

## **Society of International Chinese in Educational Technology**

### **Minutes of the board meeting on March 4, 2004**

**Meeting Date:** March 4, 2004

**Time:** 10:00 AM – 12: 30 PM

**Meeting Venue:** SITE 2004, Atlanta Georgia

**Chairperson:** Steve Yuen

**Secretary:** Feng-Qi Lai

**Present:** Steve Yuen, Ronghua Ouyang, Feng-Qi Lai, Chih-Hsiung Tu

**Absent:** Guoli Liang, Lih-Ching Wang, Irene Chen

**Guest:** Tianguang Gao, Meng-Fen Lin, De Zhang, Lei Zhu, Chunchen Lin, Youmei Liu, Yuliang Liu, Chia-Wen Teng, Peter Chan, Shuyan Wang, Leping Liu.

**Agenda Item 1:** Call to Order: Steve welcomed board members and other peoples as well.

**Agenda Item 2:** Approval of Agenda

**Agenda Item 3:** Reports:

President report: Steve Yuen listed what we have done in the past year: launched SICET listserv, established SICET, created bylaw, elected board members, registered SICET in Georgia, started working on the SICET journal, contacted universities in China for the summer lecture trip, established a contact with Global Chinese Society for Computers in Education (GCSCE) and discussed the collaboration and possibility of co-hosting a conference with GCSCE in 2005, selected regional directors in Beijing and Hong Kong for recruiting SICET members and collecting membership fees, posted information about SICET on the Website of several associations, encouraged members to work with other associations, invited members reviewed papers for other associations.

Steve stated that SICET needs to have a structure and encouraged everyone in the SICET to take the responsibility to contribute to the SICET to a full length. Steve put emphasis on the growth of SICET, hoping that we will have regional representatives in Taiwan and Japan (other people mentioned Europe, Australia, and other places in the world).

Vice President report: Ronghua Ouyang reported since last October he has been working with Steve on the registration of SICET. Now SICET is registered in Georgia and is a legal professional organization. We need to pay annual registration fee. Ouyang asked if we could find someone who is a tax expert to help SICET with the application for tax-exemption. Ouyang pointed out that fund-raising will be our major goal. Ouyang reported his work on establishing relationships with universities in China and with Chinese associations in the United States. ACPSS (The Association of Chinese Professors of Social Sciences in the United States) invited SICET to be co-sponsor of its annual conference. We will be responsible for the education section. Details are going to be discussed.

Secretary report: Feng-Qi Lai reported her work on the newsletter and online board meeting minutes. The second issue of SICET newsletter will be posted on the SICET Website in March. We have SICET letter head and envelop designed.

Treasure report: Steve reported for Guoli Liang: 1) opened a bank checking account at Wisconsin, 2) arranged summer trip to China, and 3) submitted financial report. Thirteen members paid membership fee (a total of \$345). \$130 was spent for registration and there are \$215 left in the account.

Steve said as a start, it is not too bad. Growing takes time. We hope that the organization will have more members every year. Not many people know our organization. If we will have big donations, it will be very helpful.

Steve said Gouli Liang is coordinating the summer lecture trip to China. Beijing Normal University, Nanjing Normal University, and Southwest Normal University will be the host universities for this summer trip. However, only Beijing Normal University and Southwest Normal University have confirmed the trip from the end of May to the beginning of June, and a group of 3-4 people would be preferred. Those who are interested need to submit applications including resume and abstract of the lecture topics to Guoli Liang. The host universities will be responsible for the local cost and the members of the trip will have to take care the international travel cost. Who will be responsible for the trip cost from city to city in China has not been decided yet. The lecture topics will be reviewed by the host universities. Steve requested that those who submitted application need to have commitment to this trip, not to quit at the last minute. The trip will be scheduled tentatively at the end of May. If American friends would like to join, welcome.

Director of Membership report: Irene Chen was absent and she indicated to Steve that she will resign from the Director of Membership at the end of this term due to her heavy administrative load at the University.

Director of Public Relations report: Chih-Hsiung Tu reported that Steve provided great help with his work in the past months. Chih-Hsiung created flyer hoping everyone to be involved in delivering our good news to everywhere. Steve suggested those who are on any listserv post the news for SICET to let more people in the world know about our

organization. The flyer can be downloaded from SICET Website. Anyone who has ideas about improving our flyer is welcome to provide his/her suggestions.

Director of Technology Support report: Steve reported for Lih-Ching Wang: SICET Website posted all information about SICET. An online registration form was created and is available in both Chinese and English. Anyone who would like to post something on the SICET Website can contact Steve or Lih-Ching. Phone number is (216) 487-4595.

Youmei Liu suggested applying for a SICET domain. Youmei volunteered to take this responsibility and will pay the cost for the SICET domain. The SICET domain will be www.SICET.org.

#### **Agenda Item 4: Business**

##### 2004 conference with ACPSS:

Steve: SICET is a co-sponsor of the ACPSS conference which will be held at Towson University in Maryland from October 29 to 31 this year. There will be an Education and Communications section for the conference. SICET members are encouraged to submit their papers to the ACPSS conference.

Liu: If you would like to, we can have a session at SITE. There is no cost. We can do this with all AACE conferences to extend our influence. Ed-media is the biggest one. We can use their resources to call papers. At present we do not have many members, so we cannot demand too much. If we can in charge of one or two sessions, it will be good enough.

Ouyang: We need to see which way will help SICET grow. ACPSS used to be small having only several people. Now it is big and they hope to unite all the Chinese associations.

Steve: We need to consider having one or two concurrent sessions at the SITE conference. It will benefit both organizations. If we can work out with SITE, there is no cost on us, and no management troubles. We can help each other. Leping will be responsible to confirm this for next year's conference. We will invite colleagues in China to come. We will call papers.

##### 2005 conference:

Steve (con'd from the previous discussion topic): We need to make a commitment for the conference. What do we want? What can we provide? We need to have idea, approaches, details, etc. We need to have opportunities for our members to present. Global Chinese Society for Computers in Education (GCSCE) hosted their annual conference last year in Nanjing and this year in Hong Kong. They had a great turnout and people from all the countries in Southeast Asia attended the meetings. GCSCE does not have financial problems. It does not require membership fee. I would like to collaborate with them on

the conference and other activities. Now we have our members to review their papers. Next year the conference will be in Hawaii. We would like to be their co-sponsor. However, there could be some problems. Hawaii is considered out of country trip by many universities and it is difficult for our members to get fund for the trip. Furthermore, we don't have a lot of paid members and human resources for co-hosting the conference. At present, SICET needs to be strong and well organized and then we will be able to co-sponsor conferences with them. I would like to keep a very good relationship with GCSCE regardless whether or not we will co-sponsor with them. All their members are in Southeast Asia while we are in North America. They hope that we will support their academic activities. I appreciate some of you for your contributions as reviewers for their conference papers. We benefit through working for them. We will learn what they are doing. If you do not mind, I will recommend some of you to them for reviewing their conference papers as well as journal manuscripts . We need to keep a good relationship with them. Steve will write a letter to GCSCE and inform our decision.

#### 2004 summer lecture trip to China:

Steve: I encourage you to submit proposals. Deadline is March 9<sup>th</sup>. You need to submit a 2-page resume in both Chinese and English and two to three topics with abstract. Do not exceed one page. The trip group members will be confirmed by the end of March. The tentative agenda is as follows:

May 26:	Departure
May 27:	Meet at Beijing Normal University
May 28:	Lectures at Beijing Normal University
May 30:	Sightseeing
May 31:	Leave for Nanjing
June 1:	lectures at Nanjing Normal University
June 3:	Sightseeing
June 4:	Leave for Southwest Normal University at Chongqing
June 6:	Lectures at Southwest Normal University
June 8:	Individual activities
June 9:	Departure for the US

The finalized agenda will be confirmed when we hear from Nanjing and it will be posted on the SICET listserv.

At present, we have three to four members who will apply for the summer lecture trip. Chih-Hsiung Tu is one of them. We can accept no more than eight people to this trip. We will have this activity as our long-term exchange program with China.

Ouyang: We should propose our curriculum for annual summer lectures and a five-year training program.

Yuliang: We can apply for CHUNHUI JIHUA grant from the Chinese Consulate. The Chinese Consulate provides funding for scholars to lecture in China. We need to post the information and application form on the SICET Website.

Membership drive:

Steve: We do not have many members paying membership fee. We need to recruit members. Members in China pay RenMinBi and Members in Hong Kong pay Hong Kong dollars. And then the collected fee will be exchanged to American dollars.

TianGuang: We can search all universities to establish networks.

Steve: We need everyone to contribute, recruiting your friends and students. There are many Chinese professors at AERA whom we can encourage to join us.

Membership database management:

Irene Chen is going to resign at the end of this term. We will need someone to do this job.

Fund raising:

Steve: We need to contact big corporations for fund raising.

Non-profit application:

Ouyang: We need a volunteer who knows finance to do the non-profit application for us.

Official SICET business and stationary:

Steve: Each officer will be responsible for the printing of his/her own business card. Are there any suggestions about the design of the stationary?

Suggestions: For the stationary, move the address to the bottom. Add Chinese title of the organization on the top below the line. Use official Website address: [www.SICET.org](http://www.SICET.org), Do not include the names of the board of directors. Lu Liu (the designer) will make the changes. Peter will add the Chinese title and Lin in Japan will be responsible for printing.

SICET future directions and other long-term issues:

(Please note that I did not record anything in this section. The following list was what attendees suggested after the meeting was announced adjourned)

To have an online journal through AACE

SICET members have the access to the online journal

To enhance our service to the members

To establish a mentoring program to support students' research (Tu and Lai will discuss

the details for this task)

To explore faculty collaboration program to do joint research

To have publications using the name of SICET

To publish book series in educational technology in China

To publish a dictionary in educational technology

To publish a collection of lecturing materials

To have a lecture trip to Japan

Fund raising

#### Nomination and election of 2004-2005 board members and officers:

Board directors serve for two years and officers for one year. One board member should be a student. The elected board members need to have commitment, taking the responsibilities and attending board meetings. We need to have three more board members when the term ends in August. E-mail will be sent out in June, July, or August, and new officers will be elected in September. Candidates will be recommended through nomination by the SICET members or self-nomination. Irene Chen will resign. We need a new officer for her position.

#### Journal of Dynamic Research in Teaching and Learning:

There will be a journal meeting on March 5<sup>th</sup>, 2004 (refer to the journal meeting minutes).

#### **Agenda Item 5: Other Business**

##### Add regional directors and editor-in-chief in regular email discussion:

We currently have two regional directors working for SICET in Beijing and Hong Kong, recruiting members, collecting membership fee, and arranging certain activities. We need to have regional directors in Taiwan and Japan. Regional directors and editor-in-chief should attend board discussions but cannot vote. This should be included in the bylaw.

##### Donate books to the host institutions of summer lecture trip:

Steve encouraged everybody to donate books, academic journals, CD-ROM, and university catalogs to the host institutions of summer lecture trip as gifts from SICET. Several members have brought books to the meeting.

##### Appoint advisors:

We need to find three to five well-known scholars in the education field and powerful figures home and abroad to be SICET advisors. Steve will send out e-mail for nomination. We can also consider SITE president to be our advisor.

##### Become a SIG of AECT:

Our priority is to see whether we can work out with SITE to have our own sessions at the conference. If not, we will explore the similar arrangement with AECT.

The meeting was adjourned till the next meeting TBD