

## November 2005 Board Meeting Minute

Time: November 2—November 11, 2005

Participants: All board members

Meeting venue: Online

On November 2, 2005, new president of SICTE Dr. Fengqi Lai called first online board meeting to discuss multiple tasks for SICET under the new leadership.

### **Opening remarks from the new President**

SICET has accomplished many things in its first two years. The successes were achieved under the leadership of Steve Yuen, with the efforts of our Board members, and the support from our SICET members.

While I feel appreciative for our old members' contribution in the past two years, I would like to welcome our new board members. I am glad that we have more people who want to contribute. You are excellent individuals full of ideas, energy, and enthusiasm. I believe that pulling all our intelligent heads together, standing on our predecessors' shoulder, devoting our time and efforts, we will be able to achieve even greater success in the years ahead of us.

Today, I feel honored to call this first online meeting of Board 2005-2006. For efficiency of the meeting and consideration of your busy schedule, I propose that we complete this online meeting within 10 days (Nov. 2-11).

### **Meeting Agenda**

1. Report (minutes) of the SICET Board meeting at Orlando
2. Revisit officers' job responsibilities defined by Ex-President Steve Yuen.
3. Amendment of officers' job responsibilities
4. AECT/SICET Convention 2006 (Youmei Liu)
5. SICET pamphlets, brochures, newsletters, and fliers (Hong Zhan)
6. IJTTL Journal (Leping Liu)
7. Summer scholarship lecture trips
8. Membership recruitment and management (Yuliang Liu)
9. Membership recruitment and management in Mainland China (Jihua Song, Geping Liu)
10. Membership recruitment and management in Hong Kong
11. Membership database (Yuliang and Tianguang)
12. SICET website (Tianguang Gao)
13. Graduate student mentoring program (Hao Harrison Yang)
14. Bylaw update
15. Non-profit status for SICET
16. SICET advisor
17. Regional director in Taiwan

18. Student scholarship/volunteers at the AECT/SICET conference (Steve Yuen, Youmei Liu)
19. Adjourn

Please set your goals and report them to the Board. Please set your goals quantitatively. By "quantitative," I mean to provide something like a timeline and the number when necessary. Thank you in advance for your time and good work. Please let us know if more items need to be added on this list for discussion. Thanks.

## **Discussed items:**

### **Agenda item #1: Report (minutes) of the SICET Board meeting at Orlando**

#### **Summary:**

- Youmei posted two board meeting minutes at Orlando to the board.
- Steve, Guoli, and Hong provided feedback on the board meeting minutes.
- The minutes have been approved by the Board members who attended the meetings. The minutes will be posted online on the SCIET Website.

## **Email communications:**

### **Fengqi (11/2)**

We had two Board meetings at Orlando, summarizing what we have done and what needs to improve. We also proposed suggestions for your future work. Youmei took notes at the Board meetings. Youmei, would you please report the details at the two Board meetings? Thanks!

### **Youmei (11/4)**

Dear Board,

Sorry for the delaying of posting two meeting reports. Here they are.

### **Fegnqi (11/4)**

Youmei,

You do not need to apologize. You have done a wonderful job. I would like to thank you for your devotion and double efforts on the minutes.

All Members,

In order to let the Board see the minutes at soon as possible, Youmei retyped the notes last night until midnight when I received her draft.

Please review the Board meeting minutes to know what we have discussed at the Board meetings at AECT.

I will send a separate e-mail to all members who were at the Board meetings to have the minutes approved.

**Fengqi (11/4)**

Hi All,

Please review the meeting minutes. Who will move for approval? Your prompt response will be sincerely appreciated.

**Hong (11/4)**

Thanks to Youmei for the excellent job with the board meeting minutes. This serves as a good example for me.

I read the minute very carefully. The only thing I could remember but was not written in the minute is about membership management including sending reminding emails to existing members to renew the membership and report to the board about membership fee. Does anyone else at the board meeting remember this?

**Youmei (11/4)**

Thanks, Zhan Hong. Yes, you are right.

**4:28-4:40pm:**

### **Membership Recruitment**

- Membership drive
- Follow-up on membership expiration and encouraging renew membership

Sorry, I missed the membership fee report. I will double check my notes and welcome any corrections.

**Steve (11/5)**

Please add Zhan Hong's response in Membership Recruitment. I move to accept the board meeting II minutes after the correction.

**Youmei (11/5)**

If yes, sorry for the confusion. I will make the corrections. I double checked my notes, and I missed our final decision on how many financial reports needed to

send to the board. Would you please be kind enough to help me out? Thank you very much.

**Steve (11/6)**

The financial reports should be reported to the board twice a year.

**Youmei (11/7)**

Dear Board,

Here are updated SICET brochure and Orlando II board meeting minute report. Let me know if I made any mistakes or changes are needed. Thanks a lot.

**Fengqi (11/8)**

Anyone to second? Thanks.

Feng-Qi

**Guoli (11/8)**

Hi, Youmei,

Did we have another online board meeting after the January one and before the past May? I checked the SICET online minutes...but couldn't find some further discussion on Advisors which I remember we did. Could you please help me out? Thanks.

**Agenda item #2: Revisit officers' job responsibilities defined by Ex-President Steve Yuen.**

**Summary:**

- No comments on job responsibilities
- No objection to the Board meeting schedule
- Including this board meeting, three meetings will be called: second Board meeting will be called in early March, the third meeting in late July, and the last meeting in October at the AECT/SICET conference.
- Please prepare a report for each Board meeting.

**Email communications:**

**Fengqi (11/2)**

The SICET Bylaw defined officers' job descriptions. I am attaching the job descriptions at the bottom of this message. Please revisit it and get familiar with your responsibilities. All officers please set your goals. You may make two semi-year plans or four quarter plans based on the nature of your job, including what goals you are anticipating to accomplish and how you will accomplish your goals. I propose that

we have four Board meetings for this year (including this one). The second Board meeting will be called in early March, the third meeting in late July, and the last meeting in October at the AECT/SICET conference. Please prepare a report for each Board meeting.

### **Fengqi's summary (11/10)**

There were no objections to the Board meeting schedule. Therefore, we will have four Board meetings following the proposed schedule. At each Board meeting, all officers need to report the update of the task that you have completed and accomplishments that you have achieved.

### **Agenda item #3: Amendment of officers' job responsibilities**

**Summary:** No obligations to the Amendment. The Amendment will be effective immediately.

### **Fengqi (11/2)**

I urge you to put forward your thoughts regarding the amendment of officers' job responsibilities. The following are my suggestions:

Add one more responsibility to Secretary's list:

- \* Produce association pamphlets (removed from Director of Research and Public Relationship's responsibility list).

Add the following to Treasurer's responsibility list

- \* Do annual tax return
- \* Collect dual membership dues
- \* Prepare semi-annual financial report to the Board and all members (please note: originally it is annual financial report)

Remove the following from Director of Research and Public Relationship's responsibility list:

- \* Recruit new members: While everyone on the Board has the responsibility of recruiting new members, Director of Membership should play the key role for this responsibility.
- \* Produce association pamphlets: Move this responsibility to Secretary's list.

### **Fengqi's summary (11/10)**

There were no objections to the amendment of officer's responsibilities. This amendment will be effective immediately.

### **Agenda item #4: AECT/SICET Convention 2006 (Youmei Liu)**

**Summary:**

- Youmei reported to the board about the division planner's meeting at AECT Convention 2005.
- Youmei also suggested four strategies to increase the quality of SICET presentation at AECE Convention 2006.
- The issue of best presentation award was brought up but no consensus was achieved.

**Email communications:****Fengqi (11/2)**

Youmei will be the Chair of AECT/SICET Convention 2006. I have forwarded her contact info to AECT Executive Director Phil Harris. Youmei, would you please provide a report on the division planner's meeting at AECT Convention 2005? Thanks!

**Youmei (11/8)**

Thanks for the trust of our board. I will be in charge of SICET second conference, which will be held at Dallas, Texas (welcome to our state). I attended the conference preparation meeting right after AECT conference at Orlando. I made suggestions to improve the quality of proposals. They are working on a sample proposal and also a proposal submission form to guide submitters to submit a valid proposal.

In the past proposals, especially the ones from China, we found there were quality issues, some of which were language problems, but quite a few proposals were not properly written, for example, some proposals were simply the abbreviation of dissertation chapter one and chapter two instead of the contribution of the research and what the presenter would be presenting at the conference. Literature review is simply not good enough! With that said, I will be working closely with AECT conference preparation group. I will update our society with any progress and changes made from AECT. I will also try my best to make constructive suggestions to AECT for the benefit our society and help our members improve professionally and academically. Our annual conference should be one of the best opportunities to bridge the quality communication among Chinese intellectuals globally. I will be planning to do the following:

1. Form a task force for our second SICET conference
2. Work out an agenda for proposal call and review
3. Send out proposal sample to help with the quality improvement
4. Send out review rubrics to facilitate paper review process

Please let me know if you have any suggestions and ideas for our future conference. I will make sure to incorporate them in my plan. Thanks.

**Hong (11/8)**

Youmei,

I really like your ideas about sending out a proposal sample and review rubric as our effort to ensure conference presentations. I believe they will be very helpful, even to students in the US like me.

At the board meeting in Orlando, we discussed the idea of best presentation award for SICET members. Will this happen? If yes, it may be a good idea to send out some information about the best presentation award along with the proposal sample and the review rubric. This may turn out to be an incentive for more SICET conference presentations.

**Youmei (11/9)**

Yes, you are right. At Orlando meeting, we talked about best presentation award, but nothing finalized. I think we need board agreement on the standards and qualifications on various aspects of presentation, such as relevance of topic, originality of research approach, clarity of organization, presentation style, etc.

We need to setup a committee to work on rubric for the award with the input from all board members.

What do you all think?

**Agenda item #5: SICET pamphlets, brochures, newsletters, and flies (Hong Zhan)**

**Summary:**

- Youmei updated the brochure
- Steve, Hong, Guoli, and Simon provided feedback on the brochure
- Hong reported to the board about her plan as a secretary

**Fengqi (11/2)**

Hong Zhan please contact Youmei about Secretary's responsibilities. Please make a plan on creating the pamphlet/newsletters and updating the brochure and flyers. Please also report to the Board about your plan. I urge all officers to provide Hong with information about your work progress and achievements; so Hong will have content for the newsletter, etc. Thanks.

**Steve (11/8)**

Youmei, great job on updating our brochure. I have two comments:

1. I believe Geping already received his Ph.D. last summer. Please verify with Geping and change his name to Dr. Geping Liu.
2. To be consistent, the email addresses of the board members (Youmei, Tianguang, and Grace) should be listed a line after their institutions. Hope there will be enough room in the column.

**Youmei (11/8)**

First of all, thank you Steve. I will verify with Geping. You are right, it is the spacing issue, I can't make to the second lines. I wasn't happy with it last year. I am a very picky person in design :-)

**Youmei (11/8)**

Geping's title has been changed. Thank you again, Steve.

**Hong (11/8)**

Youmei,

Thanks for the excellent job with the brochure. It really looks very neat.

Let me share my two cents regarding the content.

1. On the second page, there is one subtitle about our organization. I think it might be better to use caps for SICET throughout the brochure to keep the consistency.
2. Regarding benefits, "Online membership directory" and "Online service" did not make too much sense to me. Maybe this is only me, but if I were a person who wanted to know about SICET, I would not understand what benefits I could receive exactly under these two categories.

Does anyone else feel the same way?

**Youmei (11/9)**

Thanks, Hong. It is very interesting. This brochure was designed a year ago, I only updated new board member's names and contact information. I guess, probably nobody really paid attention to it. I got the benefit listing from a board member, can't remember who, but nobody said anything when the brochure was posted for feedback. Since those two items are confusing to you, they probably would be confusing to some other people too.

What's your suggestion?

**Simon (11/8)**

The brochure looks very nice. Particularly, I like the alpha composition of Great Wall and Golden Bridge(?). But, for some reasons, it does not open popularly by

my older Acrobat. Another point I like to make is the file size of the brochure (i.e. 4MB). It may be too large for the purpose of sending it out to the public via email.

Regards,  
Simon

**Youmei (11/8)**

Thank you, Simon. You are right. The background is a symbolic and spiritual inspiration, the Great Wall of China (China), Grand Canyon (US) is connected by the Golden Bridge (SICET in US).

You can download the latest version of free Acrobat Reader from [www.adobe.com](http://www.adobe.com) website. I will think about the file size issue to see if there is a better way to solve this problem. Thanks again for pointing it out and being so considerate of our society.

**Hong (11/9)**

Dear All,

As a new board member, I feel very excited about the opportunity to serve SICET. Meanwhile, I am challenged by the position of secretary because I have not had any experience serving as a board member before. I will give my full effort to my duties and I would be very much appreciative for suggestions, advice, and support from all of you.

As a secretary, I am planning to do the following:

1. Assist president and vice president to run executive tasks
2. Keep timely contact with all board members
3. Keep online board meeting record and prepare to write up board meeting minutes
4. Update SICET brochure when new information needs to be added
5. Create SICET online newsletters. Try to create 4 issues a year (next issue will be created soon after this board meeting)

As I said at the beginning, I am new and I am not sure if the above plans will fulfill the responsibilities of a secretary position. I will be open to any suggestive comments and advice.

Youmei, you just have beautifully finished your service as a secretary, could you please give me any suggestions?

Thanks!

## **Youmei (11/9)**

Hi Hong,

You will be more than fine. Go ahead and do whatever. Successes and opportunities belong to risk-takers. The hardest challenge for me is TIME, I have a big family baggage on top of busy work, research and teaching. I am sure you can do a better job.

Last night, more accurately early this morning, I replied your email about the issue of best presentation award. I was very tired, and didn't think through while I was writing. We did talk about using AECT feedback form to judge the quality of presentation. There are 5 or 6 items on the form, very general. I cannot remember those items. Do you all think we need our own standards or qualifications for the best presentation award? Do we need a committee? Any suggestions and ideas are welcome. Thanks in advance.

## **Agenda item # 6: IJTTL Journal (Leping Liu)**

### **Summary:**

- Leping reported to the Board about work on the inauguration issue of IJTTL journal and current work on the second issue

### **Email communications:**

## **Fengqi (11/2)**

Leping is working on the second issue of the IJTTL journal. Leping, would you please give us a report updating the journal information? Thanks!

## **Leping (11/2 )**

The progresses on the journal over the year 2004-2005:

1. invited five distinguished scholars, who are at the top level of this field in the US, and in the world, to serve on our journal's advisory board.
2. recruited 18 scholars, who are experienced researchers, to serve on the journal's editorial review board.
3. completed the editing work of the first issue, and published it online.
4. Working on the second issue. It will be online in January 2006.

The plan for further work:

1. Need more quality reviewers -- may need the board to spread the words out.
2. Need more quality submissions.
3. Need to improve the journal site, adding more details (e.g., abstract pages, about the authors--may request short video clip from each author... other suggestions are welcome)
4. registration system (will use the same system of SICET)-- the journal is free, but we want people to register (free) and then obtain the access

to the journal--we want to know who are interested in our journal/organization.  
5. welcome board members to submit your QUALITY work to the journal.

Best regards,

Leping Liu

### **Fengqi (11/10)**

Leping, Thank you for your report (details will be in the minutes). Leping, please take initiative to discuss with Tianguang about the registration system. Everyone, please submit your paper(s) to support our own journal. Thanks.

### **Agenda item # 7: Summer scholarship lecture trips (Hao Harrison Yang)**

#### **Summary:**

- Harrison reported to the board about his plan of 2006 Summer Scholarship
- Simon and Geping were willing to support the work related to the event

#### **Email communications:**

### **Fengqi (11/2)**

This task needs to be started immediately. Harrison, would you please talk about your plan? Jihua and Geping have good networks in China and Simon has networks in Hong Kong. I urge you three to provide help supporting Harrison's work. Please provide the contact info of the potential institutions that you have a network. Thanks!

Summer scholarship is a very important activity of SICET's. The lecture team represents SICET, not any individual. Therefore, the leader of the team needs to make remarks representing SICET wherever the team goes.

### **Harrison (11/6)**

Dear All,

Two cents from me.

1. I have been with you all, reading everyone's ideas and comments - trying to learn from all of you. I have been quiet but spying:)
2. Regarding to our summer trip to China - it's in my mind. I have been thinking and working on it. Hopefully, I can report to you all with some progresses later.

Hao

### **Fengqi (11/10)**

Harrison has started contacting universities for summer lecture trip. He will report to the Board about what he has accomplished. Thank Harrison for your report (details will be in the minutes). Thank Simon and Geping for your willingness to support. I hope you will keep in touch and help one another to get the job done. Thanks again.

### **Agenda item #8: Membership recruitment and management (Yuliang Liu)**

#### **Summary:**

- Yuliang reported to the board about his strategic plan to recruit 80 new membership through global collaboration
- Simon and Geping supported Yuliang's plan
- Grace, Leping, and Youmei provided suggestions for recruiting more members in the US and in other countries
- President appointed Grace to join Yuliang's task force
- President suggested Yuliang contact Professor Yong Zhao at Michigan State University

#### **Email communications:**

##### **Fengqi (11/2)**

Currently, we do not have many active members. Yuliang needs to work very hard to keep the existing members and recruit new members. This task needs support from everyone, especially our regional directors in China and Hong Kong.

Yuliang please work out a recruiting system and a membership maintenance system. Yuliang, you may want to form a task force that will help you with recruitment. Please discuss with Jihua, Geping, and Simon to set a goal for how many new members that you will expect to have in a certain period of time. Please give a report on your plan. Thanks.

##### **Yuliang (11/4)**

Dear Board,

Thanks for assigning me for this very challenging job. As Feng-Qi mentioned, this task needs help from all of you. The following is my brief idea.

1. Regarding membership recruitment and management, the following is the membership goal (80 new SICET members) to be achieved by June 30, 2006.

(1) In the US: (a) Keep the existing over 20 SICET members. (b) Recruit 20 or more new members including graduate student members. I'll try to send

e-mail solicitations to several e-mail lists, including, but not limited to: American Education Research Association (AERA), Association for Educational Communications and Technology (AECT), Association for the Advancement of Computing in Education (AACE), International Society for Technology in Education, International Technology Education Association, and Chinese American Educational Research and Development Association. In addition, if any board member happens to go to the above associations' conferences, please let me know. At least we can bring some SICET brochures to the conferences.

(2) In Mainland China. We'll rely on Jihua Song and Geping Liu to recruit 20 or more new members in China.

(3) In Hong Kong, we'll rely on Simon Wing-Wah So to recruit 20 or more new members in Hong Kong.

(4) In Taiwan, we'll attempt to recruit 20 or more new members in Taiwan. But since the representative has not been decided, the goal may be pending.

Best,

Yuliang Liu

**Fengqi (11/4)**

Yuliang,

Thank you for your prompt response to the call. I appreciate your aggressive plan. I will fully support you with your recruiting through different channels.

I appreciate your e-mail to our regional directors. I believe they will fully support you as well.

Keep up the good work. Thanks!

**Grace (11/4)**

I too appreciate Yuliang's aggressive plan. I vaguely remember (correct me if I am wrong) during our board meetings in Orlando, we talked about focusing our membership recruitment on USA. If that is still the case, maybe we should re-allocate the current proposed even-split plan?

I also suggested to maybe target some of the larger schools with larger Chinese population, such as Georgia, Florida, Penn State, etc. If we have one student

member at each school (do we?), then that student member can function as the recruiter. Just a suggestion.

**Youmei (11/4)**

Personally, I do not see the conflict between focusing our membership recruitment on USA and expanding the recruitment overseas. Why can't we do both?

**Grace (11/4)**

I didn't say we cannot do both. I think we should recruit as many members as worldwide as we can. I was just wondering if we wanted to have some more "targeted" area, such as American, as we discussed in our board meetings,

**Youmei (11/4)**

Sure, I understand your concern. Thanks.

**Leping (11/4)**

Grace's idea is great -- to locate student/scholar members directly from each university in the States. we can go to (any) university's website, contact the International Office to locate the president of Chinese student/scholar Association. From there, the president (if he/she supports) can spread the words. -- The issue is: someone ought to do the work -- very time consuming.

Good luck!

**Fengqi (11/4)**

Grace,

Would you like to help with this task? If yes, please contact Yuliang and you can be a part of his task force.

Feng-Qi

**Fengqi (11/10)**

Yuliang, your efforts are very much appreciated. Thank you for your report and plan (details will be in the minutes). I am glad that Simon and Geping are so supportive. Yuliang also needs support from the Board members in the States. Grace and Leping had very good suggestions. I appoint Grace to join Yuliang's task force to help recruit members among Chinese students in the US. I believe that Grace will be able to provide great help. I urge all Board members to provide

Yuliang with e-mail addresses of any Chinese scholars and students in Education of whom you know. Yuliang, I know that Professor Yong Zhao at Michigan State University is building a Chinese faculty database (once he contacted me for my information). Please contact him (browsing on the Internet, you will find his contact info) for the list. He knows SICET and is one of the coeditors of our journal IJTTL. Leping suggested that we also need to recruit Chinese in other countries since our Society is international. This is a very good suggestion. Yuliang, please think how to reach those scholars and students. All Board members, if you have an idea or are able to reach some people, please help.

**Agenda item # 9: Membership recruitment and management in Mainland China (Jihua Song, Geping Liu)**

**Summary:**

- Geping reported to the board about his plan and goals for membership recruitment in Mainland China

**Online communications:**

**Fengqi (11/2)**

Jihua and Geping, please provide your plan in terms of membership recruitment in China. I urge you to be closely working with Yuliang helping recruit new members in China.

**Geping (11/9)**

I will do my best to recruit for SICET. I think, the goal recruiting 20 members in the next year will be achieved through our hard working.

作为 SICET 中国大陆地区的副主任，2005~2006 年，我计划完成以下工作：

1. 宣传 SICET，配合中国大陆地区主任，做好在中国大陆发展新会员的工作，力争在一年内发展新会员 20~30 人。
2. 配合 Hao Harrison Yang 做好 2006 Summer scholarship lecture trip 在中国大陆的联系、协调工作，促使 Summer scholarship lecture trip 工作进行顺利。
3. 在总结 SICET 2005 年会工作的基础上，积极做好 SICET 2006 年会论文的征稿工作，动员更多的学者参加会议。
4. 根据 SICET 设立顾问工作的需要，向 SICET 推荐中国大陆地区的知名专家作为顾问候选人。
5. 建议 SICET 建立与中国大陆的相应学术组织之间的联系，以便合作研究、学者互访。如需要，我可以做此工作。

**Fengqi (11/10)**

Geping, Thank you for your plan and goals (details will be in the minutes).  
Thank you for offering your support.

**Agenda itme # 10: Membership recruitment and management in Hong Kong (Simon Wing-Wah So)**

- Simon provided four suggestions for membership recruitment and management in Hong Kong
  - Electronic version of SICET brochure should be updated
  - Organize a major email campaign
  - Keep current members
  - Propose to host the Second SICET conference in Hong Kong (in China or Taiwan)
- Simon's idea to hosting the Second SICET conference in Hong Kong (in China or Taiwan) was discussed, but no consensus was achieved.

**Fengqi (11/2)**

Simon, please provide your plan in terms of membership recruitment in Hong Kong. I urge you to be closely working with Yuliang helping recruit new members in Hong Kong.

**Simon (11/4)**

Dear All

I think we should make a concert effort for recruiting members globally. Here is my suggestion:

1. The SICET should make a brochure (electronic copy) with updated information on activities etc.
2. We should organize a major email campaign. All members should try to provide email addresses to be sent.
3. Keep current members; don't loose them. An email from the board to appreciate their participation in the past year and remind their membership renewal is needed.
4. In order to help recruiting members in the Asia-Pacific region, I propose to host the Second SICET conference in Hong Kong (in China or in Taiwan). I understand the connection between AECT and SICET in conference arrangement. But this may have a much direct impact of advertising SICET in the region.

Regards,  
Simon

**Fengqi (11/8)**

Simon,

Thank you for your good suggestions. the following are my responses:

- 1) Thank Youmei for updating the brochure.
- 2) All members, please provide e-mail addresses that you have to Yuliang.
- 3) Yuliang will take care of this.
- 4) This is a very good idea. However, currently, SICET does not have sufficient financial resources or manpower for hosting a second SICET conference in Hong Kong or other places. It will be our long-term goal and we need to work a lot to have this realized. Let's stand on the ground, working step by step toward that direction at this time.

**Guoli (11/8)**

I think it will be helpful to encourage Simon to share his thoughts on having a conference in the Asia-Pacific region, maybe he already have some ideas, and have board members discuss the possibility too. I remember Steve had talked about the possibility to co-host a conference with GCSCE, and some universities in the region might be interested to sponsor that as well.

**Simon (11/9)**

Dear Guoli

Hosting SICET conference in my surrounding region is an initial thought. I am thinking that, while SICET organizes a summer trip to China every year, perhaps the conference can be hosted to align to with this.

Your suggestion is very good and worth to explore if we decide to go this way.

I do understand the concern raised by Feng-Qi. The financial implication must be carefully thought out.

Regards,  
Simon

**Fengqi (11/9)**

Simon,

I very much appreciate your ideas and consideration. Your suggestion is a very good one. SICET certainly will do it some day when we are more financially

stable. I need to have some time, probably this evening, to thoroughly think about many things that we need to do and think about how to do it. I will need to appoint a task force to do several things. I need people who are willing to contribute and have good ideas. Definitely, I will include you. Youmei is one of those who do a lot and also listen to good ideas. She would also appreciate your ideas.

I will talk to you soon.

### **Fengqi (11/10)**

Simon, Thank you for your goals, plan, and ideas (details will be in the minutes). Thank you for offering your support.

### **Agenda item #11: Membership database (Yuliang and Tianguang)**

#### **Summary:**

- Yuliang and Tianguang reported to the board about their plan to create membership database
- Yuliang proposed to complete the new membership database within 3 months.
- Ms. Rui at the University of Georgia is willing to help
- Tianguang sent database files to Yuliang and Rui
- The PHP code was changed

#### **Email communications:**

### **Fengqi (11/2)**

I have talked with a new student Rui at the University of Georgia. Rui has a computer science background. She was willing to help with membership database. Youmei, Yuliang, Tianguang, Rui, and I have had several e-mail discussions regarding the membership database. Rui is now starting working on the database (she also said that she would join SICET). Yuliang please take the leadership to make a timeline on this project. Please frequently contact Rui to manage the development of the database. Tianguang, please provide tech support when it is needed. Yuliang, please report your plan and timeline to the Board. Thanks.

### **Yuliang (11/4)**

We'll rely on Rui to assist with SICET membership database. Hopefully, the new Membership database will be ready within 3 months. Meantime, I'll work with other members including Youmei, Tianguang, and Feng-Qi.

## **Tianguang (11/6)**

Hello All,

Sorry for my late response the meeting. The following are the things that were finished and planned to do for my part.

1. The update of our board officers was already done. Please check yours to see if there are any changes that need to be done.
2. The membership database issue. The file (excel version) containing all the members and nonmembers were sent to Dr. Yuliang Liu and Ms. Rui. They are working on it. However, the Access version is too big to be sent by email. But the Excel version has all the needed fields for the database. If they need my help, I'd be happy to do so.
3. The PHP code was changed a little bit so that Guoli and Yuliang can both receive the information through email if someone uses the current system to register and update his/her info.

## **Fengqi (11/10)**

Yuliang and Tianguang, Thank you for your reports (details will be in the minutes). Thank you for your cooperative work. I hope you will closely work together to get the job done. Please remember to contact Rui frequently to encourage her and show your appreciation for her time and work. Yuliang, Rui mentioned to me at AECT that she would join SICET immediately after she returned to the University of Georgia. Please remind her if she has not done this yet. I have met several Chinese students from the University of Georgia. Yuliang, you may want to ask Rui for all Chinese students' e-mail addresses there.

## **Agenda item #12: SICET Website (Tianguang Gao)**

Summary:

- Tianguang reported to the board about his work and plan for SICET Website
  - The redesign is on the way
  - Collaborative work with Suyan Wang (webmaster)
  - Will keep the website updated

## **Email communications:**

## **Fengqi (11/2)**

According to many people's feedback, the SICET Website needs to be redesigned. Shuyan Wang agreed to help with this task and she gave me a tentative timeline. She expected to have the new site constructed by the end of the year. If any of you have good ideas concerning the design, please contact Shuyan at

shuyan.wang@usm.edu . Tianguang please take the leadership of this project. It is Tianguang's responsibility to help Shuyan form a task force and monitor this project. Tianguang, please give a report on your plan on this task. Thanks.

Meantime, Tianguang please take the responsibility of updating any information necessary on the SICET Website. Please post our new officers' list on the Website at your earliest convenient time. Thanks.

### **Tianguang (11/6)**

(Continue Tianguang 11/6)

4. The redesign of our website is on the way. Thank Dr. Shuyan Wang (our webmaster) for her effort to do this. Hopefully, we'll have something to have our board to discuss soon. Dr. Wang's student is also helping doing this.
5. I'll update our website once we have some information that needs to be put on the web.

Since I am new to this position, any advices or suggestions will be very welcome.

### **Fengqi (11/10)**

Tianguang, Thank you for your report (details will be in the minutes). Thank you for contacting Shuyan and working with her on the Web re-design task. Please forward our appreciation to her.

Thank Tianguang for updating the Website. Please continue keeping our site updated. Thanks.

### **Agenda item # 15: Non-profit status for SICET**

#### **Summary:**

- Guoli provided suggestion
- The President will appoint a task force to work on this item

#### **Email communications:**

### **Fengqi (11/2)**

Do we need to work on the non-profit status for SICET? Please provide your input. Thanks.

### **Agenda item # 17: Regional director in Taiwan**

### **Summary:**

- Steve reviewed this issue discussed at Orlando Board meeting
- Grace mentioned two people in Taiwan
- The president asked Grace to provide resumes of the two people she knows of

### **Email communications:**

#### **Fengqi (11/2)**

We need to have a regional director in Taiwan. I have a candidate. His resume that was sent to me in May is attached. He graduated from ISU, majoring in Educational Technology. Currently he is Chair of the Department of Management Information System at Far East College, Tainan, Taiwan. He is willing to recruit members in Taiwan and interested in providing opportunities for the SICET summer lecture trip to Taiwan. Please vote on this issue. If you have appropriate candidate, please provide candidates' information.

#### **Steve (11/4)**

We discussed this in the second board meeting at the AECT/SICET conference and we need to find a strong candidate for the regional director in Taiwan. Though we briefly discussed Jung-Kuei Wei, a candidate from Yuanpei Institute of Science and Technology, recommended by our member, Hope. We did not take any action and continued looking for more qualified candidates. Therefore, I am forwarding Wei's vita to the full board even though I think Wei is not a strong candidate for this job. If you know someone in Taiwan who has a strong background in IT with good connections and leadership, please submission your nominations to the board. Thanks.

#### **Grace (11/4)**

I know "of" two people with strong background and influence in Taiwan in the IT field. Should I provide the names to the board and someone will contact them? How will this work? Grace

#### **Fengqi: (11/10)**

Grace mentioned two people, but resumes were not provided. We cannot consider anyone as a candidate without his/her resume. Grace, please submit the resume for the two people that you recommended.

This item needs further work.

**Agenda item #18: Student scholarship/volunteers at the AECT/SICET conference (Steve Yuen, Youmei Liu)**

**Summary:**

- Steve reported to the board that Phil (Executive Director of AECT) had agreed to give 10 student scholarship/volunteers to SICET next year.
- Steve suggested Youmei confirm this offer at least six months before the AECT conference next year
- Grace suggested to let volunteers work on the pre-conference planning and tasks
- Grace suggested to let volunteers students be presentation facilitators
- The president suggested to create SICET promotion DVDs
- Youmei volunteered to work on DVDs

**Email communications:**

**Fengqi (11/2)**

Steve, would you please report to the Board what you have discussed with Phil Harris about this issue? Youmei, continue talking with Phil about this issue. Thanks!

**Steve (11/4)**

Phil Harris, Executive Director of AECT, and Wes Miller, president of AECT, attended our 1st board meeting at AECT. At the meeting, I requested that AECT should consider giving a set number of student scholarship/volunteers to SICET in the future annual AECT conferences. Phil gave immediately response that he has no problem of giving 10 student scholarship/volunteers to SICET next year. I think this is remarkable. We will be able to offer 10 SICET student members with AECT student scholarship/volunteers for the future AECT/SICET conferences. However, we need to follow up with Phil and confirm this offer at least six months before the AECT conference next year. I am sure Youmei will keep this on my agenda.

**Grace (11/4)**

Based on my personal experience as a student volunteer @ AECT, I have several suggestions. Student volunteers are asked to volunteer for 12 hours. In my opinion, those 12 hours (or least some of it) could happen prior to the actual conference. We might use their help in many of the pre-conference planning and tasks. In addition, I like to suggest that we let students be the facilitators for some SIECT sessions. We can pair them up if we concern about their inexperience. However, I strongly suggest we give them some valuable opportunities to build their experience & resume.

**Fengqi (11/4)**

Steve,

Thank you for your input.

I would like to add one more item: SICET should also create a promotion DVD. Shuyan took video and digital pictures of our general session at AECT. We can edit them and burn it on a DVD. I need to have a volunteer to take the leadership of this task. Please let me know who is willing to do this. Thanks.

**Youmei (11/4)**

If the board decides to go with the idea of promotional DVD, I can try the DVD thing. Whoever wants to play, we can play together.

I found the same thing too. Several of my emails got bounced back.

Youmei

**Fengqi (11/10)**

Steve, Thank you for your report (details will be in the minutes). Youmei will continue working on it. Thank you, Youmei.

**Agenda item #19: Adjourn**

Messages from the president:

**Fengqi (11/10)**

Hi All,

For easier reading, I am attaching my conclusion for the meeting.

Thanks,

Feng-Qi

**Agenda items need further work**

**13. Graduate student mentoring program (Hao Harrison Yang)**

This program was suggested two years ago, but never carried out. Harrison, would you start an idea about how you plan to work on this program? Thanks.

**14. Bylaw update**

Please revisit SICET Bylaw and provide any suggestions about the update of the Bylaw. Thanks.

**16. SICET advisors**

We discussed this issue at the Board meeting at the AECT/SICET conference. We need to have further discussion on this issue. How many advisors will be invited? What geographical consideration? Do we want to limit the number from each location? How many? How long is the term for the advisor? What types of qualifications, experiences, and reputation, ..etc that we are looking for a SICET advisor?

Steve has received a list of 5 distinguished, well-known professors/scholars in China nominated by Jihua. Jihua, would you please post the information about the five professors online? We will discuss these nominations when Jihua posts the information.

Please refer to Youmei's minutes for our concern on this issue. Your input will be appreciated.