

**MINUTES OF THE MEETING**  
**TECHNICAL COMMITTEE ADVISORY BOARD (TCAB)**  
**Wednesday, June 27, 2007**  
**9:00 am – 12:00 noon**  
**Tampa, Florida**

- (1) The meeting was attended by Phadke (Chairman), Dood, Venkata, Rick Taylor, Winston, Olken, Thaden, Kirkham, Traynor, Sandoval, Robyn Taylor, Niebur and Nelson.
- (2) The Agenda as distributed by Phadke formed the basis of discussions.
- (3) The results of the survey conducted by Phadke of Technical Committee web-sites was discussed. Several observations were made:
  - (a) The list of minimum required in all the TC web-sites as proposed in the agenda was approved. It was noted that it is essential that all TCs should update the web-sites so that the information is current. At the minimum, the web-sites should list current particulars about the TC officers, and the SC officers. At the discretion of the TC, the web-site may contain names (only) of the TC membership, and in a protected area e-mails and addresses, phone numbers etc could be listed. Similarly, finished documents of WGs and TCs may be made available on the web-site for down-load.
  - (b) It is essential that O&P manual of each TC be made available on the web-site.
  - (c) It was noted that a template for recommended web-site for all TCs may be made available by PES office. Also, some help in organizing and maintaining the TC web-sites could be provided by PES office, as some TCs do not have sufficient manpower to perform this task.
  - (d) **IT WOULD BE HELPFUL IF A DATE FOR MAKING THIS HELP AVAILABLE IS ANNOUNCED BY PES OFFICE AS SOON AS POSSIBLE.**
- (4) The discussion of Proceedings papers and their handling is transferred to the Ad Hoc group of the TC. The objective is to reduce the number of papers accepted in order to reduce the pressure on the required facilities at our general meetings, and also to improve the quality of the approved papers. Another aspect of this is the increased incidence of plagiarism by some authors. In general, it is agreed that a two prong approach is needed: one to deal with the next two or three years, and a long term solution. It is envisaged that the long term solution will contain provisions for a longer review period so that more stringent review of all papers can be carried out. A possible target is 30% acceptance rate. All accepted papers will be put in a pool, from which the TCPCs can design sessions for papers and posters. The question of dealing with 'no-show' authors and how to deal with them was discussed. Perhaps these papers would be withdrawn from the 'Xplore'. These and other possibilities will be discussed in the Ad Hoc committee mentioned above.
- (5) The handling of Fellow nominations in each TC was discussed, in light of the procedure followed by PSRC, which was provided by Phadke. It was noted that

many TCs are following very similar processes. Those that are not will be urged to follow this procedure. It was agreed that some mentoring of members of Technical Committees for moving towards Fellow nominations should be encouraged. One step is to encourage all qualified people to apply for Senior Membership in IEEE. Also some feedback from the PES Fellows Committee as to 'how to write successful Fellow nominations' would be helpful. This sentiment will be communicated to Chair, PES Fellows committee by Phadke. The question of making Fellow Reference letters to the PES Fellows committee was brought again. Bill Kennedy is apprised of this repeated request to appropriate IEEE committees. LRP AND TECHNICAL COUNCIL WILL TAKE UP THIS ISSUE AND MONITOR THE PROGRESS OF THE FOLLOW UP.

- (6) The TCAB is UNANIMOUS in its request to the Governing Board to initiate steps which will open the pool of PES President-elect candidates to other qualified individuals, for example leaders of the Technical Committees. In light of the fact that the President-Elect serves on the Governing Board for two years before taking up the office, should be sufficient training period (where needed) to gain knowledge of other administrative details. It is also recommended that the nominating committee for this position be opened to people with similar credentials from outside the Governing Board.
- (7) The TCAB members reviewed the reasoning behind the formation of the TCAB, and its usefulness to the Governing Board. It was agreed that the TCAB offers a unique opportunities to uncover issues of interest to the Technical Committees which could be considered at length, which is not often possible in other venues. It is also noted that the TCAB must continue to work closely with the Long Range Planning Committee and the Technical Council. This has been the mode of operation these past two years. The general consensus of the TCAB membership is to continue this activity in the future.

**ACTION ITEMS:**

	Responsibility	Due Date
1. Provide to TCAB website template and contact for assistance	Pat Ryan	Nov 1, 2007
2. Proceeding Paper revisions.	Ad Hoc Group	Jan, 2008 (?)
3. Distribute suggested Fellow Nomination Procedure.	Paula Traynor (and Wanda Reder)	ASAP
4. Pursue getting access to Fellow Reference Letters.	Bill Kennedy	Already in Hand

Arun Phadke