IEEE Systems Council AdCom Meeting
Thursday, 18 April 2024, 1:00 - 5:00 PM
Montreal, QC, Canada

Attendees: Amir Aghdam, Andrea Belz, Paolo Carbone, Andy Chen, Walt Downing, Wei-Jen Lee, Shreekanth Mandayam, Andre Oboler, Marco Parvis, Bozenna Pasik-Duncan, Alireza Safaee, Stephanie White, Katie Wilson, Ke Wu, Wei Zhang, Haibin Zhu

Virtual: Wei-Ren Chen, Stamatis Karnouskos, Greg Lyons, Antonio J. Marques Cardoso, Shashikant Patil, Jason Rupe, Yang Shi, Hiroo Sekiya, Rifat Sipahi, Chamika Sudusinghe, Tansel Yucelen

Not in attendance: Henry Benitez, Matthieu Bloch, Karen Burnham, Stark Draper, Yu-Cheng Fan, Prasanta Ghosh, Kiran Gunnam, Norbert Herencsar, Andy Knight, Fabrice Labeau, Ruidong Li, Michele Nogueira Lima, Emanuele Menegatti, Stefan Mozar, Athina Petrapulo, Vincenzo Piuri, Robert Rassa, Ferat Sahin, Kim Fung Tsang, Alexander Wyglinski

Staff: Amanda Osborn, Laura Paul

Guests: Ray Barton, Rajiv Joshi, Arthur Pyster, Haifeng Zhu,

Virtual Guests: Christopher Hoffman, Nicole Hutchison

Call to Order and Introductions - Downing
Walt called the meeting to order at 1:05 ET. The quorum was confirmed and the agenda was approved as written.

MOTION: Andy Chen moved to approve the Fall 2023 AdCom meeting minutes. Stephanie White seconded. Motion passed.

President's Welcome
Walt introduced the member society representatives and highlighted the EDIB statistics for the AdCom in 2024.

2023 Updates
Walt shared that two new member societies and several new committees were added to the SYSC roster, and the Online Distinguished Lecture series was successfully launched. SYSC sponsored the IEEE-KHN Student Leadership Conference and IEEE Life Member Conference and plans to renew those sponsorships for their next events. Additionally, the upgraded SYSC website was completed.

During the February TAB meeting series, SYSC organized a dinner for all of the member society presidents. The dinner proved to be a successful engagement event and there are plans to hold this event again in 2025.

2024 Updates
Schedules did not align to hold a 2024 Strategic Planning Meeting, but Walt recommends scheduling one for January 2025. Governing document revisions will continue to be a point of focus in 2024.

Member Services – White
Stephanie recognized the new Chapters Chair, Ramki Raman, and the current roster of Committees and Chairs. Stephanie also noted that two Subcommittee Chair positions need to be filled (Cooperation with Practitioners and Cooperation with Other IEEE Entities) and welcomed interested persons to reach out.

Stephanie highlighted the efforts by Walt in recruiting IEEE Senior Members and noted that SYSC is one of the few S/C with a Life Members Committee.

During SYSCON 2024, the inaugural Student Event was held with great success. 26 papers were accepted, with 19 being presented during the conference. Stephanie served on the Program Committee and recognized Robert Rassa, Fabrice Labeau, Prasanta Ghosh, Bozenna Pasik-Duncan, and Brianna Orr (CCLLC) for all of their efforts in producing the event. This event will be organized again in 2025.

Stephanie would like to create a Student Event Best Paper Award. Amanda noted that Walt could approve a nominal honorarium without a motion. Walt approved up to four $250 awards.

ACTION ITEM: Stephanie White to request Brianna Orr send Student Event electronic recognition certificates to all 19 event presenters.

Points of focus for Member Services are increasing the number of joint activities with the member societies, welcoming new joint chapters, creating opportunities for industry professionals, and improving the engagement with student and young professionals.

2024 Plans
- *Revisit Distinguished Lecturer Program Requirements*
- *Chapters Summit*
  Walt suggested holding the Chapter Summit in Region 8 because there are already nine chapters in that area, which would increase chapter engagement in the region. The estimated financial implications are $15K-20K.

  MOTION: Stephanie White moves to fund the Region 8 Chapter Chair travel and meeting expenses for a Chapter Summit at ISSE. Paolo Carbone seconded. Motion passed.

- *Increase Awareness of Chapter/Student Chapter of the Year Award*
- *WiSE*
  Holly Handley has served for several years but has expressed interest in being replaced in 2025.
- *Develop MOU with INCOSE*
- *Initiate 2025 SYSCON Student Event planning*
- *Recruit speakers for the Early Career Speakers Program*

SEBok - Art Pyster, Nicole Hutchison, Chris Hoffman
The SEBok is the guide to the body of knowledge and intends to provide resources on key topics in systems engineering. The version 3.0 of the website will be released in May. The webpage is structured like a Wiki page and articles and new information are updated twice per year.

ACTION ITEM: Art Pyster to provide an article to CCLLC for the SYSC Q2 newsletter.

ACTION ITEM: Art Pyster to review SYSC SeBOK webpage and provide updates to CCLLC.

ACTION ITEM: SEBok to provide flyers to CCLLC for SYSC conferences.

ACTION ITEM: Walt Downing to schedule a SeBOK webinar with the Lone Star Section.

SYSC contributes $22,000 per year as sponsor. Universities, professional organizations, and industry may sponsor. The University of South Alabama saw a direct increase in interest in their systems engineering programs once they became a sponsor.

Conferences - Carbone
SYSCON
SYSCON is generally a North American-based conference. The conference experienced a significant increase in registrants and paper submissions in 2024. Conference papers were downloaded or read over 66,000 thousand times in 2023.

RASSE
RASSE is generally an Asia-based conference and was held in India in 2023. Conference papers were downloaded or read 7,355 times in 2023.

ISSE
ISSE is based in Europe and held every two years. The conference will be held in Perugia, Italy on October 16-18, 2024. Organizers are interested in further collaboration with the member societies for special sessions. OJSE has approved a special issue for ISSE 2024. Conference papers were downloaded or read 36,762 in 2023.

IEEE Xplore Conference Revenue Distribution
Downloads account for 65% of the distribution while the amount of content added is responsible for 35% of the distribution.

New Initiatives Discussion - White
Discussions took place regarding funding for students to attend conferences in person. The Council received inquiries about this, but there is no program in place to support it. It should be posed as a grant and not a scholarship. Several other Societies and Councils offer similar programs.

ACTION ITEM: Amir Aghdam to provide information surrounding the Control Systems Society's process for Student Travel Grants.

Cooperation Committee Reports - Joshi/Safaee
The committee was officially formed on 15 January 2024 and Rajiv Joshi and Alireza Safaee were appointed as the Cooperation Committee Co-Chairs.

Rajiv shared that they are interested in collaborating with CASS Chapters through the Systems Council Distinguished Lecturer Program. The SYSC currently has no Chapters in Singapore, so increasing collaboration around CASS's flagship conference, IEEE International Symposium on Circuits and Systems (ISCAS), in May will be a challenge. They are also interested in inviting SYSC participants to join CASS Chapter Activities and conference sessions, and are looking to host joint SYSC/CASS activities, specifically industry forums.

Current challenges include developing the relationships between SYSC and the member societies and defining a metric of success for the collaboration efforts.

<div align="center">The meeting was called to a recess at 2:10 PM ET.</div>

<div align="center">The meeting was called back to order at 2:30 PM ET.</div>

INCOSE Collaboration – Lee/Zhu
Wei-Jen and Haifeng proposed an MOU be established between SYSC and INCOSE. Haifeng is the POC from the SYSC and Cihan Dagli is the POC from INCOSE on this project. Haifeng stated that they are looking for both financial and technical sponsorship from SYSC for this collaboration.

They are looking to cross-publish conference papers on IEEE and INCOSE sites, develop hybrid conferences, and invite industry leaders to present on systems engineering.

Haifeng notes the Complex Adaptive Systems Conference that is currently executed by the INCOSE New England Chapter would like to request SYSC support and sponsorship for the event. Several officers noted the short timeline for planning this event makes the sponsorship be difficult to achieve. IEEE's current advice for conference planning is 14 months from application submission. This does not include the required approval from INCOSE to move forward with this. Several officers noted the need for an MOU to be in place before submitting the conference application.

ACTION ITEM: Alireza Safaee and Wei-Jen Lee to lead the formulation of an MOU proposal between IEEE/INCOSE to be submitted to IEEE Legal.

This committee is also interested in planning a joint workshop on cybersecurity and AI policies. Andre suggested contacting IEEE Legal before planning any event that could be viewed as public policy work.

Diversity, Equity, and Inclusion - Pasik-Duncan
Bozenna shared the major activities in DEI over the last year.
- Participated in the TAB DEI Committee on Diversity and Inclusion meeting during the November 2023 board meeting series.
- Moderated a panel discussion at the Returning Mothers Conference in October 2023 entitled "In Search of the Lost Women in STEM - Motivation, Recognition, and Mentorship Matters" in October 2023
- Co-authored "What is Required for Motivating the Women Returnees to Sustain Their Careers? – A learning Journey" to be presented at the Culture and International Stability Conference.
- Co-organized Workshop for IEEE CSS conference in Milan, Italy.
- Planned participation for DEI panel at the American Control Conference in Toronto, Canada.
- Increase DEI Committee members

The current challenges facing the SYSC DEI Committee are the low in-person participation at conferences, defining and measuring impact in the SYSC community, systematically collecting data from SYSC participants, developing a sustainable outreach model for SYSC conference activities, and maintaining the DEI webpage.

Governing Documents - Wilson
Katie shared that the governing document updates and operating procedure revisions are a work in progress and are not ready for AdCom review.

Young Professionals Committee - Sudusinghe
Chamika shared the latest committee updates.
- Held first committee meeting
- Attended Young Professionals Annual Meeting
- Attending IEEE YP Monthly Committee meetings
- Working on outstanding action items from previous Chair's tenure

Chamika shared plans to schedule monthly committee meetings of the SYSC YP Committee, provide support to the (to be launched) Early Career Speaker Program, develop an awareness session on Student/YP scholarships and awards, launch a mentoring program for SYSC students and YPs, organize a virtual event with a member society, and develop an in-person event at the University of Texas.

Chamika has several branding goals to expand the reach of the SYSC YPs and plans to recruit additional committee members to assist. They have a website and are exploring collaboration opportunities. The committee is interested in establishing an award or scholarship to recognize early career professionals in academia and/or industry.

Walt suggested including an article from the YP Committee in the SYSC quarterly newsletter. He also noted the Rising Stars Conference and the YP Scoop are opportunities for participation within IEEE.

ACTION ITEM: CCLLC to retrieve SYSC Young Professionals participants list for marketing purposes.

Industry/Industry Professionals Committee - Karnouskos
Stamatis shared that the committee has held three meetings since the Fall AdCom meetings with diverse discussions on strengthening INCOSE involvement, boosting senior member elevations within industry, encouraging industry topics with the new class of DLs, assisting with credentialing and certifications within industry, and creating a SYSC Industry Member survey.

Over 61% of SYSC participants do not have their affiliation listed within their profile. Of the affiliations known, about 65% of Industry-affiliated participants are located in the US.

There are several challenges facing the committee including limited IEEE analytics access, low survey response rate, reliance on other committees or chapters to execute plans, and low interaction with technical committees. Stamatis shared plans to increase committee membership, strengthen committee collaborations, and investigate certificate and credentialing programs.

The meeting was called to a recess at 4:54 PM.

IEEE Systems Council AdCom Meeting
Friday, 19 April 2024, 8:00 AM - 12:00 PM
Montreal, QC, Canada

Attendees: Amir Aghdam, Andy Chen, Paolo Carbone, Walt Downing, Wei-Jen Lee, Shreekanth Mandayam, Andre Oboler, Marco Parvis, Alireza Safaee, Katie Wilson, Stephanie White, Wei Zhang, Haibin Zhu,

Virtual: Wei-Ren Chen, Stamatis Karnouskos, Greg Lyons, Norbert, Shashikant Patil, Robert Rassa, Jason Rupe, Hiroo Sekiya, Tansel Yucelen

Not in attendance: Henry Benitez, Matthieu Bloch, Karen Burnham, Antonio J. Marques Cardoso Stark Draper, Yu-Cheng Fan, Prasanta Ghosh, Kiran Gunnam, Andy Knight, Fabrice Labeau, Ruidong Li, Michele Nogueira Lima, Emanuele Menegatti, Stefan Mozar, Bozenna Pasik-Duncan, Athina Petrapulo, Vincenzo Piuri, Ferat Sahin, Kim Fung Tsang, Yang Shi, Rifat Sipahi, Chamika Sudusinghe, Ke Wu, Alexander Wyglinski

Staff: Amanda Osborn, Laura Paul

Guests: Rajiv Joshi, Steven Li

Virtual Guests: Ramki Raman

Call to order/Roll Call
The meeting was called to order at 8:01 AM ET.

Technical Operations – Oboler
Andre shared that the Chairs of the Technical Committees have not been responsive to inquiries. A survey was sent out at the beginning of the year that only four individuals responded to. Andre noted the difficulty in making plans or adjustments without data. For the TC Chairs that did respond, Ande plans to offer support from the Council. If the TC Chairs do not respond to the final reminder, Andre will consider the position vacant and work to put out a call for volunteers.

Amir noted that the Control Systems Society invites their TCs to run tracks at major conferences. Andre shared that establishing ongoing communication should be the first step toward increasing TC activity.

SYSCON 2024 Report - Rassa
SYSCON performed well with over 150 attendees. Paper and session feedback was positive and both the WiSE Reception and the Life Members Breakfast events were well attended.

The Student Conference event brought 19 in-person presentations from 10 countries, and the committee plans to start planning the event for 2025 soon. Walt approved $250 awards for the Student Best Paper awards.

Finance – Mandayam/Rasse
The Council continues to increase its surplus. Conference paper downloads from Xplore generally account for $50,000 per year, but the exact numbers for each conference won't be known until about three years after the conference.

Additionally, overlength page charges account for a large percentage of the Council revenue each year.

ACTION ITEM: Robert Rassa and Shreekanth Mandayam to provide updated revenue report to the Officers and AdCom.

Awards - Downing
Mo Jamshidi is currently serving as the Awards Chair. All of the SYSCON award recipients and the Systems Journal Best Paper Award winners were able to attend SYSCON in person to receive their awards.

The SYSC scholarships received over 30 applications, giving the committee plentiful qualified students to review and select from.

Life and Senior Member Committees - Downing
Senior Member Elevation
- 27 elevated in 2022
- 29 elevated in 2023
- 1 elevated in 2024 (8 pending)

Walt generally assists interested parties by reaching out to the Section Chair where the participant is located and asking for interested nominators to serve as references. This has been a productive strategy.

Life Member Conference
The Inaugural Life Member Conference was held 14-16 April 2024 in Austin, TX. SYSC is a Silver Sponsor of the event ($5,000). Walt presented a session and SYSC supplied lanyards and flyers for the registration tables.

History Column
Qusi Alqarqaz is an active Lone Star Section member who has volunteered to develop oral history videos and interviews with past SYSC officers. He plans to interview IEEE President Tom Coughlin soon, among other exciting activities. His videos can be found on the SYSC website.

President-Elect - Chen
Andy shared plans for developing further collaboration with the member societies and chapters, specifically encouraging more activities and events to be planned. The earlier discussions regarding a Chapter Summit are a positive step towards this. Regions 8 and 10 are high-participant areas for SYSC, so planning a Chapter Summit event in Asia could increase engagement with those Chapters.

Women in Systems Engineering - White
Holly Handley has been an active leader for this committee. Holly has spearheaded monthly virtual or in-person events to promote WiSE and has been a consistent champion for women in the systems engineering space.

The meeting was called to a recess at 9:15 AM ET.

The meeting was called back to order at 9:38 AM ET.

Open Discussion - New Topics/Initiatives
Discussions ensued regarding potential education initiatives and increasing the Council's support of Systems Engineering education. Multiple AdCom members suggested forming new scholarships and increasing current scholarship opportunities.

MOTION: Stephanie White moves to increase the number of IEEE Systems Council Engineering Undergraduate Scholarships funded annually from two to four. Andy Chen seconded.

MOTION: Andy Chen moves to table the motion to increase the IEEE Systems Council Engineering Undergraduate Scholarship amount from $5,000 to $10,000 per scholarship. Marco Parvis seconded.

MOTION: Stephanie White moves to create two IEEE Systems Council Engineering Graduate Scholarships in the amount of $10,000 per scholarship. Marco Parvis seconded. Motion passed.

Walt noted that the details of the scholarship would be finalized at a later date.

Parking Lot –
HKN Student Leadership Conference
Walt shared that the Council has historically supported the IEEE HKN Student Leadership Conference and similar activities of Eta Kappa Nu, and he would like to renew that support in 2024.

MOTION: Andy Chen moves to financially sponsor the 2024 IEEE Eta Kappa Nu (IEEE-HKN) Student Leadership Conference and related HKN activities for up to $5,000. Wei-Jen Lee seconded. Motion passed.

Administrative Updates - Paul/Osborn
IEEE Learning Network
Laura recently met with Jill Bagley from IEEE regarding the IEEE Learning Network. Laura will work with Jill to add content to the Systems Council webpage on the ILN under the Discover-Only option, which is at no cost to the Council.

CCLLC
Amanda shared that Laura will be the Operations Manager and Primary Point of Contact for the Systems Council beginning 1 May 2024.

MOTION: Andy Chen moves to adjourn the meeting. Stephanie White seconded. Motion passed.

The meeting was adjourned at 11:45 AM ET.