

**Subject: Draft memo (updated)**

**Date:** 12/22/98 12:51 PM

**From:** 'Tripp, Leonard L' <Leonard.Tripp@PSS.Boeing.com>

**To:** "Frailey, Dennis... <d-frailey@ti.com>

Subject: Draft memo to education and ethics task force committees

To: Education Task Force and Ethics Task Force

>*From: Dennis Frailey and Leonard Tripp*

Co-Chairs, ACM/IEEE-CS Joint Committee to Establish Software Engineering as a Profession Subject: Transition to New Structure

This is along message. Items that require action on your part are preceded by the symbol "»".

We are happy to report that the ACM and the IEEE-Computer Society have approved, at their respective Fall board meetings, a replacement structure for the Joint committee and its task forces. Effective January 1, 1999, the Joint Committee and its task forces are dissolved and, in their place, there will be a new entity called the Software Engineering Coordinating Committee (SWECC), and a corresponding set of projects. » *1) Please pass this information on to your respective task force members.* » *Z) Please provide us a list of your task force members so we can request that their respective societies acknowledge their work in an appropriate fashion.*

SWECC consists of a chair (Leonard, representing the CS BOG), vice chair (Dennis, representing the ACM Council and EC), and two other representatives from each society. The ACM representatives are Mark Ardis (representing SIGSOFT and the technical community) and Linda Northrup (representing the Education board and the education community). CS representatives are Karl Reed (representing TCSE and the technical community) and Doris Carver (representing the Education Activities board and the education community). Both the ACM Council and the Computer Society Board of Governors have expressed a strong interest in knowing about the activities of SWECC and its projects.

SWECC is jointly owned by the two societies and it will function in several roles. Among them are:

- coordination of related activities.

Also produced were a model set of accreditation standards and several presentations and panels on the subject of software engineering as a profession. SWECC is a permanent, successor entity to the Joint Steering Committee that will take these efforts into a completion, deployment, and ongoing support phase.

For further information on SWECC, contact the chairman, Leonard Tripp of Boeing Commercial Airplane Co. (Leonard.Tripp@PSS.Boeing.com), or the Vice Chairman, Dennis Frailey of Raytheon Systems Company (D-Frailey@ti.com).

End of Press Release

intend to retain the key individuals from each task force and to provide a mechanism by which their activities can achieve more impact. To that end, > > 3) *we are requesting that you, as leaders of the current task forces, prepare project proposals to be reviewed by SWEEP. Further details for each of your areas can be discussed separately, although some general guidelines are listed below.*

SWEEP. plans to meet twice a year in person (winter and summer) and regularly between such meetings by email and/or web forums. Thus proposals you prepare can be discussed informally with us in an electronic fashion and can even be approved and forwarded to the sponsoring societies in that fashion. The first meeting of SWEEP. will occur on January 28 and 29, 1999 in Austin, Texas. The primary purpose of this meeting will be to organize SWEEP. so we do expect to hear full reports or full proposals from your task forces. However we would like to hear an abbreviated report from each task force (it need not be in person, since agenda time will be slim). > > 4) *Please prepare a brief report summarizing 1998 activities and future project plans, including strategies to be used for achieving your objectives. Please submit this report electronically. If you have a representative who resides in the area (for example, Laurie Werth of the education activity resides in Austin), we could meet with them briefly on the afternoon of the 28th to discuss your report, but the small amount of time we expect to have would not justify long distance travel just for this purpose.*

Code of Ethics and Professional Practice: Both societies have approved the code of ethics, so our understanding is that the primary objective of a project at this point will be to maintain this code and to evolve it as more professional practice elements can be established.

Education: The education boards of both societies have endorsed your proposed accreditation criteria and we understand that CSAB/ABET will make use of these as it develops detailed procedures for accreditation of software engineering programs. We would like a proposal for an education project that addresses curriculum matters, and we encourage you to consider some kind of joint activity with the Working Group for Software Engineering Education, chaired by Nancy Mead of SEI and Tom Hilburn of ERAU, whose work seems to dovetail well with your own. For example, David Parnas has recently suggested a workshop on software engineering

curriculum issues that would be jointly organized by your activity, the working group, and possibly others working in that area. This is the kind of activity that SWECC would support.

#### Proposals:

Proposals, need to address the following issues in order to Satisfy the requirements of the two societies:

- summary of the project's goals and objectives
- the expected duration of the project
- the expected outcome / deliverables of the project
- the planned process for achieving the desired results
- expected intermediate milestones and proposed reporting dates (to SWECC and the societies)
- the proposed management and governance structure, including names of key individuals involved
- a budget that shows the total cost for the project, and how the money will be spent each year.
- an indication of where the money will come from and in what fiscal years it will be needed.

#### Funding:

- SWECC will not have significant funds for direct project support. However because of its oversight and sponsorship role, each project will provide a financial report to SWECC on an annual basis. The SWECC fiscal year runs from July 1 through June 30, thus financial reports will be due at its summer meeting.
  - for relatively small projects (roughly, under \$10K/year), it is likely that each society or its sub-units would provide the funding, although this is not a requirement. For example, an education project might solicit funds from the respective education boards or corresponding special interest groups or technical committees
  - for larger projects, sponsorship should be solicited from such sources as: - society SIGs or TCs - government funding agencies such as NSF or NIST - business and industry sources
- To illustrate, the BOK project will have roughly 10% of its budget covered by each of the societies and the remainder from industry and government sources

#### Management and Governance

- SWECC will normally expect to review annual progress reports from each project at its Winter meeting and to see intermediate progress electronically at appropriate

milestones. Another option for a major project is a special review event. - The management of each project will vary, depending on the size. At a minimum, there should be at least two individuals, one from each society, who manage the project and whose duties include reporting to their respective society about project status and progress. One of these individuals should also report regularly to SWECC, as previously described. - larger projects that solicit funds from industry and other sources are likely to include one or more advisory boards. For example, the BOK project has an industrial advisory board. Such boards provide representation, expertise, and may possibly also provide individuals to participate in projects. -projects may elect to have panels of experts to provide expert review and evaluation of their activities. A panel of experts, for example, was used very successfully to review the code of ethics. This mechanism assures that the results have high credibility.

Please feel free to call one of us for further discussion of your project(s).

Regards,

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