IEEE Systems Council AdCom Meeting,
April 26, 2018
JW Marriott Parq Vancouver
Vancouver, Canada

Voting Attendees: Stephanie White, Paolo Carbone, Bob Rassa, Marco Parvis, Steve Holt, Steve Dyer, Andy Chen, Ernie Parker, John Schmalzel

Non-Voting: Rich Hochberg, Jeff Rubin, Edward Addy, Vincenzo Piuri, James Ritchie III, Garry Roedler, Hen-Geul (Henry) Yeh, Dash Wu, Brooke Johnson

Remote Attendees: Rodney Roberts, Pepe Contreras-Vidal, William Semancik, Tom Lanzisero

The meeting was called to order at 8:01 am.
We have a quorum.

Introductions, Review Agenda
Stephanie welcomed everyone to the meeting. Self-introductions were made.

Review and approve Minutes
MOTION: Paolo Carbone moved to accept the minutes of the Fall 2017 AdCom meeting as written. Marco Parvis 2nd. Motion passed.

President's Report   White
Systems Council roster
Stephanie reviewed the Council officers and the 10 Member Society representatives.

IEEE Updates
Information from the February IEEE TAB meeting was reviewed.
IEEE Standards is seeking participation from all OUs.
Financial transparency was discussed.

Review of TAB actions
There were two motions passed by IEEE that were reviewed.
IEEE Brain, 5G, Symbiotic autonomous systems initiatives are all discussed.
Stephanie reviewed the General Data Protection Regulation (GDPR). The key changes were overviewed.

Stephanie discussed the changes to conference policy and the Return on Investment for member societies.

Finance Report   Holt/Rubin/Rassa
Steve reviewed the tentative 2018/2019 budget timeline including the actions required by IEEE.
2017 financial results were posted on 4/11 for our review. Renewal product offerings form is due by May 15.
Steve reviewed the budgetary actions accomplished.

The Council is solvent.
Budgeted surplus in 2017 was $132.1k. Total surplus for 2017 with investment income was $350.1k.
The 2015-2017 financial results including publications and conference data were reviewed.

ACTION ITEM: Bob Rassa, Jeff Rubin – Inquire which account the DL expenses were charged to in 2017. AI-0336
ACTION ITEM: Brooke – Look into why the Systems Council web charges are 3k instead of 1.3k (overbudget). AI-0337

In 2018, we are expected to have a surplus of $106.8k.IEEE is reducing the publications distribution (ASPP – All Society Periodicals Package) over the next 5 years. Systems Council will lose almost $80k in ASPP revenue when new algorithm

is fully in place in 2023. This won't materially affect us right now, but we need to be aware of the loss of income in subsequent years.

Recommendations:
- Add Peter Whitehead and Donna Rhodes as Systems Council DLs.
- It is recommended to monitor the budget closely and increase page counts for the Journal if funds allow.

Travel reimbursement policy
Due to a new expense report rule all expense reports must be submitted within 60 days of completion of travel, or they will not be reimbursed. Submit all expense reports to Jeff Rubin. ACTION ITEM: Jeff Rubin, Brooke Johnson– Send out the direct deposit form for expense reimbursements to the ExCom. AI-0338

Chapters Update   Parvis
Marco presented on the Systems Council Chapters.
Israel and Singapore are possible new chapters in 2018.
The South Africa chapter is not active and is missing a 2018 Chapter Chair. ACTION ITEM: Marco Parvis – Contact the South Africa Chapter to establish a 2018 chapter chair. AI-0339

The Coastal Los Angeles Chapter will be hosting five distinguished speakers as well as a student competition with 5 prizes.

Marco researched the correlation between Chapters and attendance at conferences. There's a clear correlation between attendance at our conferences from a country and the number of chapters in that country. Germany and France give remarkable attendance without a Chapter; we will try to find conference attendees from those countries to start a chapter.

Marco has been reaching out to Universities with systems related curricula, however, it appears they are not as interested as we'd originally hoped. It was suggested to create student travel grants to Systems conferences or decrease the student registration rate to encourage student attendance.

Distinguished Lecturer Program   White
We currently have 11 Distinguished Lecturers. Ni-Bin Chang has been recommended as a DL.
MOTION: Andy Chen moves to approve Ni-Bin Chang as a new Systems Council Distinguished Lecturer for the 2018-2019 term. Ernie Parker 2nd. Motion passed. M-0158
ACTION ITEM: Brooke – Collect Ni-Bin Chang's DL information and post to the Systems Council website. AI-0340
Stephanie reviewed the DL talks held over the past few months for each Distinguished Lecturer.

Publications/Journals   Dyer/Piuri
Steve Dyer reviewed the J-MASS and Systems Journal EiCs.

Vincenzo Piuri distributed the specifics of the IEEE Systems Journal. There was a large influx of papers submitted to the Journal in 2014 and 2015 due to a large publicity effort and special issue boost.
The Journal's backlog issue was explained.
The current processing time and citation metrics for ISJ were discussed. Our goal over the next few years is to decrease this processing time.
All the papers submitted in 2015 and prior have been published in the Journal.

At the end of 2018, we are expected to have 5,072 pages accepted for the Journal and in backlog. If we were to publish all the pages in backlog, including the overlength charges, we would spend approximately $115k.
Overlength page charges issued in 2017 totaled $96,125 and only $3.6k was not collected.
Discussion was held on the page counts and overlength charges. It was suggested to reduce from an 8-page to a 7-page limit, however, this might be a burden for the authors and editors.

MOTION: Bob Rassa moves to increase the 2018 page count of the Systems Journal to a total of 3,500 pages. The total cost will be $26,396 to publish. Stephen Dyer 2nd. Motion passed. M-0159

MOTION: Bob Rassa moves to increase the 2019 page count of the IEEE Systems Journal to a total of 4,000 pages. Stephen Dyer 2nd. Motion passed. M-0160

J-MASS Update   Schmalzel
John reviewed J-MASS, Journal on Miniaturization for Airborne & Space Systems. Launch date is early 2019.
Will publish 4 issues per year, electronic only.

Aim for 1st year 300 pages, 2nd year 450 and 3rd year 600. Overlength charge >7pp.
The scope of the Journal was reviewed.
Systems Council is a 35% financial sponsor. By the third year we are expected to have a surplus.

ACTION ITEM: Brooke and Bob – Ensure the J-MASS presentation from the spring 2018 AdCom meeting is archived. AI-0341

The steering committee of J-MASS is Bill Emery, Antonio Plaza, Paolo Carbone, Bob Rassa, Mike McShane, John Vig, Kim Fowler, and Dale Blair and John Schmalzal serving as Editor-in-Chief.
The Associate Editors for the Journal were reviewed. Please provide any recommendations for AEs to John Schmalzel.
A J-MASS booth was discussed for use at tradeshows and conferences.
Please assist with J-MASS marketing efforts in your own Societies.

Technical Operations   White (for Downing)
Stephanie presented the Technical Operations overview for Walter Downing.
INCOSE collaboration possibilities were overviewed.
We have 8 current Technical Committees.

Analytics and Risk Technical Committee: Well established with good activities. Discussing INCOSE collaboration.
Cyber-Physical Systems Technical Committee: Well established and active. Follow many best practices.
Industrial Interface Technical Committee: New TC in 2017, leadership is in place, large roster but limited participation.
Intelligent Transportation Design Technical Committee: Activity and membership are slowing. Viability is questionable.
Networked Systems Technical Committee: Relatively well-established with limited activities and membership.
     Suggestions for additional topics?
Security and Privacy in Complex Information Systems Technical Committee: Well established with good activities.
Systems Biology and Biomedical Systems Technical Committee: Not an active TC, viability is questionable.
Workforce Development Technical Committee: New 2017 TC, doing well thus far.

Potential new TCs include: CubeSat, Information Fusion, and Standards.
Let Walt know if you have a Chair for either CubeSat or Information Fusion.
The Standards Committee has not been able to gain any traction. INCOSE will work with Annette Reilly to activate a joint INCOSE/IEEE Systems Standards Committee.

Nominations and appointments   Carbone
The N&A Committee is Paolo Carbone, Chair, Steve Holt and Stephanie White.
The following offices have terms ending in 2018:

- Vice President Conferences – Bob Rassa
- Vice President Technical Operations – Walter Downing
- Vice President Member Services – Marco Parvis

All three are eligible for re-election.
We will also hold elections for a President Elect in the Fall.

Awards   Rassa
R*eview our three awards given at the Systems Conference*
Bob discussed the James O. Gray Scholarship and IEEE Outstanding Service Award.
We only received one application for the scholarship. We will review ways to better promote these scholarships.Bruno Carvalho received the 2018 James O. Gray graduate scholarship at the awards ceremony at SysCon 2018.
The 2018 IEEE Systems Council Outstanding Service Award recipient is Vincenzo Piuri.

ACTION ITEM: Brooke – Create an Outstanding Service Award plaque for Vincenzo Piuri to be presented at ISSE 2018 and have the honorarium sent to Vincenzo. AI-0342

Young Professional Report   Ritchie
James presented on the YP Summit that was held in February. IEEE YP Business Plan projects include IEEE Xplore YP access, µVolunteering, loyalty program, signature and meet up events, and seed funding.
If anyone has a suggestion for an IEEE YP Committee representative for the 2019 term, please send them to Kathy Land.

The Young Professional event at SysCon 2018 was discussed. Approximately 23 YP attended this event and 7 individuals from industry were on the panel. It was a successful event.

Ways in which the Systems Council can support the YP program were discussed. Can we find other mutually beneficial YP events to co-host/co-sponsor?

Chairing and Organizing Conferences Lessons Learned   Yeh
Henry reported on chairing and organizing conferences.
IEEE Green Energy and Smart Systems Conference (IGESSC) was overviewed.
Bylaws Revision: Fellows Evaluation Committee   Hochberg
Rich overviewed the IEEE Fellows Evaluation Committee changes. We are required to update our Bylaws to include these changes. The Fellows Evaluation Committee Chair term limit shall be two years while the term limit for each evaluator shall be 3 years.

Recommended Revisions to the Bylaws:
- Unless otherwise stated, terms are intended to be one-year terms
- Chairs shall not serve more than two consecutive terms
- Chairs may serve as Evaluators for one additional year, immediately after having served as Chair
- Evaluators and Vice-Chairs (if any) shall not serve for more than three consecutive years
- Members shall not serve for more than Five consecutive years, regardless pf position
- Fellow evaluation Chair and evaluators shall be approved by the AdCom, upon recommendation of the President, no later than 31 January

ACTION ITEM: Rich Hochberg – Create a proposed motion for the updates to the Systems Council Bylaws regarding the IEEE Fellows evaluation updates and addition of the Fellows Identification Committee and send to the Systems Council AdCom for review. AI-0343

Fellows   Parvis
No report.

Conference/Workshops   Rassa
Bob Rassa overviewed the INCOSE collaboration.

SysCon 2018 statistics:
- 251 abstracts submitted, 133 final papers (53% acceptance)
- 7 tutorials
- 200 attendees, 27 countries

ISSE 2018 Update   Carbone
ISSE will be held in Rome, Italy on October 1-3, 2018. The Call for Papers is due May 4th, but will be extended to May 25th.

The call for papers is out for SysCon 2019 in Orlando, FL, USA on April 8-11, 2019.
Bob reviewed the future locations of SysCon and ISSE.
The Council has been approached on doing a similar conference to ISSE in Asia (China) and is expecting a proposal shortly. Other conference possibilities were discussed.
If anyone has any input regarding future ISSE locations or possible conference ideas, please contact Bob Rassa.

INCOSE Objectives for Society Interaction   Roedler
INCOSE outreach program and objectives in alliances across the industry were reviewed.
Outreach targets include professional and industry associations, standards bodies, academic institutions, national agencies and other certification bodies.
Garry reviewed INCOSE's current alliances and accomplishments.
The opportunities between INCOSE and Systems Council were discussed. Ideas from these discussions include:

- Share newsletters and email announcements
- Invite opposite members to meetings and presentations
- Invite opposite members to make presentations at chapter meetings
- Offer member rates to events
- Explore collaborations on projects of common interest to some members of each group
- Create special interest groups for topics of common interest
- Co-sponsor local and regional events
- Encourage "branding" of both organizations at co-sponsored events

- Provide samples of back editions of various publications at these events
- Propose and co-edit special issues of transactions for topics of interest to both organizations
- Encourage groups to join together to write papers for newsletters and transactions for topics of shared interest
- Encourage groups to work together on development of relevant standards and guidelines

Systems Council Return on Investment (ROI)   White/Hochberg
Rich and Stephanie briefly discussed the draft ROI document.

Strategic Planning to support Member Societies   All
Pepe presented on the IEEE Brain Initiative and the Standards Committee.
Tom Lanzisero presented on PSES.

Stephanie explained that she would like to better collaborate with members of our Member Societies and increase Council engagement. The AdCom was split into 3 breakout groups to brainstorm ways to achieve these goals.

- *Group 1* – Review Downing/Fairley collaboration ideas and identify how SC might apply them with Member Societies; add to them if possible.
- *Group 2* – Identify ideas as to how SC might interact more with industry.
- *Group 3* – Identify what we might do, without members, to participate in standards activities such as SEBoK & activities where Systems views are important such as some IEEE Initiatives.

Report from breakout groups
Group 1:
- Shared Newsletters – distribution, content
- DL topics – request topics for DLs and post on the DL website
- Have our TCs reach out to Society TCs to see how they can cooperate
- Co-sponsor and contribute to Society events
- Society and SC booths and information at each other's conferences
- Highlight member Societies on a rotating basis – perhaps feature on the FB and Twitter accounts
- Improve member society visibility on SC web page
- Explore special topics for newsletters and magazines of the Societies
- Ask the Societies what they expect/value from the SC (survey?)
- Promote cooperation between Societies
    - Conference call with TAB VPs (or equivalent) of a few (~3) Societies at a time
    - Offer SC as a conduit when a Society has a topic or project that extends to other Societies

Group 2:
What can we do now to have an impact. 25% of the papers submitted are from industry, how can we increase this?
- Clarify the government industry portion of the conference to better emphasize the shorter evaluation and approval process that was in the 2015 Call for Papers
    - Reissue the CFP amended as above
- Add a third category of industry paper – 1 page abstract and 20-minute presentation
    - Focus on practical experiences that employed Systems Engineering to produce a positive ROI oriented result
    - Employ an extended submission process to draw more submissions
- Add and emphasize a Monday Tutorial/Workshop focusing on the practical application of Systems Engineering in Industry. (This could possibly be a great place to collaborate with INCOSE, SEBoK, etc.)

Group 3:
ID what we might do, w/o members, to participate in (standards) activities such as SEBoK & activities where Systems views are important such as some IEEE initiatives

Importance of SEBoK, http://www.sebokwiki.org/wiki/Guide_to_the_Systems_Engineering_Body_of_Knowledge_(SEBoK)
- Organized as a "Bookcase"
- GRACIE is curriculum guide – always needs more content, need to solicit more input
- What Systems Council could do:
    - Actively contribute more content
    - Risk analytics
    - Financial analytics
- Promote to member societies
    - Basic training (add tutorial to a member society's conferences)
    - SEBoK sessions at key SE consortium conferences

- o Add features in society magazines
- Add regular Web meetup for SEBoK
- Use for certification

IEEE Future Direction Committee w/ SE Impact
- Brain
- Digital Senses
- Symbiotic Autonomous Systems Initiative
- What can Systems Council Do?
  - o Identify activities in the 3 FDC initiatives across member societies
  - o Utilize SC society reps to perform the identification
  - o Translate to usable form
  - o Organize Special Issue, Sessions

Old Business, New Business   White

Reminder: Brooke sent out emails to each individual with pending action items, please respond to Brooke with an update for each action item.

The next Systems Council AdCom meeting will be held on Friday, September 21, 2018 in conjunction with IEEE AUTOTESTCON in National Harbor, Maryland, USA.

ACTION ITEM: Brooke – Post the presentations from the spring 2018 AdCom meeting on the Systems Council website. (Do not include the financial, fellows, or President report.) AI-0345

The meeting was adjourned at 3:51 pm.

AdCom Dinner will be held in the Cambie Room at 6:00 pm.