

**Minutes of
Publications Board
of the IEEE Computer Society**

**The Hilton - Portland
921 S.W. Sixth Ave.
Portland, OR 97204 U.S.A.**

**Wednesday, November 17, 1999
8:30 A - 5:00 P**

Attendees: Ben Wah, Angela Burgess, Jon Butler, Brad Terry, J. K. Aggarwal, Jack Stankovic, Jean-Luc Gaudiot, Dick Kemmerer, Hans Hagen, Jim Thomas, Patrick Flynn, Georgeann Carter, Steve Mattingly, Patricia Garvey, Scott Hamilton, Pradip Srimani, Jim Aylor, Haruhisa Ichikawa, Mike Liu, Alberto DelBimbo, Wayne Wolf, Sallie Sheppard, Guylaine Pollock, Rich Thayer, Deborah Plummer, Jean Bacon, Steve McConnell, Mark Christensen, Bill Everett, Carl Chang, Dale Strok, John Keaton, Jawed Siddigh, Joe Urban, Mike Williams, Sorel Reisman, Zhiwei Xu, Ken Sakamura, Ahmed Elmagarmid, Dan O'Leary, William Grosky, Yervant Zorian, and Michael Elliott.

1. 8:35A Call to Order: **Ben Wah**, PUBs Board Chair, called the meeting to order. Introductions followed.
2. 8:37A Agenda: The agenda with minor modifications was adopted by a motion made by **Mike Liu** and seconded by **Pat Flynn**.
3. 8:40A Minutes: **Mike Liu** moved and **J.K Aggrawal** seconded a motion to accept the minutes of the PUBs Board Meeting of June 9, 1999.
4. 8:40A **Ben Wah** gave the Vice President's Report. He stated that there will be 12 EIC searches next year. He stated the need to revise the EIC Search Guidelines. He stated that he felt the Search Committee should bring forward an unranked list of 2 or 3 candidates when possible for discussion at the PUBS Board. There was a discussion regarding the relative merits of a ranked list verses an unranked list. It was suggested that restricting the list to be unranked precluded the transfer of important information to the PUBS Board. **Ben Wah** will send proposed Guidelines to the PUBS Board by E-mail.

Ben Wah discussed efforts to achieve better subscription retention including combining existing periodicals and repackaging the material in the digital library. In response to a question about the history of periodicals, he stated that there were 8 or 9 periodicals 10 years ago compared to 22 today. A sentiment was expressed that more and more publications are being distributed among a fixed group. He discussed a request from the Circuit and Systems Society to distribute all of TVLSI and TMM free on a CD/ROM. **Wayne Wolf** stated that this issue is not resolved within CAS. **Ben Wah** stated that in discussions on this, the

Computer Society cast a NO vote, when unanimous positive vote is needed. He stated that the issue is important, as a decision from the PUBS Board will be useful for staff and PUBS to respond to future requests.

Ben Wah discussed the fact that ACM/SIGMOD wants to include material from TKDE (1989-95) and TSE (1989-1995) in a CD/ROM. ACM/SIGMOD will pay for the cost of the CD/ROM. The IEEE can purchase the CD/ROM at cost. This item will be discussed in the TOC meeting.

He discussed the Computer Society Beijing, China center. There are problems in having members there register directly with IEEE because it is difficult to transfer money out of China. He stated that \$11K is needed to operate the center for 188 members (currently, there are 87 members). The first year costs are \$20K, including the server.

He stated that next year, five periodicals, CG&A, MM, TVCG, TC, and Software, will be reviewed.

5. 9:15 A **Angela Burgess**, the newly appointed Publisher, gave the Publisher's report. She stated that MMS is now in Phase III. She will begin to build a leadership team. She stated that the Computer Society Publications are still page oriented, and that Publications will have to change. She discussed staff changes. Recently, there have been seven resignations. The new staffing plan includes increased acquisitions for *Computer*.

She stated that membership is up 7.2% and retention is down to 78% (compared to 80% last year). The average number of member subscriptions is down 14% and the average number of nonmember subscriptions is down 8%. As of now, there are 63,000 MDLS subscribers.

Regarding production for the transactions, the 3B2 is in place, and we are seeing reductions in costs. As of now, transactions production is not fully staffed. Regarding the magazines, overall performance is good. There is more lateness than in the past. There are some overages in the budgets, which is attributed to staffing changes.

Advertising is down 6.3% compared to a reduction by 11% among trade journals. However, classified ads (position descriptions) are up 11%, with 36 pages in November and 37 pages in December. Now, Computer Society employees are handling ads.

In CS Press, there are 22 new books and 154 conference proceedings. She stated that, in 1998, it was decided to curtail book acquisitions.

She discussed the manuscript management system. Phase I was essentially a framework and was used for *Computer*. Phase II involved the universal use of web-based review system. Phase III allows on-line access to articles. They are now working on allowing reviewers access on a PIN per manuscript basis. The PIN is released only when a reviewer agrees to review the manuscript. No reviewer can see the reviews of other reviewers. Transactions EIC's should have received an E-mail on this from Angela.

6. 9:30A **Steve Wilcox** described the design of the website. It now has an updated look-and-feel as well as a new site structure. There is a desire to allow personalization by users, which will come at some future date. Also, there is an improved search engine, which will be functional in a week and a half. Now, non-members can search articles but cannot see full text. They can buy individual articles at \$10/article (members can buy individual articles at \$5/article), which is comparable to ACM's price. Searches are now especially nice, since members can start over in the same place as before. He mentioned an effort to categorize topics. Now, there are many uncategorized papers. We will use a taxonomy of classification for this. At first, it will be the ACM classification scheme. But, this is not entirely appropriate, and will be modified later. The Channels tab on the Computer Society website will break up into areas, such as Conferences and Proceedings, Books/CD, Software, Standards, etc..
7. 9:45A Break
8. 10:00 A The PUBS Board meeting broke into two meetings, one for MOC, Magazines Operations Committee, and one for TOC, Transactions Operations Committee.
7. 12:00 noon - 1:00P Lunch
9. 1:00P **Carl Chang** presented the report of the Press Activities Board. This will become POC, the Press Operations Committee in 2000 and will operate under the PUBS Board. In December 1998, it was decided that

Whereas, the authored book program continues to operate in a deficit, book acquisitions will immediately cease.

In spite of this decision, this has been a successful year with the publication of 154 conference proceedings, 6 CD's, and a total of 59,000 pages.

Carl Chang discussed the software engineering standards book series and the assignment of liaisons to TAB, PUBS Board, and C&T, for the first time this year. He said the POC under PUBS needs to do this in the future.

10. 1:24P **Gul Agha** presented the report of the Magazine Operations Committee. Two items were discussed. The first concerned the timely appointment of EIC's

Upon appointment of an EIC, the Vice President for PUBS takes action to ensure that the EIC appointee is notified in a timely manner.

As this came from committee, there was no second. The problem which this motion tries to solve is that EIC appointees need to know as early as possible if they will be appointed so that advanced planning can be done. After some discussion, the motion was voted on and passed.

The second item concerned the motion to cease publication of *Concurrency* that was passed at the June 1999 meeting. It was stated that *Concurrency* is doing slightly better than break even now, and a financial analysis revealed that a \$57K loss would occur if this magazine was killed. It was moved that

An ad hoc committee be formed to review the decision to kill IEEE Concurrency with a fresh view toward such things as increased frequency and aggressive marketing. A plan should be presented no later than the February 2000 PUBS Board meeting.

As this came from committee, there was no second. After some discussion regarding the tradeoffs between killing the current magazine and creating a new one, the motion was voted on and passed.

11. **Jon Butler** presented the report of the TOC meeting. He stated that most of the time was devoted to the discussion of the TSE EIC appointment. A motion from TOC on this will be presented later when this issue will be discussed as a separate agenda item.

He reported that there was discussion by TOC members about the MMS system regarding a pin per manuscript system, in response to a presentation by Steve Mattingly about the system.

He reported that the motion

TOC recommends that the PUBS Board deny the request by ACM/SIGMOD to include TKDE and TSE in its proposed CD-ROM anthology.

Since this came from committee no second was required. A discussion of this issue by PUBS followed. Ahmed Elmgarard? discussed the proposals that had been proposed at a recent meeting. A discussion of this ensued including an amendment to the TOC motion, which was withdrawn. A vote on the TOC motion was held, and was passed.

Gul Agha moved and **Pat Flynn** seconded the following motion

PUBS approves the inclusion of the 1989-95 issues of TKDE in the ACM/SIGMOD anthology with oversight by CS staff, such that there is a neutral name in the title and 2. costs are evenly divided.

This motion was voted on and was passed.

Jon Butler discussed the CAS proposal for a new page charge policy for TVLSI. TOC passed the motion

*TOC recommends that CAS's page charge proposal for TVLSI
\$110/page (voluntary) and*

*\$175/page for more than 10 pages (mandatory).
be accepted.*

Since this came from committee no second was required. There followed a discussion of this issue by PUBS. The motion was voted upon and passed.

12. 2:06P **Jean Bacon** discussed the outlook for *Concurrency*. She stated that a proposal was being generated by E-mail. At this point, this emphasis is on electronic version of articles, with new services, fast and easy access, and relevant articles. Added value to the magazine will include descriptions of conferences and workshops, abstracts and URLs, and the report of the program chair. She stated there was the prospect of a notification service, in which users would specify keywords, that would be used to identify specific information to be E-mailed to the user. A proposal would be presented to EPUBS at its meeting tomorrow.

There was discussion of this issue and **Gul Agha** moved and **Sorel Riseman** seconded

The proposal for changes in Concurrency suggested by Jean Bacon be studied by an ad hoc committee and reported on in February 2000.

After some discussion, this was voted on and passed.

13. 2:15P **Patricia Garvey**, Advertising manager, reported on web publishing for the Computer Society. She stated that ads have been on the website since 1995. Formerly, there were full ads, but now there are banners. Indeed, one must go three pages down from the homepage to see the banners.
14. 2:30P **Zhiwei Xu** discussed the Beijing Center. The current activity now focuses on certain Computer Society matters and in recruiting members. Currently, 67 memberships have been granted. Currently, the Computer Society must pay IEEE \$45 per regular member and \$19 per student member. Presently, 350 applications are in progress. The break even point for the Beijing center is 650 members, assuming 60% are regular members and 40% are student members. The goal is to increase the China Computer Society membership to 1000.
15. 2:45P **Ben Wah** discussed the prospect of new EIC budget guidelines. He stated that the EIC budgets are quite variable. In the recent past, EIC costs have gone down, but now they are increasing. He stated that there is no stipend (one EIC requested \$5K for a stipend). EIC's are now not allowed secretarial staff; however, some funds are available for some minimal support. He stated that budget overages should not be rewarded by larger budgets. He stated that magazines and transactions are run differently, and this is reflected in the budget. Each EIC budget has five elements. Supplies & postage, telecommunications, travel, editorial board expenses, and other. With respect to postage, transactions can request \$1K to \$2K and magazines can request from \$400 to \$3K. With respect to telecommunications, transactions can request from \$500 to \$1200 and magazines can request from \$200 to \$2000. Allowances may need to be made for EIC's outside the U.S.. With respect to travel, there are three PUBS Board meetings and one editorial workshop. The per

trip allocation is approximately \$1000, with special allowance for EIC's outside the U.S.. For Editorial Board meetings, it is suggested to schedule it with a conference in the area of the magazine or transactions to minimize travel costs. The EIC and staff should set a cap on individual travel support. There is a suggested limit of one full Editorial Board meeting per year or no more than two more small meetings. With respect to Other expenses, one permissible expense is the travel for a new EIC to visit Los Alamitos.

16. 3:00P Next **Ben Wah** declared that the PUBS Board meeting to be in executive session.

17. 4:30P Upon emerging from Executive Session, **Joe Urban** moved and **Mike Williams** seconded the following motion.

Moved to accept the recommendation of the Annals Search Committee.

This motion was passed.

Next. **Jon Butler** presented the following motion from TOC. As it came from committee, there was no second.

TOC recommends that the PUBS Board recommend to the Board of Governors that it 1. direct the President to withdraw the appointment of the current appointee and 2. that it initiate a new search.

After some discussion, this motion was voted on. This motion was defeated by a vote of 2 For, 5 Against, and 1 Abstention.

The following motion was made by **Wayne Wolf** and seconded by **Jean-Luc Gaudiot**.

The PUBS Board recommends to the Board of Governors that it express regret for the controversy surrounding the TSE EIC appointment, and it is working to improving the process and responsiveness to the community it serves.

After some discussion, this motion was voted on. This motion was defeated by a vote of 1 For, 6 Against, and 1 Abstention.

18. 5:05P **Ben Wah** called for any New Business. There being none, he called for any Old Business. There was none.

19. 5:10P The meeting was adjourned.

Respectfully submitted,
Jon T. Butler,
Secretary, PUBs Board