IEEE Systems Council Officers Meeting
Day 1: Thursday, 1 September 2022 | 12:45 PM – 5:00 PM ET
Day 2: Friday, 2 September | 8:30 AM – 12:00 PM ET
National Harbor, MD, USA

Voting: Amir Aghdam, Paolo Carbone, Andy Chen, Walt Downing, Jack Dyer, Steve Holt, Rajiv Joshi, Stamatis Karnouskos, Fabrice Labeau, Shreekanth Mandayam, Cecilia Metra, Amir Mortazawi, Michele Nogueira, Bozenna Pasik-Duncan, Chih-Peng Fan, Vincenzo Piuri, James Ritchie, Jeff Rubin, Thomas Strasser, Mark Wehde, Stephanie White, Aylin Yener, Georges Zissis

Non-Voting: Jyotika Athavale, Michael Cardinale, Lucio Ciabattoni, Ruth Dyer, David Eng, Kim Fowler, Prasanta Ghosh, Ruidong Li, Yoshifumi Nishio, Nils Pohl, Bob Rassa, Pierangela Samarati, Yang Shi, Rifat Sipahi, Adrian Stoica

Roll Call and Approval of Agenda and Minutes – J.Dyer
Jack Dyer called the meeting to order at 1:00 p.m. ET. Roll call was conducted. A quorum was confirmed. Called for objections to the agenda or minutes as published. No objections.

All motions other than for approval of the agenda will be voted on during the Old Business/New Business after all presentations have concluded.

MOTION: Vincenzo Piuri moved to approve the Fall 2022 AdCom meeting agenda as written. Georges Zissis seconded. Motion passed. M-2213

MOTION: Vincenzo Piuri moved to approve the Spring 2022 AdCom minutes as written. Stephanie White seconded. Motion passed. M-2214

President's Message and Report – Dyer
The main activities have been the 5-year reviews – Council SCRC and PRAC reviews of the Systems Journal and JMASS. Dr. Hanwen Yu was announced as EiC of JMASS.
The President's Focus for 2022 was inward emphasizing on making tools, processes and information more easily available for the AdCom. The focal points were improved tools for communication such as updating the website and introduction of Boardable; and secondly, the reviews and annual updating of the Strategic Plan and determining succession planning and preparation. The Council's Field of Interest was updated. Currently, revising the Constitution and Bylaws and developing a Handbook of Policies and Procedures for the AdCom and Officers. Lastly, a focus on equity, diversity, inclusion and belonging including education, training, and embracement by AdCom and others.

Management Platform Assistance (Boardable) – Osborn
Amanda Osborn reviewed the tool and asked for feedback. We will be archiving old discussions. A feature request was to "tag" discussions like Gmail has labels. Issues with annotations on mobile/the default mode is view only. There are performance issues when using the mobile app.

Action Item: Amanda Osborn to reach out to Boardable to address issues with Discussions and the mobile app.

Update on SERC/SEBoK – White
Stephanie gave a background of SEBoK and its relationship with the Council. The SYSC is one of three stewards who provide funding, people to review and write articles. SERC is a UARC. Bob Rassa and Stephanie are on the BKCASE Governing Board. Three special editions for the OJSE are being led by SERC faculty. The SE Methods TC working with SERC and SEBOK to identify opportunities for collaboration. Stephanie identified six Knowledge Areas that would be of potential interest to the SYSC Member Societies.
Areas of opportunity are determining which SYSC Chapters have universities with systems engineering degrees to align with SEBoK recruiting efforts; and find a way to approach industry to help better understand program management and software engineering.

Action Item: Ernie Parker and Stephanie White to ask member society reps to send industry survey to their members.

EDIB Workshop – R. Dyer/Novak
Conducted the workshop Equity, Diversity, Inclusion, and Belonging: Aspirations and Strategies with a focus on how the Council can be champions in this area and apply strategies to the various activities of the Council. The primary issues discussed were implicit bias, privilege, allyship, and advocacy. A copy of the presentation will be made available on the website; however, the workshop is designed to be given live. IEEE is working on a recorded version to be made available for all volunteers.

Nominations and Appointments – Piuri
Jack is stepping down as SYSC President at the end of the year (2022). The N&A Committee includes Vinceno Piuri (chair) and Bonzenna Pasik-Duncan and Stefan Mozar. The positions voted on:
- President-Elect (2023) – Andy Chen and Walt Downing. Walt Downing was elected as President-Elect for 2023. And will start his term when Jack resigns as President.
- Vice President Conferences (2023-2024) – Andy Chen ran unopposed and was elected.
- Vice President Member Services (2023-2024) – Stephanie White ran unopposed and was elected.

MOTION: The Nominations and Appointment Committee moves to approve the presidential appointment of Dale Blair as the Systems Council Fellows Evaluation Chair for 2023. Motion passed. M-2215

Dale Blair will serve a second term as the SYSC Fellows Evaluation Chair for 2023.

The meeting was recessed until Friday, 2 September 2022.

Day 2, Friday, 2 September 2022

Day 2 was called to order at 8:30 a.m. ET and roll call was conducted. The agenda was adjusted with the budget and finance going first.

Budget and Finance – Rassa
Bob reviewed conference and publications data starting from 2020. Both areas continue to grow and publications received significant revenue from overlength page charges. Net income without investment income for 2020 was $417k. In 2020, reserves are at $1,744k. The Council is financially solvent and can support associate members, scholarships, chapters, and other activities. Vincenzo noted the Council has the means and should support the expansion of its educational programs.
There are opportunities to partner with the member societies to become more active in the Council. There are also opportunities to partner with universities. An example given was Ohio State's stackable certificate programs.
Bob reviewed the 2021 financials.
The 2022 budget was submitted in July 2021 with a surplus projected to be $347.1k without investment income. Budget issues include the introduction of open access and reduced conference income from COVID-19.

Governing Documents – J. Dyer/Fowler
Jack noted they didn't get as far as they anticipated in the changes review during the Officers meeting yesterday. Jack and Kim will continue to work on the revisions for the Constitution and Bylaws and the Handbook for the Council. Officers will be asked for input in their respective areas, then will be sent to the AdCom for review. The goal of the Handbook is to provide easier transitions and succession planning.

Conferences – Chen
SYSCON 2022 was held virtually and had 92 registrations for an income of $51,075 with 106 accepted papers. ISSE 2022 has 57 accepted papers to date and will be held in person. RASSE 2022 has had 57 submissions to date.
The SCRC committee recommended improvement in industrial and YP/WIE engagement at conferences; have complete list of conference on website (completed); and further use of new technologies and formats at conferences.
Provided update on the conference planning and programming of RASSE 2022. Added an industry forum with 20 industry leaders as speakers and panelist; engaging with local conference organizer to organize and promote locally and received local government agency support; appointed a conference treasurer and local arrangements chair.
ISSE 2023 will be skipped and moved to alternate years.
A new conference will be held in the Middle East in Q4 2023. This is a joint conference with TEMS. There was a discussion held on the direction of conferences and formats. The trend is moving towards smaller conferences versus a larger flagship.

Member Services – Stephanie White
Provided an update on the Member Services subcommittees. Highlighted the following areas:
- *Chapters:* focus has been on creating new chapters and joint chapters. Chaired by Fabrice Labeau.
- *Senior Members:* primary activity is the Senior Member upgrade campaign; to date, 43 participants expressed interested and 7 have been elevated. Chaired by Walt Downing.
- *Industry*: no updates provided. Chaired by Ernie Parker.

- *Diversity and Inclusion:* Holly Handley is working on a possible paper for RASSE on D&I. Considering creating videos for the website/social media about "Why I belong on the Systems Council". Chaired by Bozenna Pasik-Duncan.
- *Distinguished Lecturers*: looking for recommendations for speakers in systems-related topics. Chaired by Pierangela Samarati.

Stephanie proposed creating a new chapter of the year award. Stephanie and Amanda will work offline to put together the proposal to be submitted to TAB. Proposing two annual awards – one to regular chapter and one to student branch chapter – that would receive $1,000 each.

Chapters – Labeau
Working on growing the total number of chapters and getting support to the chapters. Currently 19 chapters including 8 joint and 6 student branch chapters. Organized a virtual Chapter Summit at SYSCON 2021. Will host a hybrid Chapter Summit at ISSE 2022 in Vienna.
In 2020, reached out to potential chapters with a low response rate. In 2022, exploring possibilities by cross-referencing sections with a large number of Systems Council participants (>50) with list of 102 Systems engineering university programs in the United States; 27 programs were identified.

Distinguished Lecturers – Samarati
The committee selected four new DLs in 2022. Looking to expand the program. Currently, very few requests for DLs and have limited visibility and support to local communities. Looking to add online distinguished lecturer series. Opportunity to cross collaborate with chapters and increase their involvement. DL program could be done at the Section/Region-levels for additional publicity. DLs reported talks they've given in 2022.

Awards – Rassa
The 2022 scholarships have not been selected to date.
Andy Chen was selected for the 2022 Outstanding Service Award.

Publications – Carbone
Paolo provide updates and statistics on the Systems Journal, JMASS and OJSE. The SJ impact factor declined in 2021. SJ's Citescore was above 85% in Q1 2021. SJ's usage stats dipped in mid-2021 but increased by the EOY.
With additional member societies, the number of participants receiving the newsletter increased to 18k in 2022.
JMASS appointed a new EiC, Hanwen Yu, Assistant EiC, Taoli Yang, and four new Associate Editors. Seeing an increase in submissions and published papers.
The OJSE is projected to launch in Q4 2023. It is an Open Access journal. Dale Blair is EiC. They created a flyer, logo, and webpages on the sponsoring societies' website. There are three special issues in progress.
The Council also sponsors Transactions on Cloud Computing and Transactions on Big Data.
Conference proceedings net distribution 2020 data was $114k from SYSCON and ISSE.

Technical Operations – Holt
Tech Ops webpages have been updated. There are 13 current TCs. Seeking a replacement for the chair of Intelligent Transportation Design. The new chair for Systems Education is Tim Whitcher. All TCs are being encouraged to keep their webpages updated, hold meetings, and reach out to other IEEE OUs' TCs to engage in dialog related to mutual interests. Thesaurus Board has been renamed to Systems Thesaurus.

Education – Holt
This is an ad hoc committee. Looking to solicit additional tutorials to the IEEE Resource Center. Currently, have 1 tutorial uploaded from Paul Hershey. A goal would be to offer PDH/CEUs related to tutorials. Would like to add content from DLs. Requested TC chair to develop special sessions for conferences.

Steve is also the ad hoc chair for the Standards Committee. Currently, not producing any new standards, but recommends SE process documentation that is commonly accepted in academia, industry, and government. Some of these documents have been uploaded to the SYSC website. Working with Oceanic Society to define Ocean Systems Engineering.

Old/New Business – All

An e-vote was taken offline for the Systems Journal pages for 2022.

MOTION: The Publications Committee moves to add 500 pages to the IEEE Systems Journal page budget in 2022 for a total of 6,750 pages. Motion passed. M-2212

The next AdCom meeting will be at held in person at SYSCON 2023 in Vancouver, BC, Canada. Dates and RSVPs will be sent out via email.

The meeting adjourned at 12:17 p.m. ET.