

**F. Membership Requirements**

All voting members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

**G. Terms and Responsibilities of Office**

All terms of service commence on January 1st of each calendar year. The terms of service of the officers and voting members are:
FDC Chair

The term of the FDC Chair is one (1) year. The Chair may hold office for no longer than three (3) successive terms. Service as Chair is not considered a part of the five (5) year successive term limit for voting members. Thus, the FDC Chair may serve as a voting member for five (5) successive terms in addition to his/her service as Chair.

Voting Members

The term of a voting member is one (1) year. Members are eligible for re-appointment as long as they have not yet served for five (5) successive terms.

Duties and Responsibilities of Officers and Voting Members are:

FDC Chair

1. Serve as a voting member of the URC
2. Appoint one of the other voting members to serve as Vice Chair, with the concurrence of the Chair of the EAB
3. Seek out collaborative opportunities with other URC committees and, when appropriate, with other IEEE and EAB organizational units, Councils and Committees
4. Provide leadership aimed at achieving IEEE/EAB goals and objectives
5. Measure and assess FDC achievement versus stated goals and objectives
6. Convene and conduct regular and special meetings
7. Prepare periodic reports on status and activities to the URC
8. Recommend the appointment of FDC members and Subcommittee Chairs
9. Meet periodically with the URC Chair to review IEEE activities in the areas of global accreditation
10. Appoint Ad Hoc Subcommittees or similar groups when deemed necessary

Vice Chair

1. Serve in the capacity of the Chair, should the Chair be absent from a FDC meeting or otherwise unable to carry out the duties of the Chair

Voting Members

1. Attend meetings and vote on FDC issues
2. Provide knowledge, expertise and guidance on ECT university-level education issues in support of FDC activities and EAB objectives
3. Provide support in developing faculty and academic department resources and programs

H. Financial and Administrative Support

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only FDC voting members, the VP-EA, and non-voting members pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard IEEE Travel Reimbursement Policy.

I. Meetings
1. At least one face-to-face meeting of the FDC shall be convened annually.
2. The FDC shall conduct its business by electronic mail but meet, as necessary, by teleconference/webcast or face-to-face.
3. Meetings will be conducted under an informal application of parliamentary procedures and rules of order.
4. Meetings will be announced at least two (2) weeks in advance and agendas with supporting documents shall be circulated at least five (5) days prior to any scheduled meeting.
5. Minutes will be recorded and distributed for each meeting.
6. Meeting summaries will be made available through the FDC Website.

J. Amendments

All amendments to this Charter must be approved by EAB.

4.13 STUDENT EDUCATIONAL RESOURCES COMMITTEE (SERC) CHARTER

A. General

The Student Educational Resources Committee (SERC) is a Standing Committee of the University Resources Committee (URC).

B. Mission

To identify unaddressed content and pedagogical challenges faced by undergraduate and graduate students in IEEE fields of interest in engineering, computing, and technology (ECT), and to partner, as appropriate, to provide educational resources to help overcome these challenges.

C. Scope

To work with IEEE EAB and other OU programs and activities, with input from and collaboration with other IEEE OU’s, to enhance the educational experience of university students through the development and delivery of educational resources not adequately provided in the normal curriculum.

D. Functions

1. Strategic Plans and Activities
   a. Developing projects and new initiative proposals to support the strategic objectives of IEEE and EAB in the areas of student pedagogy and the educational experience.

2. Operational Plans and Activities
   a. To identify pedagogical challenges and associated resource gaps faced by ECT undergraduate and graduate students.
b. Develop, recommend and implement programs and resources that address the student pedagogical challenges, fill existing resource gaps in these areas, and complement the IEEE student portfolio.

c. Collaborate with Member and Geographic Activities (MGA) Board, the Technical Activities Board (TAB), the IEEE Education Society, IEEE-USA, IEEE-HKN, and other relevant IEEE organizational units to expand the impact of IEEE student educational programs.

d. Facilitate communication and interaction between the university education community, professional technical councils/societies and IEEE Regions, Sections and Student Branches.

When appropriate, work with other professional societies, academic institutions, IEEE Sections and IEEE volunteers to develop and promote student pedagogical programs and educational resources.

E. Composition and Appointments

The membership of the SERC consists of voting and non-voting members as indicated below. The total number of voting members shall be five (5) and the total number of non-voting members shall be not more than three (3).

Voting Members

1. SERC Chair to be appointed by the Chair of the EAB in consultation with the URC Chair
2. Four (4) IEEE Members-at-Large, at least one of whom shall be a Graduate Student Member, appointed by the Chair of the EAB in consultation with the SERC Chair and the URC Chair (a minimum of one member should have a background from a global academic institution or educational organization).

Non-Voting Members

1. URC Chair, serving as an ex officio member
2. VP-EA serving as an ex officio member
3. One (1) IEEE Student Member

F. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

G. Terms and Responsibilities of Office

All terms of service commence on January 1st of each calendar year. The terms of service of the officers and voting members are:

SERC Chair

The term of SERC Chair is one (1) year. The Chair may hold office for no longer than three (3) successive terms. Service as Chair is not considered a part of the five (5) year successive term limit for voting members. Thus, the SERC Chair may serve as a voting member for five (5) successive terms in addition to his/her service as Chair.
Voting Members

The term of a voting member is one (1) year. Members are eligible for re-appointment as long as they have not yet served for five (5) successive terms.

Duties and Responsibilities of Officers and Voting Members are:

SERC Chair

1. Serve as a voting member of the URC
2. Appoint one of the other voting members to serve as Vice Chair with the concurrence of the Chair of Educational Activities
3. Seek out collaborative opportunities with other URC Committees and, when appropriate, with other IEEE and EAB organizational units, Councils and Committees
4. Provide leadership aimed at achieving IEEE/EAB goals and objectives
5. Measure and assess SERC achievement versus stated goals and objectives
6. Convene and conduct voting and special meetings
7. Prepare periodic reports on status and activities to the URC
8. Recommend the appointment of SERC members and Subcommittee Chairs
9. Meet periodically with the URC Chair to review IEEE activities in the areas of global accreditation
10. Appoint Ad Hoc Subcommittees or similar groups when deemed necessary

SERC Vice Chair

1. Serve in the capacity of the Chair, should the Chair be absent from a SERC meeting or otherwise unable to carry out the duties of the Chair

Voting Members

1. Attend meetings and vote on SERC issues
2. Provide knowledge, expertise and guidance on ECT university-level education issues in support of SERC activities and EAB objectives
3. Provide support in developing faculty and academic department resources and programs

H. Financial and Administrative Support

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only SERC voting members, the VP-EA, and non-voting members pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursements shall conform to the standard IEEE Travel Reimbursement Policy.

I. Meetings

1. At least one (1) face-to-face meeting of the SERC shall be convened annually
2. The SERC shall conduct its business by electronic mail but meet, as necessary, by teleconference/webcast and face-to-face
3. Meetings will be conducted under an informal application of parliamentary procedures and rules of order
4. Meetings will be announced at least two (2) weeks in advance and agendas with supporting documents shall be circulated at least five (5) days prior to any scheduled meeting.

5. Minutes will be recorded and distributed for each meeting.

6. Meeting summaries will be made available through the SERC Website.

J. Amendments

All amendments to this Charter shall be approved by EAB.

4.14 CURRICULA AND PEDAGOGY COMMITTEE (CPC) CHARTER

A. General

The Curricula and Pedagogy (CPC) is a Standing Committee of the University Resources Committee (URC).

B. Mission

To promote the continued evolution of university curricula, resources, and pedagogical practices across IEEE fields of interest in engineering, computing, and technology (ECT).

C. Scope

To develop and execute resources, programs and procedures designed to enhance ECT education, curricula and pedagogical practices. Promote and foster communication on educational research matters among all ECT department heads, faculty, students and technical practitioners. To support and develop position papers on global ECT education related to curricula and pedagogical practices.

D. Functions

1. Strategic Plans and Activities

   a. Developing projects and new initiative proposals to support the strategic objectives of IEEE and EAB in the areas of university education, curricula and pedagogical practices.

2. Operational Plans and Activities

   a. Develop, recommend and implement programs and resources to enhance ECT education, curricula and pedagogical practices.
   b. Review and assess, periodically, the current state of ECT education and prepare recommendations to maintain relevance in a changing environment and to promote innovative practices.
   c. Work with Member and Geographic Activities (MGA) Board, the Technical Activities Board (TAB), the IEEE Education Society, and other relevant IEEE organizational units to expand the impact of IEEE EAB university education programs.
   d. Facilitate communication and interaction between the university education community, professional technical councils/societies and IEEE Regions, Sections and Student Branches.
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e. Work with other professional societies, academic institutions, IEEE Sections and IEEE
volunteers to develop and promote student programs, when appropriate.

E. Composition and Appointments

The membership of the CPC consists of voting and non-voting members as indicated below. The
total number of voting members shall be five (5) and the total number of non-voting
members shall be two (2).

Voting Members

1. CPC Chair shall be appointed by the Chair of the EAB, in consultation with the URC Chair
2. Four (4) IEEE Members-at-Large appointed by the Chair of the EAB, in consultation with
the CPC Chair and the URC Chair (a minimum of one member should have a
background from a global academic institution or educational organization).

Non-Voting Members

1. URC Chair, serving as an ex officio member
2. VP-EA serving as an ex officio member

F. Membership Requirements

All voting members must be IEEE Graduate Student Members, Members, Senior Members, or
Fellows.

G. Terms and Responsibilities of Office

All terms of service commence on January 1st of each calendar year. The terms of service of
the officers and voting members are:

CPC Chair

The term of CPC Chair is one (1) year. The Chair may hold office for no longer than three (3)
successive terms. Service as Chair is not considered a part of the five (5) year successive
term limit for voting members. Thus, the Chair may serve as a voting member for five (5)
successive terms in addition to his/her service as Chair.

Voting Members

The term of a voting member is one (1) year. Members are eligible for re-appointment as long
as they have not yet served for five (5) successive terms.

Duties and Responsibilities of Officers and Voting Members are:

CPC Chair

1. Serve as a voting member of the URC
2. Appoint one of the other voting members to serve as Vice Chair, with the
   concurrence of the Chair of Educational Activities
3. Seek out collaborative opportunities with other URC Committees and, when
   appropriate, with other IEEE and EAB organizational units, Councils and Committees
4. Provide leadership aimed at achieving IEEE/EAB goals and objectives
5. Measure and assess CPC achievement versus stated goals and objectives
6. Convene and conduct regular and special meetings
7. Prepare periodic reports on status and activities to the URC
8. Recommend the appointment of CPC members and Subcommittee Chairs
9. Meet periodically with the URC Chair to review IEEE activities in the area of global accreditation
10. Appoint Ad Hoc Subcommittees or similar groups when deemed necessary

CPC Vice Chair

1. Serve in the capacity of the Chair should the Chair be absent from a CPC meeting or otherwise unable to carry out the duties of the Chair

Voting Members

1. Attend meetings and vote on CPC issues
2. Provide knowledge, expertise and guidance on ECT university-level education issues in support of CPC activities and EAB objectives
3. Provide support in developing faculty and academic department resources and programs

H. Financial and Administrative Support

The EAB will provide financial and administrative support through the URC including travel, material and communication expenses, and secretarial and administrative assistance provided through an annual allocation by the IEEE. Only CPC voting members, the VP-EA, and non-voting members pre-approved by the URC Chair shall be eligible for travel and meeting expense reimbursement. The reimbursement shall conform to the standard IEEE Travel Reimbursement Policy.

I. Meetings

1. At least one (1) face-to-face meeting of the CPC shall be convened annually
2. The CPC shall conduct its business by electronic mail but meet, as necessary, by teleconference/webcast and face-to-face
3. Meetings will be conducted under an informal application of parliamentary procedures and rules of order
4. Meetings will be announced at least two (2) weeks in advance and agendas with supporting documents shall be circulated at least five (5) days prior to any scheduled meeting
5. Minutes will be recorded and distributed for each meeting
6. Meeting summaries will be made available through the CPC Website

J. Amendments

All amendments to this Charter shall be approved by EAB.

4.15 IEEE EDUCATIONAL PRODUCTS EDITORIAL BOARD CHARTER

A. General
The IEEE Educational Products Editorial Board reports to, and is a Standing Committee of, the EAB.

B. Mission

The IEEE Educational Products Editorial Board shall be responsible for obtaining professional and timely reviews of Continuing Education products and services.

C. Scope

The IEEE Educational Products Editorial Board shall be responsible for the review of content of Continuing Education products for technical accuracy, timeliness and relevance as well as for editorial quality. Upon request, these services may also be utilized by other EAB Committees for non-continuing education projects. On a resource available basis, these services can be made available to other IEEE entities.

D. Functions

1. Evaluate the quality of content in IEEE Continuing Education products and services
2. Ensure the qualifications of potential content or service developers are appropriate
3. Obtain reviews of content for timeliness and technical accuracy
4. Assist the professional staff in all areas pertinent to editorial activities
5. Maintain communication and dialog with the other EAB Committees
6. Offer optional quality review services to other EAB Committees and IEEE organizational units upon request.

E. Membership Requirements

Every member of the EAB IEEE Educational Products Editorial Board must either be an IEEE Graduate Student Member, Member, Senior Member or Fellow.

F. Composition

1. The IEEE Educational Products Editorial Board shall consist of the Editor-in-Chief, the immediate Past Editor-in-Chief, and a minimum of four (4) additional core members.
2. Up to an additional four (4) members may be named to focus on areas of key relevance.
3. Additional non-voting members may be appointed as needed for special project reviews.
4. The Chair of the Educational Activities Board shall serve ex officio without vote.
5. The Editor-in-Chief shall serve as a liaison (non-voting member) of the EAB.

G. Appointments and Terms of Office

1. The Editor-in-Chief (EIC) of the IEEE Educational Products Board will be appointed by the Chair of the EAB for a two (2) year term and is eligible for one (1) additional two (2) year term.
2. Core members of the IEEE Educational Products Editorial Board will be appointed by the Chair of the EAB for a two (2) year term and are eligible for one additional two (2) year term.
3. Additional Key Focus Area Voting Members of the IEEE Educational Products Editorial Board will be appointed by the Chair of the EAB for a two (2) year term and are eligible for one additional two (2) year term.
4. Non-Voting members will be appointed by the Chair of the EAB for a one (1) year term and are eligible for two (2) additional one (1) year terms.

H. Financial and Administrative Support

All financial support required shall be provided through the budgetary processes of the EAB.

Administrative support shall be provided by the EAD.

Logistics and financial support of face-to-face meetings will be agreed upon by the Chair of the IEEE Educational Products Editorial Board and the Chair of EAB ahead of planned meetings.

I. Meetings and Reports

1. The IEEE EAB Educational Products Editorial Board will meet face-to-face at least once a year, and will conduct a meeting (face-to-face or by electronic means/teleconference) at least once every three (3) months.

2. At least one of the face-to-face meetings of the IEEE EAB Educational Products Editorial Board will take place in conjunction with a meeting of the EAB, and will be followed by an in-person report of the Chair of the IEEE Educational Products Editorial Board to the EAB.

J. Amendments

All amendments to this Charter must be approved by EAB.

4.16 EAB ENGINEERING, COMPUTING, AND TECHNOLOGY PORTALS (ECTP) STRATEGY COMMITTEE (SC) CHARTER

A. General

The EAB Engineering, Computing, and Technology Portals (ECTP) Strategy Committee (SC) reports to, and is a Standing Committee of, the EAB.

B. Mission

Review the current use of technology and recommend strategies for the future use of technology for the promulgation of EAB products and services.

C. Vision

To ensure the EAB portals focus on education, and provide appropriate information, advice, and references, about ECT education-related matters.

D. Scope

The ECTP Strategy Committee (ECTPSC) shall (1) develop strategies for the future of the IEEE Websites and portals in the areas of Engineering, Computing, and Technology
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Education; (2) review if new Websites or portals are needed to reflect changes in interests of the IEEE; (3) recommend appropriate delivery mechanism to maintain and expand the coverage, quality, reach, and relevance of these portals and sites; and (4) monitor the execution of these plans.

E. Functions

1. Wherever needed, recommend to EAB policies and actions that will support the mission and vision of the EAB’s ECTP Strategy Committee activity.
2. Maintain the quality, usability, content diversity, timeliness, and relevance of the portals.
3. Recommend and conduct periodic usability studies of the portals; review the results of these studies, and recommend improvements.
4. Monitor the coverage, and development for the portals.
5. Advise the professional staff of EAD on issues relating to the development and maintenance of the portals.
6. Maintain communication and dialog with relevant committees and organizational units of IEEE which can contribute material to the portals or be affected by their content.
7. Maintain communication and dialog with external organizations whose activities relate to the portals, including sources of content and financial support.

F. Composition

The ECTP Strategy Committee shall consist of a minimum of six (6) and up to eight (8) voting members as follows:

1. ECTP Strategy Committee Chair;
2. Pre-university Education appointed representative;
3. University Resources appointed representative;
4. Continuing Education appointed representative;
5. Standards Education appointed representative;
6. At least one (1), and up to three (3), VP-EA appointed voting members;
7. VP-EA as an ex officio member, without vote.

G. Membership Requirements

The majority of members of the ECTP Strategy Committee must be IEEE Graduate Student Members, Members, Senior Members or Fellow. Due to the nature of the target audience, participation of up to two (2) non-members of IEEE, as members of this Strategy Committee, is allowed.

H. Financial and Administrative Support

All financial support required shall be provided through the budgetary processes of the EAB. Administrative support shall be provided by the EAD.

Logistics and financial support of face-to-face meetings will be agreed upon by the Chair of the ECTP Strategy Committee and the Chair of EAB ahead of planned meetings.

I. Meetings and Reports
1. The ECTP Strategy Committee will meet face-to-face at least once a year, and will conduct a meeting (face-to-face or by electronic means/teleconference) at least once every three (3) months.

2. At least one of the face-to-face meetings of the ECTP Strategy Committee will take place in conjunction with a meeting of the EAB, at which time the Chair of the Strategy Committee shall provide an in-person report to the EAB.

J. Amendments

All amendments to this Charter must be approved by EAB.

4.17 IEEE Eta Kappa Nu Board of Governors

In accordance with IEEE Bylaw I-404 IEEE Eta Kappa Nu (IEEE-HKN), the IEEE-HKN Board of Governors (IEEE-HKN-BOG) shall be the governing body of IEEE-HKN and shall report to EAB.

1. The IEEE-HKN-BOG shall have responsibility for the following assets, activities and procedures within IEEE-HKN, in so far as these do not conflict with the governing documents and the Code of Ethics of IEEE and subject to the ultimate oversight and control of the Board of Directors of IEEE:

(a) Preparation and ongoing maintenance of the governing documents of IEEE-HKN, including its Operations Manual, subject to approval of EAB.

(b) Impose requirements on IEEE-HKN membership as these requirements pertain to IEEE membership, such as requiring that new IEEE-HKN members and/or IEEE-HKN award recipients and/or recipients of IEEE-HKN honorary titles satisfy additional IEEE membership requirements.

(c) The budget of IEEE-HKN shall be developed by the Trustees of IEEE-Eta Kappa Nu (T-IEEE-HKN) in the IEEE Foundation, Inc. and reviewed by the Board of Directors of the IEEE Foundation, Inc. and then the IEEE Finance Committee as part of the budget of the EAB, which shall be subject to approval by the IEEE Board of Directors.

(d) The name Eta Kappa Nu, its usage and application, with the understanding that the IEEE master brand shall be used along with the HKN logo in IEEE-HKN correspondence, documents, products and publications.

(e) The creation, administration and dissolution of IEEE-HKN chapters, including determination of the desired relationships between these chapters and other IEEE OUs, such as IEEE student branches and IEEE student chapters. If the relationships between IEEE-HKN chapters and other geographic units are to be modified, concurrence of the Membership and Geographic Activities Board shall be required.

(f) Initiation rites of new members into IEEE-HKN.

(g) Initiation fees, life membership fees, annual fees for IEEE-HKN membership, and similar or related fees for IEEE-HKN members, including determining any future financial obligations of individuals who join IEEE-HKN beyond the one-time payment of initiation fees.
(h) Naming of IEEE-HKN member titles and awards, to be coordinated, as applicable, with the MGAB and the IEEE Awards Board.

(i) Criteria and administration of the IEEE-HKN awards, to be coordinated, as applicable, with the IEEE Awards Boards.

(j) Appointment of representatives and liaisons of IEEE-HKN to other OUs such as the Students Committee and MGAB.

(k) Publication of IEEE-HKN periodicals, such as The Bridge, and books, and oversight over such publications, including selection of vendors for the formation, advertising and distribution of such publications.

(l) The composition and method of election or appointment of members of the IEEE-HKN-BOG shall be specified in the IEEE-HKN Operations Manual. Furthermore, any such election or appointment shall be subject to annual ratification by EAB. The Chair and Vice Chair of the IEEE-HKN-BOG shall be members of IEEE.

(m) Recommendation to the Board of Directors of the IEEE Foundation of members of T-IEEE-HKN.

IEEE–HKN-BOG Relationship with IEEE EAB and Other OU Activities

EAB shall assist the IEEE-HKN-BOG in planning and maintaining activities, especially when these activities have impact on other IEEE OUs. The Chair of EAB shall serve as the liaison of the IEEE Board of Directors to the IEEE-HKN-BOG, and shall be responsible for communicating IEEE-HKN-related issues to the IEEE Board of Directors. The Chair of EAB shall also be responsible for coordination of joint activities of IEEE-HKN with other major IEEE OUs, as needed.
EAB MEMBERSHIP STRUCTURE

Total = 17 members
16 = voting members
1 = non-voting member (Staff Secretary)

N&A = Nominations and Appointments Committee
ARC = Awards and Recognition Committee
SEOC = Section Outreach Committee
PECC = Pre-University Education Coordinating Committee
MGA = Member and Geographic Activities Board
TAB = Technical Activities Board
SA = Standards Association
URC = University Resources Committee
CEC = Continuing Education Committee
ECTPSC = Engineering, Computing, and Technology Strategy Committee
IEEE-HKN = IEEE-Eta Kappa Nu Board of Governors

P://EAB Admin/EAB Org Chart/EAB Org Chart for 2013 Restructure_16-feb-13
4.1.1 Nominations & Appointments Process

A. The EAB nominations and appointments process shall be volunteer-driven and directed.

B. The EAB N&A Committee is responsible for managing the nominations and appointments process of the EAB.

C. The N&A Chair shall administer EAB N&A activities in accordance with the EAB N&A Charter, IEEE Bylaw I-307 – Nominations and Elections; IEEE Bylaw I-305.12 – Functions and Membership of the Standing Committee – IEEE Nominations and Appointments Committee; and IEEE-HKN Board of Governors Operations Manual, Section 8.4 – Nominations and Eligibility for President-Elect Candidates.

D. Candidates for EAB Positions: The Committee shall be responsible to seek out and recommend to the Chair of the Educational Activities Board (EAB) candidates for Chairs of EAB Committees and other EAB positions, excluding the position of Chair of N&A if that Chair is appointed under the following provisions of Section 4.1.D.1.

- The EAB N&A Committee should solicit from EAB members, and others as appropriate, names of suitable individuals to be considered, particularly for the position of Vice President, Educational Activities.

- The EAB N&A Committee should make every attempt to have at least two nominees for each position recommendation.

- Should the need arise for EAB to appoint a Chair for the EAB N&A Committee (Section 4.1.D.1), this appointment will be initiated, and administered, by EAB acting as a Committee of the Whole. EAB shall not be required to solicit or consider recommendations from the N&A Committee.

E. Criteria for Nominees: The EAB N&A Committee should consider the following criteria for nominees for EAB positions:

- Experience, or high-level of interest in education
- Record of being an active volunteer and contributor
- Willingness to serve
- High skill level or interest expressed in area needed by the EAB position

F. Nominees for Vice President, Educational Activities: The EAB N&A recommendations for Vice President, Educational Activities, along with appropriate biographical information and candidate statement, shall normally be presented to the EAB for vote at its mid-year EAB meeting. In no case will the presentation be made later than the mid-year meeting of the EAB in any calendar year. Immediately following the EAB Meeting, the EAB N&A Chair shall submit to the IEEE N&A Committee the list of nominees for VP-EA, as endorsed by the EAB.

G. Other Elective and Appointive Positions: The EAB N&A Committee shall propose, for concurrence by the EAB, candidates for Vice President, Educational Activities to be
recommended for consideration by the IEEE Board of Directors Nominations and Appointments Committee.

H. Candidates for President-Elect, IEEE-HKN Board of Governors

By 30 June of each election year, at least two (2) candidates for the position of President-Elect shall be recommended for consideration and submission by the EAB N&A to the IEEE-HKN Board of Governors N&A Committee.

I. Information for New Chair of the EAB: The EAB N&A Chair should provide an appointment-recommendations report to a new, incoming Chair of the EAB (if practicable), before the new Chair of the EAB takes office, which may include recommendations for positions.
4.1.6 IEEE Representative Directors on the ABET Board of Directors – Selection Procedures

In compliance with IEEE Policy 3.1 – Selection Procedures for IEEE Representatives on ABET Board of Directors, the Educational Activities Board (EAB) shall recommend to the IEEE Board of Directors for its approval, a single candidate for each of the IEEE positions on the Accreditation Board for Engineering and Technology (ABET) Board of Directors. Procedures for selecting the EAB recommended candidates shall be detailed in the EAB Operations Manual.

The procedure for selecting IEEE Representatives to serve on the Board of Directors of ABET shall be as follows:

A Nominating Committee, consisting of the following six individuals, shall be chosen each year:

A. Chair of the Nominating Committee for IEEE Representative Directors on ABET who shall be the IEEE VP-EA
B. One of the Technical Activities members on the EAB
C. One of the Member and Geographic Activities members on the EAB
D. The University Resources Committee Chair
E. One of the current IEEE Representatives to ABET
F. One Member-at-Large

These individuals shall be chosen by the Vice President - Educational Activities. The Vice President shall inform the EAB of these appointments.

No member of the Nominating Committee can be considered as a candidate for ABET Director. The Nominating Committee shall submit to the EAB two or more candidates for each ABET Director position to be filled and shall include individuals with industrial as well as academic experience. In the event that the nominee is an incumbent member of the ABET Board of Directors, only one candidate shall be required. Additional candidates may be added to the slate of candidates for an ABET Director position by the majority vote of the EAB.

The EAB shall select each ABET Director from this slate of candidates, for recommendation to the Board of Directors for appointment. The term of office of those selected as ABET Directors shall normally be three years. An individual may be considered for a second term.

References

See Appendix H – Section 4.8.3 - IEEE Representatives on the ABET Board of Directors
4.2 EAB Treasurer Responsibilities and Financial Process

A. General

Unless otherwise specified, the EAB Treasurer is a voting member of the EAB and appointment is made by the Chair of the Educational Activities Board in consultation with the EAB N&A Committee. He/She is the oversight and advisory body for all EAB financial matters. See Treasurer Functions and Responsibilities – Section 2.4.3.

B. Scope

The Treasurer, along with the Educational Activities (EA) professional staff, provides administration of the EAB budget and shall represent the EAB on the IEEE Finance Committee (FinCom). The Treasurer shall be responsible for ensuring sound financial management of the Educational Activities Department (EAD), the EAB and the EAB Standing and Ad Hoc Committees.

C. Functions

The Treasurer, along with the EA professional staff shall:

1. continually review financial viability and performance of educational activities;
2. develop budgets for future years;
3. review new initiative requests for funding;
4. review the financial impact of agenda items being considered by the EAB; and
5. represent the EAB on all IEEE financial matters.

D. Membership Requirements

The Treasurer must be an IEEE Graduate Student Member, Member, Senior Member or Fellow.

E. Financial and Administrative Support

Any financial support required shall be provided through the budgetary processes of the EAB. Administrative support for the Committee shall be provided by the EAD.

F. Meetings

Whenever possible and appropriate, the EAB Treasurer shall hold meetings with the EA professional staff by teleconference.

G. Reports

The EAB Treasurer shall report budgetary actions at the first EAB meeting following those actions.

4.2.1 Budget Administration
The administration of EAB finances shall be in accordance with this EAB Operations Manual and shall not conflict with the IEEE Finance Operations Manual.

The EAB Treasurer, or an appropriate designee, shall annually recommend to the EAB an EAB budget for the subsequent year. The EAB shall annually approve the EAB Budget.

4.2.2 Annual Budgeting Process

Specific dates regarding the development of the budget shall be determined and distributed by the IEEE Finance Committee.

4.2.3 Fiscal Year

The fiscal year for IEEE shall be the calendar year. (IEEE Bylaw I-310.1)

4.2.4 Budget Cycle Schedule Guidelines

A. April: Professional Staff prepares and electronically distributes target budgets provided by IEEE Financial Planning along with a supporting budget memo to all EAB Committee/Council Chairs. Chairs return budget with funding reductions/increases.

B. May: Professional Staff incorporates volunteer funding reductions/increases into base budget.

C. June: EAB Budget, as reviewed and recommended by the EAB Treasurer, Chair of the Educational Activities Board, the EAB, and EAD professional staff is submitted to the IEEE Financial Planning professional staff for incorporation into the IEEE base budget.

D. August: Budget is reviewed by IEEE FinCom and, if needed, base budget is refined.

E. September: EAB Base budget is finalized. IEEE Finance Committee reviews and endorses.

F. September – November: The EAB Treasurer presents the budget to the EAB and requests approval.

G. Final Budget is approved by the IEEE Board of Directors, normally in November.

4.2.5 Regional Assessment for Accreditation

(From IEEE Bylaw I-303.3)

The EAB shall be responsible for administration of the annual assessment paid to ABET (Formerly, Accreditation Board for Engineering and Technology, Inc.)

This assessment is paid from the regional assessment for members residing in Regions 1-6 and in the United States as described in IEEE Bylaw I-108.6 Dues, Assessments and Fees.

4.2.6 References
IEEE Bylaw I-303.3

IEEE Bylaw I-108 – Dues, Assessments, and Fees
IEEE Finance Operations Manual
## APPENDIX F

### GLOSSARY

4.8

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<tr>
<th>Acronym</th>
<th>Full Name</th>
<th>Affiliation</th>
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<tr>
<td>ABET</td>
<td>ABET, Inc. (a US accrediting agency in ECT)</td>
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<td>ASAC</td>
<td>Applied Science Accreditation Commission</td>
<td>ABET</td>
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<td>CEAA</td>
<td>Committee on Engineering Accreditation Activities</td>
<td>EAB</td>
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<td>CGAA</td>
<td>Committee on Global Accreditation Activities</td>
<td>EAB</td>
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<tr>
<td>CSAB</td>
<td>CSAB (a member society of ABET for accreditation of programs in computer science and information technology)</td>
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<tr>
<td>CETAA</td>
<td>Committee on Engineering Technology Accreditation Activities</td>
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<td>Curricula and Pedagogy Committee</td>
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4.8.2 Accreditation Process

The IEEE EAB University Resources Committee (URC) is responsible for developing IEEE policies, procedures and positions with regard to the accreditation of engineering and engineering technology programs. The IEEE EAB URC coordinates the activities of the EAB Committee on Engineering Accreditation Activities (CEAA), the EAB Committee on Engineering Technology Accreditation Activities (CETAA), and the EAB Committee on Global Accreditation Activities (CGAA).

The CEAA is responsible for IEEE’s participation in the accreditation activities of the Engineering Accreditation Commission (EAC) of ABET, which accredits engineering programs. The CETAA is responsible for the IEEE’s participation in the accreditation activities of the Engineering Technology Accreditation Commission (ETAC) of ABET, which accredits engineering technology programs.

The activities of CEAA and CETAA depend on the efforts of motivated and qualified volunteer program evaluators. The CEAA and the CETAA carry out the selection, education, and program evaluator assignment processes for the IEEE EAB. The committees select qualified professionals from industry, government and academic sectors to serve as program evaluators to assist in accrediting engineering and engineering technology programs for the EAC and ETAC of ABET.

Service as an IEEE program evaluator provides the opportunity for professionals to develop and maintain high quality educational standards of engineering programs. To this end, the CEAA and CETAA conduct training workshops for program evaluators, department chairs, deans and other parties interested in accreditation.

IEEE is the lead, co-lead or a cooperating society with responsibility for program criteria for the following engineering and engineering technology programs within ABET:

- Bioengineering, Biomedical Engineering, and Bioengineering Technology
- Biological Engineering
- Computer Engineering and Computer Engineering Technology
- Electrical Engineering and Electrical/Electronics Engineering Technology
- Electromechanical Engineering Technology
- Engineering Management
- Information Engineering Technology
- Laser-Optics Engineering Technology
- Ocean Engineering
- Software Engineering
- Systems Engineering
- Telecommunications Engineering Technology

Complete information regarding IEEE EAB accreditation activities is provided on the IEEE EAB Accreditation Website.
4.8.3 IEEE Representative Directors to ABET Procedures

IEEE is allotted three (3) IEEE Representative Directors on the ABET Board of Directors.

- An IEEE ABET Representative Director is appointed for one (1) three-year term
- Appointments are due to ABET by 1 April of the year the term expires
- Each representative may be re-appointed for a second consecutive term for a total of six (6) years

4.8.3.1 Selection Procedures for IEEE Representatives on the ABET Board of Directors

The IEEE EAB is responsible for administration of procedures for selecting IEEE Representative Directors on the ABET Board of Directors. These procedures are described in Appendix D - Selection Procedures for IEEE Representatives on the ABET Board of Directors.
4.9.1 Committee on Engineering Accreditation Activities Procedures

Detailed information about the activities of the CEAA and accreditation of engineering programs governed by IEEE program criteria are provided on the CEAA Website, the CEAA Operations Manual, and approved by the CEAA, which describes the principal activities and administrative processes of the CEAA.
4.10.1 Committee on Engineering Technology Accreditation Activities Procedures

Detailed information about the activities of the CETAA and accreditation of engineering technology programs governed by IEEE program criteria are provided on the CETAA Website. The CETAA Operations Manual is approved by the CETAA and describes the principal activities and administrative processes of the CETAA, and may be accessed on the Website.
4.11.1 Committee on Global Accreditation Activities Procedures

The CGAA is responsible to identify and meet the accreditation needs of the profession, by assisting in the establishment, operation, development and implementation of accrediting bodies and accreditation procedures in engineering, computing, and technology worldwide.

The scope and functions of the CGAA are described in the CGAA Charter and are provided on the CGAA Website.