

## **SICET 2008-2009 Term First Board Meeting Minutes**

Time: November 5, 2008

Location: At AECT, Orlando, FL

Attendants: Shuyan Wang, Harrison Yang, Xiaoxue Wang, Hong Zhan

### **Agenda**

1. Preparation for 2008 AECT/SICET general session
2. Incentives to encourage participation in SICET annual conference
3. Summer Fellowship Program schedule
4. Newsletter production
5. Advisory council for the President in 2008 - 2009

#### **1. Preparation for 2008 AECT/SICET general session**

Board members reviewed the president's report. Consensus was reached regarding the information that would be shared with SICET members.

The schedule of SICET presentation sessions was reviewed. All presenters were reminded to be on site punctually.

#### **2. Incentives to encourage participation in SICET annual conference**

In order to encourage SICET members, especially student members, to attend SICET annual conference, four incentives were proposed and approved by the four board members who attended the board meeting.

- 1) All presenters will be awarded a certificate of appreciation to recognize their academic achievement and their contribution to SICET. This incentive will be immediately effective from this year. After AECT/SICET, President will mail the certificates to the presenters who presented at 2008 SICET annual conference.
- 2) From next year, SICET will offer a Best Presentation Award to a presenter who will present at SICET annual conference. The awardees will be chosen by evaluation scores from audience. The award recipient will receive a Certificate of Best Presentation at SICET general session.
- 3) In order to encourage student members to attend SICET annual conference, SICET will award the key student presenter for one-year membership. If a presentation has multiple student presenters, only the first student presenter will get one year membership for free. If the student has multiple presentations, he/she gets one year free student membership only.
- 4) In order to involve all members in SICET development and build members' ownership, future conference proposal review will call for reviewers. Any member who is interested in serving SICET can apply to participate. Applicants' qualifications will be reviewed by the Board. Conference Chair and the Board will lead and facilitate the review process.

### **3. Summer Fellowship Program schedule**

- 1) Charles proposed a change in schedule of planning the Summer Fellowship. Because of the difference in academic calendar between Chinese universities and American universities, the planning work for Summer Fellowship will be more effective if SICET starts the Summer Fellowship work in June every year. A promising schedule will be
  - June: Contact host universities and ask for the topics/themes of presentation
  - August: Call for proposal according to the requested topics/themes and Review of proposals
  - October: Notification to participants
  - January: Confirmation among three parties (SICET, hosting universities, and participants)
- 2) In the future, Summer Fellowship planner will call for reviewers among the board members to review the proposals. Final decisions on who will present at which hosting university will be made based on participants' willingness, hosting university's request, and SICET's adjustment.
- 3) In summer 2008, the event scheduled for Sichuan Normal University had to be cancelled due to the earthquake. This university will be given first priority if the university is still interested in hosting the Summer Fellowship in 2009.
- 4) Board members indicated their support to assist Charles in organizing the Summer Fellowship in 2009.

### **4. Newsletter productions**

Board members brainstormed ideas for SICET newsletter productions. Future newsletters will focus on building SICET community in terms of member's sense of belongings to SICET. In addition to reporting the work of the Board, information about individual members should be included. For example, "spotlight" (a brief interview on our members) and "what's new?" (announcements of our members' professional achievement, family news, etc.) Such items may increase the level of personal touches and enhance our members' sense of belongings.

### **5. Advisory Council for the President**

Shuyan reported to the board the progress of establishing the Advisory Council for the President in 2008 -2009. Dr. Steve Yuen, Dr. Youmei Liu, and Dr. Harrison Yang have agreed to serve in the Advisory Council. The council won't be on the SICET board or board listserv, won't vote or directly communicate to the board, and serve only in the current president term. The purpose of forming this council is to provide the president with more recourses for advices and guidance.