

**Systems Council AdCom Meeting Minutes
Marriott Chateau Champlain, Montreal, Canada
Maisonneuve "B"
April 7-8, 2011**

April 7

1:00 – 5:15 pm

Attendees: Paolo Carbone, Stephanie White, Bob Rassa, Clyde Chittister, Bill Semancik, Vincenzo Piuri, Mo Jamshidi, Judy Scharmann (AESS, IMS Executive Assistant)

Telecon: Mark Montrose, Laszlo Koczy

Guests: Margi Jannucci, IEEE Technical Activities

Intro and Review Agenda

Clyde opened the meeting.

Review and approve minutes - White

Minutes from the September AdCom meeting were sent out electronically.

MOTION: Vincenzo Piuri moved to approve the minutes, 2nd Stephanie White. Motion passed. M-0065

Conference/Workshops - Lyons

Bob Lyons was unable to attend.

Bob Rassa reported on the Systems Conference. 2011 had 127 attendees, 173 abstracts, with 109 selected. There were 12 no-shows. We are projected to have a \$25,000 surplus. Congratulations to Bob and team Conference Catalysts. Tutorials were on Monday and got favorable ratings. We have solicited help for next year's Technical Program Committee. Mo said he can help to get volunteers to be session chairs. The INCOSE track seemed to work well. We will do 2 proceedings because INCOSE doesn't want to publish in Xplore.

ACTION ITEM: Chris Dyer - Send electronic version of 2012 CFP to Mo to include in the Journal. AI-0173

Next year is in Vancouver, 2 weeks earlier.

Paolo Carbone presented a proposal for the conference to be held in Perugia, Italy in Spring, 2013. After some discussion, it was agreed to go to Perugia in 2013; Bob Rassa, Chair; Paolo Carbone, Vice-Chair.

Vincenzo Piuri presented for Pierangela Samarati on the IEEE SYSC Technical Committee on Security and Privacy in Complex Information Systems. He reviewed the Scope, Mission, and make up of this committee.

He discussed 2 conferences to be technically co-sponsored by the Systems Council:

SECURITY 2011 – International Conference on Security and Cryptography

NSS 2011 – International Conference on Network and System Security

There are 4 workshops in conjunction with NSS 2011.

Financials – Rassa/Hiskens

Ian Hiskens was unable to attend.

Clyde reported that Rich is no longer our financial person at IEEE. The systems council's financial analyst is Becky Szweczyk.

The Systems Council is in good shape financially. We are making money with the conference, and have cut expenses by holding 2nd AdCom by telecon, instead of face to face. Projections for 2011 look good. 2010 ended positive, and 2011 is forecasted to be positive.

Chapter Update

Winston Fang was unable to attend.

Clyde talked about a discussion held at TAB regarding the dissolution of 2 of our chapters. The chapters that were dissolved are the Brunei Darussalam chapter and the Mongolia chapter. There are going to be some changes to the

chapter approval process. There will be more review and approvals to form a chapter. Susan Root, s.root@ieee.org is the one that can answer questions on this. It is clear that certain procedures were not followed. IEEE is working on this on-going problem.

Bob Rassa had an additional Conferences discussion: he indicated that the Systems Conference price to attend was too low, stating that it is well below average. The plan is to raise rates for 2012 in Vancouver. He also discussed the issue of advertising the conference and other advertising through the IEEE E-Notice system. It was suggested that we contact the Presidents of each member Society, get a contact person in each society, and send them the CFP to display at their conferences.

Publications/Journals - Piuri

Vincenzo discussed the Vision, Objectives, and Planning Activities of the Systems Journal.

The SYSC-KEE – Electronic Knowledge Environment on Systems is in progress. A marketing plan is being developed to split revenues between the SC and the member societies.

Mo reported that the impact factor of our journal is .83. This journal is only 4 years old and it has a better impact factor than some older journals. The journal is healthy. Mo is looking for ways to improve the impact factor. He would like to include some tutorials. Mo desires that we do something jointly with a member society publication. Clyde encouraged Mo to write some of this in the business plan. Mo reported that the Journal has found its niche. We have papers on Katrina, and we are looking for articles on the Japan tsunami, etc. Individual subscriptions are around 240. We have PSPB distribution to institutions. That is where most of our revenue comes from.

There was a lot of discussion about impact factor. There are several metrics included in the periodical review that we can look at, besides impact factor. Clyde will get the report from Margi, and then share with the AdCom.

ACTION ITEM: [Clyde Chittister – Send Pubs Review to AdCom. AI-0174](#)

Technical Operations

Theo Saunders was not able to attend. Report is posted on the Systems Council Website.

Distinguished Lecturers

We have one Distinguished Lecturer – Vincenzo Piuri. We have a DL web page, which has been now put on the IEEE web page.

ACTION ITEM: [Chris Dyer/Brandon Ratzloff – Add Vincenzo Piuri as a DL on the Systems Council website. AI-0175](#)

We would like to get other Distinguished Lecturers. Names suggested: Mo Jamshidi, Paolo Carbone, Stephanie White, Bill Semancik, and Bob Rassa. Please contact Jeannine Sivy and send her an outline of talk, along with contact info.

ACTION ITEM: [Mo Jamshidi, Paolo Carbone, Stephanie White, Bill Semancik, Bob Rassa – To become a Distinguished Lecturer, send Jeannine Sivy an outline of your DL talk, along with your contact information. AI-0176](#)

Nominations and Appointments – Rassa

It was discussed that we do not have adequate resources to populate our pool of people. People are already active in the societies, and that makes it difficult to get involvement with the Systems Council. When considering candidates, Bob started looking to the societies, even outside of the member reps.

Bob reported that we need an Executive VP. Clyde will be President through 2012.

It was discussed that we need a new VP of Publications beginning in 2012. Vincenzo is now a Division Director and cannot do both jobs. Vincenzo has agreed to remain as VP Pubs for the remainder of 2011.

Clyde appointed Mo Jamshidi to the Nominations & Appointments (N&A) Committee. The N&A Committee is:

Bob Rassa, Chair
Bill Semancik
Bill Gruver
Paul Croll

Paul Nielsen
Mo Jamshidi

Kelly Miller's name was suggested to the N&A Committee. Bill Semancik will talk with him.

Stephanie suggested we invite some repeat conference attendees to attend the AdCom meeting. We did get 3 interested attendees from the Systems Conference 2011.

BKCASE/SEBOK Computer Society discussion

INCOSE started a Systems Engineering body of knowledge. Stevens Institute of Technology and Naval Post-graduate school took over management of this. The Computer Society was asked to review this body of knowledge and is now a co-sponsor. It was discussed that the Computer Society is not necessarily where this belongs. There was feeling that the Computer Society is not a part of the systems engineering community. Computer Society is the steward for the Software Engineering Body of Knowledge and has the process in place to handle the BKCASE/SEBOK. Computer Society has formed a technical committee to handle the BKCASE/SEBOK. There are 6 people on the stewardship committee and we are not on it. We could still play a role in the technical committee and the document review/update process if we could get our reps to go back to the societies and get people involved.

This work is actually funded by DoD. Bob Rassa works closely with these people. If we feel strongly that it is too software oriented, Bob can go to these people. But, the issue is, where are our volunteers going to come from?

Bob Rassa discussed systems engineering certification. AESS tried this, but IEEE said there wasn't a market for this, and now INCOSE is doing what IEEE/AESS started. We need the presidents of member societies to take charge and do something. The certification process is very expensive, not only to develop it, but to maintain it.

Clyde will call Dick Fairley back and tell him that we want to be involved. Theo Saunders wants to be involved. We must be involved, or the systems engineering body of knowledge is not going to have what we think of as a systems engineering focus. If any other societies want to be involved, send Clyde a note.

Should Computer Society be contacted to be on the core expert group?

Review of February TAB Meeting

Clyde reviewed several issues that were discussed at TAB:

SRC Review: TMC thinks we are on track. They are giving us a chance to succeed. We now have a business plan. Now we need to execute. We want to move away from dependence on member fees, but it is slow. We need another form of revenue. To do more things, we need more volunteers. Can we co-sponsor something with INCOSE to generate some income? Yes, but to co-sponsor with a non-IEEE entity, IEEE says you must follow IEEE rules. Hal Fleisher was working on Council structure. There was a backlash. This has been tabled. (Systems Council is grandfathered in).

The watch list was discussed. They used to put the watch list up in front of everyone. Now, it will no longer be published. The monitoring will continue, but the public listing will no longer occur.

Clyde discussed the bundled society membership with the IEEE membership. The feeling is, an IEEE member needs a technical home. TAB and MGA are moving forward, but the financial details are still in question. The vote will come to TAB and MGA in June to move forward with this project. Margi discussed the 2-tier model. "Basic" membership, and "Enhanced" membership.

Meeting recessed until 8:00 am, April 8, 2011.

April 8

Attendees: Paolo Carbone, Stephanie White, Bob Rassa, Clyde Chittister, Bob Semancik, Vincenzo Piuri, Judy Scharmann (AESS, IMS Executive Assistant)

Telecon: Mark Montrose, Laszlo Koczy

Guests: Margi Jannucci, IEEE Technical Activities

Review Agenda

Bob Rassa reviewed N&A committee composition: Paul Nielsen is on the N&A Committee.

Core Expert Group Discussion

Clyde sent the message out to the Society Presidents to ask for names for the Core Expert Group (CEG). Some of the Presidents responded by questioning why we need more volunteers (beyond the AdCom members already committed). We need to better describe the expert group and the benefits to the societies.

Benefit of CEG: cross-pollination between societies.

The discussion generated many questions: How do we implement this? We have trouble getting AdCom members to participate, so how are we going to get CEG to support the AdCom? How is this different from the societies being represented on the AdCom? Why can't we already do this with the reps?

Bill forwarded Clyde's message to Biyoung Lee, President of ComSoc. He indicated that ComSoc has 2 people involved in TCs that would be interested in CEG. This is where the people are going to come from, the TCs of each society. They are the people that can come up with joint activities. This is a good model.

Another idea: ComSoc has a TC on eHealth Care. There are a number of workshops in this. This is an area that many societies could work together.

There was a suggestion that the council should take the initiative, go to each member society, (even societies that are not members), and review all the mission statements of all TCs, and then figure out where we think we can set up collaboration, then go directly to the TC chair, and gather people to work with us, and that will be our "core expert group". It will have no structure. Setting up a "structure" may get push-back from the societies.

We also need to look at the value added for the member societies. We need to focus on this. At this time, there is a passiveness from the societies. We need to find the areas where we can help further the cause of the societies.

Laszlo said his society has a TC with a focus on Systems Engineering that would be interested in participating. Computer Society has the group working on the SE Body of Knowledge that would fit into this. Other societies have similar TCs. We need to identify other scenarios of collaboration. Then we can tell the societies the "possible" collaborations.

Stephanie worries about going from the top down. The President's might not be interested. But, going from the middle, the TCs, might just work.

Clyde appointed an AdHoc Committee on CEG: Clyde Chittister, Bob Rassa, Stephanie White, Bill Semancik, Paolo Carbone, Vincenzo Piuri, Laszlo Koczy, and Mark Montrose.

Duties of AdHoc –

Identify possible collaborations by looking at each member society TC list. (Divide the assignment between the members of the AdHoc)

Identify common areas within member society TCs.

Raise interest within the TCs.

Pierangela already did this for Security and Privacy. We want to avoid duplication. If we come across other topics in this area, review with Pierangela.

Other suggestions:

This is a real shift of focus for the societies. It was suggested that we start small, prove ourselves, and then cast a wider net. Start with small projects that we can market to other societies.

We can also go to the universities that have systems engineering programs.

Bill has a name from the Applied Physics Lab that is interested. Bill can contact this person as soon as he has a write-up.

The concept of "CEG" is good. The CEG are the people already within the societies, in the TCs, that will make up the CEG. (Same name, but populate it differently than initially thought.)

We need to ask for written reports from officers that cannot attend the meeting. We need to see the written report of our TCs and what they are doing. The TC of the Systems Council can be the glue that holds all this together.

As the AdHoc Committee on CEG moves forward, we need to keep thinking about how we are going to create the structure. We have several TCs within the council and we need to see the status of all of this. Check with Theo to get a status update.

ACTION ITEM: Clyde Chittister – Send TC list out to AdCom. AI-0177

ACTION ITEM: Clyde Chittister – Contact Theo Saunders and get Systems Council TC status update. AI-0178

ACTION ITEM: Clyde Chittister – Get a telcon set up within next 30 days with Adhoc Committee on CEG. AI-0179

Wrap up, New Business Discussion

Bill Semancik has withdrawn from the N&A Committee.

The final version of business plan has been submitted. If there are any changes, they will be submitted in the next few weeks. Clyde will look at possibly summarizing the CEG in the business plan. TMC has given feedback on the business plan. Margi will send that to Clyde and the AdCom. The next TMC meeting is May 19. Clyde will have Final Business Plan to TMC by May 1.

ACTION ITEM: Bob Rassa – Summarize the CEG structure that we decided at this AdCom meeting and include it in the final business plan. AI-0180

ACTION ITEM: Clyde Chittister – Follow up with Mo and get Journal comments for the business plan. AI-0181

It has been helpful to have Margi at the meeting. Participation of IEEE staff is appreciated.

It was discussed how the Systems Council compares to other Councils. Most other councils have a group of people that are interested in that topic area, and they move forward independently from societies. They seem to act like a society. They have a collection of people that identify with that council. The Systems Council brings societies together, which is what IEEE sees as the purpose of a council.

We discussed “promotional partnerships” for our conference.

Adjourn – Meeting adjourned at 10:00 am.

Respectfully submitted,

Judy Scharmann