

Educational ECAD User Group (EEUG)

Annual General Meeting

Thursday 11th September 2003

AGM Agenda

1. Apologies for absence
2. Minutes of the last AGM (September 2002)
3. Matters arising
4. Vote of thanks to the outgoing committee members
5. Proposals for new committee members
6. Committee activities (October 2002 to September 2003)
7. Treasurer's report
8. Proposals for EEUG Logo
9. Feedback on EEUG questionnaire – ECAD questionnaire
10. Timetable of committee activities (October 2003 to September 2004)
11. IJEEE papers
12. Proposal for next workshop (September 2004)
13. EEUG membership
14. Review of EEUG constitution
15. Any other business

1. Apologies for absence

- Alla Cordery (Oxford Brookes University).

2. Minutes of the Last Meeting

- Minutes of last AGM, in proceedings pp 30 - 32.
- Items in minutes.
- Amendments to minutes.

3. Matters Arising

4. Vote of thanks to the outgoing committee members

- Geoff Lawday (Information Officer) and Jonathan Dell (RAL Liaison Officer) to step down at end of 3 year term.
- Alla Cordery (Secretary) to step down.

5. Committee Structure (September 2003) and Proposals for Committee Members

Chair:	Ian Grout (University of Limerick, Ireland)
Vice-Chair:	Stephen Dickinson (University of Lancaster)
Secretary:	VACANT POST
Treasurer:	Richard Walters (London Metropolitan University)
Information Officer:	VACANT POST
RAL Liaison Officer:	Robert Self (University of Essex)

6. Committee activities (October 2002 to September 2003)

8th January 2003	<u>Committee meeting</u> (Oxford Brookes University).
January 2003	Contact with LTSN Engineering established.
January 2003	EEUG Newsletter.
30th April 2003	<u>Committee meeting</u> & RAL Liaison meeting, (Coseners House, Abingdon).
June 2003	EEUG Questionnaire
June 2003	EEUG flyer and Workshop Call Flyer sent out
June 2003	EEUG Newsletter.
2nd July 2003	<u>Committee meeting</u> /workshop preparation (Lancaster University).
10th September 2002	<u>Committee meeting</u> (Lancaster University).
10th - 11th September 2002	Annual Workshop (Lancaster University).

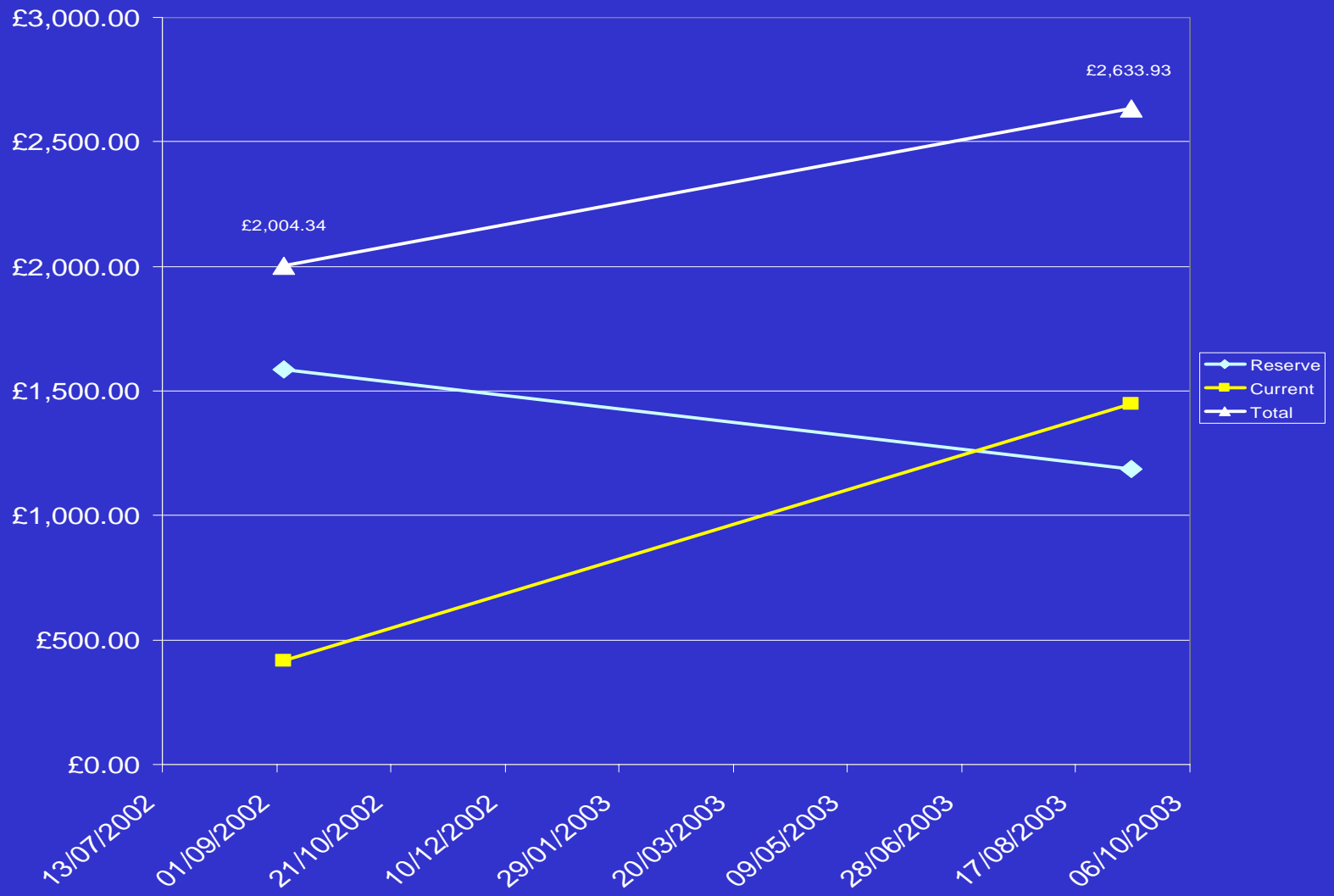
Additionally ...

- Start to update membership list
- Start to discuss EEUG constitution
- Suggestions for EEUG logo

7. Treasurer's report

Richard Walters (Treasurer)

Accounts



Major Expenses

- Committee £ 788.86
- Workshop 2002 £1,525.52
- Workshop 2003 (to date) £ 330.00
- Web Site £ 102.00

Income

- Workshop 2002 £2,400
- Workshop 2003 (to date) £ 860

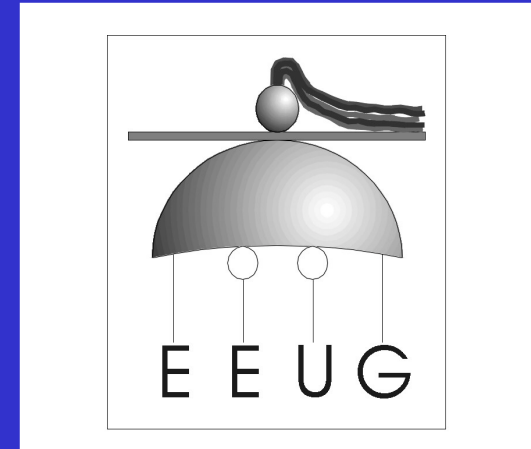
8. Proposals for EEUG Logo



Logo 1



Logo 2



Logo 3

- 3 potential logos developed.
- Logo for all EEUG information and Letter Headers.
- Decision required on choice.

9. Feedback on EEUG questionnaire – ECAD questionnaire

- Limited response.
- Thanks to those who did respond.
- Need additional responses in order for a better assessment.
- Will send out additional call.

10. Timetable of committee activities (October 2003 to September 2004)

October 2003	Update EEUG website. Call for completed questionnaires. Identify location for workshop 2004 - needs to be done ASAP. Call for contributions to next newsletter
January 2004	Committee meeting January 2004 newsletter IJEEE paper deadlines
April	Committee meeting and RAL Liaison meeting Call for contributions to next newsletter
June 2004	June 2004 Newsletter
July 2004	Committee meeting and workshop preparation
September 2004	Committee meeting September 2004 workshop.

Miscellaneous:

- EEUG constitution review
- Update membership list
- Workshop 2004 preparation
- Activities to increase membership.

11. IJEEE Papers

International Journal of Electrical Engineering Education (IJEEE)

- Ideas and innovations in the teaching of electrical engineering at University level.
- Special issue on Mechatronic systems.
- Topics range from
 - Lab experiments to trends in computer & IT
 - WWW, distance learning
 - Curriculum design & development
 - Validation and assessment
 - Book reviews and conference reports.

11. IJEEE Papers

Important dates

- Author submission deadline
 - Friday 16th January 2004

- Papers back from review
 - 19th March 2004

11. IJEEE Papers

Paper Submission Format

- Fine details available on request
- 10 to 15 pages
- Ideally MS-Word
- Diagrams and figures
 - EPS for line diagrams
 - TIF for screen shots
 - Hard copies of all figures

12. Proposal for next workshop (September 2004)

Theme for workshop:

Applying ECAD - hardware choices for teaching exercises

- Theme identified in June 2003 newsletter
- Suggested by Tim Forcer (University of Southampton) - thanks to Tim.
- Require host Institute for workshop - suggestions/volunteers welcome ...
- Dates for workshop?

13. EEUG membership

- Require to update membership list and to promote EEUG activities to colleagues not already involved: need to increase membership numbers.
- Membership list is being updated.
- Addresses and contact details being obtained and entered into Excel spreadsheet - currently held only by chair.
- Contact details already obtained - EEUG flyers sent out by post.
- Still require more details. To be completed this year.

14. Review of EEUG constitution

- Suggest a review of the EEUG constitution over the next year in light of changes in Higher Education.
 - Call to EEUG community to provide input to this.
 - Discussion document to be developed and to be sent out to EEUG community for debate.
 - Propose changes to constitution were to be considered at this workshop.
- Require more time and input to review this.

15. Any other business