

IEEE Power Engineering Society

**Power Engineering Education Committee
(PEEC)**

***OPERATIONS AND
PROCEDURES MANUAL***

(March 2001)

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1. Introduction and Description of the PEEC

1.1 Introduction and Scope

The Power Engineering Education Committee (PEEC) is a standing administrative committee of the IEEE Power Engineering Society (PES). In matters of budget, scope, and programs the PEEC reports to the PES Vice President for Education/Industry Relations Activities. This document is intended as an operations manual with the committee scope, procedures, and objectives delineated. The organization and operating procedures set forth in this manual are for the guidance of the officers and members of the PEEC in performing the work of the committee. The approved scope of the PEEC is:

Scope: Work for constant improvement of relationships between all segments of the power industry and all elements of the engineering education community. Promote power engineering and technology education and professional developments in schools and industry. Be an advocate of research and researchers at universities and encourage the support, dissemination, and use of university research in power engineering. Work with other appropriate Power Engineering Society Committees to develop continuing education programs in the power field and contributions to the IEEE Press. Formulate recommended Power Engineering Society policy relative to all matters involving engineering and technology curricula accreditation. Serve as the primary source of Power Engineering Society recommendees for service in various activities of ABET. Cooperate with similar committees of other societies.

The organization of the PEEC is designed to contribute to all aspects of this scope and to stimulate active involvement of PES members. Suggestions for improving the responsiveness of the PEEC are strongly encouraged. Such suggestions may be communicated to any of the PEEC officers. A current listing of all PEEC officers and members is available through the PES web site.

1.2 Liaison to Other Organizations

The PEEC chair may arrange on an informal basis for liaison representatives to or from an organization within or outside of IEEE. Such representatives are not necessarily members of PEEC. PEEC liaison representatives to committees of outside organizations must: attend meet-

ings of the committees to which appointed; keep the PEEC and sponsoring subcommittee(s) informed of relevant activities of the outside committee; keep the outside committee informed of relevant activities of the PEEC.

The chair of PEEC subcommittees, working groups and task forces may arrange, on an informal basis, for liaison representation to or from other PES committees or outside organizations. Chairs of working groups and task forces should coordinate the arrangement with the subcommittee chair.

The PEEC currently has members who participate as liaisons with the following organizations:

IEEE EAB

IEEE PES Review Magazine

IEEE PES CAP Magazine

IEEE PES Technical Council (Transactions and conference papers)

IEEE PES Technical Council (Technology Assessment Subcommittee)

IEEE Industry Application Society

IEEE Press PE Series

ABET

The Power Engineering Education Committee is responsible for the Power Engineering Society's interests in ABET activities. The chair is responsible for recommending qualified IEEE members for these activities and encouraging their employers to make them available for participation in such activities as may be required by ABET.

1.3 Exceptions and Amendments to Procedures

The procedures in this manual cover the normal operation of the PEEC. If the procedures are not appropriate for special situations, the chair may authorize exceptions on an ad hoc basis when he or she decides that such exceptions are warranted. The chair, acting with the concurrence of the Administrative Subcommittee (AdCom) of the PEEC, may at any time direct the amendment of this manual. Any member of PEEC may offer amendments to this Operations and Procedures manual by submitting same as an agenda item for the next PEEC AdCom meeting. These amendments shall be in force immediately upon 2/3 vote of approval of AdCom.

2. Committee Organization and Responsibilities of Officers

2.1 Organization

Officers of the PEEC are the chair, the vice chair and secretary, and are recommended by the incumbent chair of the PEEC with the concurrence of the immediate past chair. The chair is appointed by the PES President for a one-year term of office (beginning on January 1), and may be reappointed to serve a maximum of five one-year terms. The general practice is for the chair to serve two years. The vice-chair and secretary are appointed by the PEEC chair, after approval by the PES President, for a one-year term of office and may be reappointed. The general practice is for the vice-chair and secretary to serve two years. After the two-year period is over, it is also general practice for the vice-chair to succeed to the chair, the secretary to succeed to the vice-chair, and for a new secretary to be appointed. Officers must be members of PEEC, PES, and IEEE in good standing. The PEEC chair reports to the Vice President for Education/Industry Relations Activities.

AdCom (the Administrative Subcommittee) consists of the officers, subcommittee chairs, past PEEC chair, and the Vice President for Education/Industry Relations Activities, and is chaired by the PEEC chair. In 2000, the AdCom created a new organizational component called “**The Industry/University Council**”. This group is currently focusing on manpower needs in the power industry. The Council is chaired by the Vice President for Education/Industry Relations Activities and includes industrial leaders and the PEEC chair.

Subcommittees are permanent structures within PEEC, and each is composed of its respective chair, and subcommittee members. Some subcommittees may have vice chairs and secretaries as appropriate. The subcommittee structure may be changed as appropriate to fulfill PEEC’s mission, by action of AdCom. One becomes a subcommittee member by volunteering to serve, and is appointed, or removed, by the subcommittee chair. Before the formation of a subcommittee, a proper scope must be written and approved by the AdCom. The chairs of subcommittees are appointed by the PEEC chair with approval of the AdCom for a two-year term. Members of subcommittees are appointed by the subcommittee chairs with approval of the PEEC chair for a one-year term with annual reappointment. Subcommittee chairs must be PEEC

members and are appointed by the PEEC chair, with officer approval. The following subcommittee chairs begin on January 1 of odd numbered years: Life Long Learning, University Education Activities, and Student Meeting Activities. The remaining subcommittee chairs begin on January 1 of even numbered years. The AdCom chair may reappoint a subcommittee chair for a maximum of four years in place. The vice chairs and secretaries have the same term of office and same succession restriction as the chairs.

Working groups and Task Forces are agents of specific subcommittees, and may exist as long as necessary, subject to subcommittee approval. The chairs of the working groups are appointed by the subcommittee chairs with approval of the PEEC chair for a one-year term with annual reappointment. Members of the working groups are appointed by the working group chairs with approval of the subcommittee chairs for a one-year term with annual reappointment. Task forces are more focused than working groups and tend to be smaller in membership size.

Before official formation of a working group or task force, a proper scope must be written and approved by the subcommittee chair. The following Working Groups currently exist within PEEC:

Reporting to the Life-Long-Learning Subcommittee is:

Working Group on Internet Learning

Reporting to the University Education Activities Subcommittee are

Working Group on Educational Resources Survey
Working Group on the PEEC World-Wide-Web Site
Working Group on the Power Globe Listserv

Reporting to the Awards and Recognition Subcommittee are:

Working Group on Student Prize Paper Contest
Working Group on Prize Paper Review
Working Group on the Review of Fellow Nominations

Reporting to the Research Subcommittee is:

Working Group on the North American Power Symposium (NAPS)
Working Group on University Research Capabilities

A chart of the PEEC organization is shown in Figure 2.1.

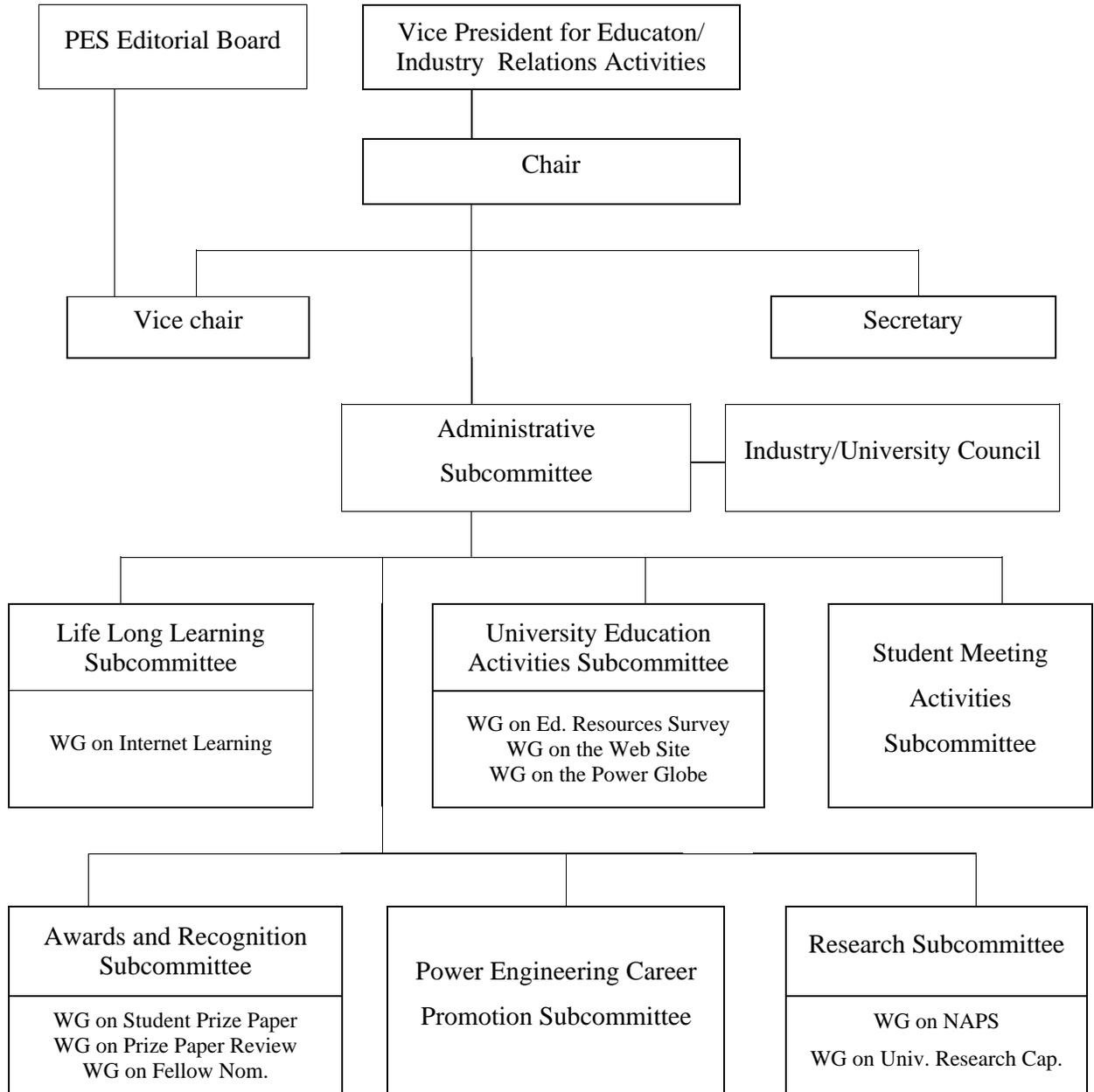


Figure 2.1 PEEC organizational chart

2.2 Duties of the Officers

Duties of the officers as a group

1. Counsel with each other on all PEEC issues, insuring that its activities are in accord with the PEEC scope, and the overall goals and objectives of PES and IEEE.
2. Encourage subcommittees to organize and conduct appropriate technical sessions, panels, tutorials, workshops, and other activities at all IEEE-PES meetings.
3. Assist subcommittees in the implementation of their activities.
4. Continuously review the PEEC website for errors and possibility for improvements.
5. Advise new members, officers, and chairs of the existence of a PEEC website and direct them to review all material, including this Manual, with particular attention to sections that apply to their new office.

Duties of the PEEC chair

1. Report to the Vice President for Education/Industry Relations Activities (submit annual report and request budget).
2. Have general supervision of the affairs of PEEC. When able, the chair shall schedule, preside, and set the agenda at all meetings of PEEC and AdCom.
3. Be an ex-officio member of all subcommittees, and offer advice and support to their activities.
4. Continuously examine the organization of PEEC, proposing whatever changes may improve its effectiveness and efficiency.
5. Coordinate the appointment and removal of subcommittee chairs.
6. Serve as chief liaison to all other agencies within PES, except as specific liaison responsibilities are delegated to other PEEC members.
7. When requested, submit a written report of PEEC activities to the PES leadership.
8. Request and administer the PEEC budget.
9. A typical timetable of the PEEC chair is given in Appendix D.

Duties of the PEEC vice chair

1. Report to the PEEC chair and preside at all committee meetings not attended by the chair.

2. Serve as the PEEC Technical Committee Program Chair (TCPC) for PES general meetings, serve as liaison with the PES Technical Council, represent PEEC on the IEEE Transactions on Power Systems Editorial Board, and coordinate PEEC liaisons and representatives at PES administrative meetings.
3. About six months before the next IEEE Power Engineering Society General meeting, request information from subcommittee chairs on technical papers that may become available for presentation and advise them of deadline dates for submission of proposed papers to IEEE headquarters. The question as to availability of technical papers should also be brought up as an agenda item at each Administrative Subcommittee meeting.
4. For general meetings, upon receipt of a tentative technical sessions schedule from IEEE headquarters, plan the number of individual Power Engineering Education sessions, according to the number of papers to be presented, and/or joint sessions with other committees or subcommittees and to report to IEEE headquarters.
5. By the deadline date, submit the final Power Engineering Education program of sessions on the forms provided by IEEE headquarters. A session chair is required and shall be selected by the PEEC vice chair. The session chair will be guided by the information given in the PES Technical Sessions Guide.
6. Prepare the "Request For Committee Meeting Room" sheets for all PEEC activities.
7. Process review of conference proceedings papers and transactions papers sent by IEEE headquarters (see Appendix B). Also, formulate a consensus for acceptance or rejection of these papers. It may be necessary to gather additional information to formulate this decision.
8. Forecast technical papers and technical programs to be undertaken by the PEEC.
9. Schedule technical Sessions using forms supplied by IEEE headquarters, and coordinate subcommittee meetings to minimize conflicts between them, and with the technical Sessions at the winter and summer meetings of the PES.

Duties of the PEEC Secretary

1. Record minutes of the Power Engineering Education Committee and its Administrative Subcommittee meetings, including attendance. Distribute these to members of the committee and the PEEC officers and secretary.
2. Prepare agenda and send notices of meetings to committee members as requested by the chair.

3. Keep the Power Engineering Education Committee, subcommittee, task force, and working group rosters up to date and distribute to the members of the committee and PEEC officers.
4. Update the PEEC Operations Manual as needed.

2.3 Duties of Subcommittee Chairs

The duties of the subcommittee chairs are as follows:

1. Supervise the affairs of the subcommittee, under the general direction and guidance of the chair of the PEEC.
2. Carry out the stated purpose and work of the subcommittee.
3. With approval of the PEEC officers, select one or more persons, such as a vice chair and/or a secretary, to assist with the administration of the subcommittee.
4. Call and preside at the meetings of the subcommittee.
5. Promote technical papers pertaining to the objectives of the subcommittee and its task forces and/or working groups. Also, to be alert to new technical problems that need to be worked on by the subcommittee.
6. Recommend the establishment of new task forces and/or working groups and the dissolution of old ones when they have served their purpose.
7. Report on the activities of the subcommittee and its task forces and/or working groups, either verbally at meetings of the PEEC or in writing to the chair when so requested.
8. Submit minutes of the meetings of the subcommittee and its task forces and/or working groups, for inclusion in the minutes of the PEEC.
9. Recommend candidates for PEEC membership.

2.4 Membership

One becomes a member of PEEC by AdCom approval. To qualify for membership, the candidate must have an expressed professional interest in power engineering education, served with distinction for not less than 12 months on a PEEC subcommittee, be proposed for membership by the subcommittee chair, and agree to continuously meet the criteria for member in good standing. To remain a member in good standing of PEEC, at a minimum, one must be a member of IEEE in good standing; be a member of PES, or at least one other Society of IEEE, in good standing; have a demonstrated on-going professional interest in power engineering education;

maintain a good faith effort to attend all meetings; and annually contribute to the ongoing work of PEEC in some capacity.

3. Subcommittees and Working Groups

3.1 Administrative Subcommittee

This subcommittee serves in an executive capacity in the assignment and coordination of work among all the subcommittees, arranges for preparation and presentation of papers at meetings, recommends officers and members of the various subcommittees and the main committee, and develops long range plans for the PEEC.

Scope: Serve in an executive capacity in the assignment and coordination of work among all the subcommittees, arrange for preparation and presentation of papers at meetings, recommend officers and members of the subcommittees and main committee, and develop long-range plans for the Power Engineering Education Committee.

3.2 Life Long Learning Subcommittee

This subcommittee serves the power industry by developing tutorials for meetings of the PES in cooperation with its technical committees, producing bibliographies of self-paced courses, proposing model curricula, and promoting advanced degrees.

Scope: Study, coordinate, and report on electric power engineers' continuing education needs, opportunities, and resources. Provide PEEC with guidance and leadership for improving continuing education resources, both with respect to content and delivery. Define, study, and report on the value of effective continuing education in the achievement of individual career goals and the advancement of professionalism in the power industry. Sponsorship of Panel Sessions and tutorials.

Tutorials: This subcommittee is responsible for soliciting and screening tutorial session proposals received from the Technical Council. The subcommittee recommends the merit of a particular proposal in cooperation with the Meetings Department. Tutorials should be on a technical subject and of such a nature that the material to be presented is not readily available from conventional sources. They should be planned as educational experiences and not to duplicate technical sessions. The presentation should be lectures with ample opportunity for interruptions, questions, and answers. The course should be spread over as long a time period as can be ar-

ranged to improve learning, study and retention of material. Where there is sufficient interest, tutorial courses may be repeated but it is recommended that there be two or more years between the second and third presentations.

Preparing a Tutorial:

1. The Life Long Learning Subcommittee (LLLS) selects appropriate tutorial subjects. Suggestions for tutorials are usually obtained from chairs of technical Committees in the Technical Council.
2. A technical committee of the technical council must sponsor tutorials. The chair of the sponsoring committee recommends an organizer for the preparation of a tutorial.
3. The organizer prepares a preliminary outline of the proposed tutorial. The LLLS reviews the outline of the proposed tutorial and works with the tutorial organizer(s) in developing a satisfactory tutorial outline.
4. The LLLS seeks approval from Meetings Department of IEEE and the general chairs at PES meetings where the tutorials are to be offered.
5. The LLLS then finalizes arrangements with the organizer, and notifies the technical program chair of the power meetings where tutorials are to be presented that approvals have been secured and asks that any suggestions and/or deadlines and names of contact people be passed on to the organizer.
6. The LLLS maintains close relationship with the organizer and PES Special Services and contact people to see that all proceeds on schedule.
7. PES Special Services handles the details with respect to getting the tutorial text prepared. The PES Special Activities Manager passes along directions and schedules that must be met to the organizer of the tutorial.

Tutorial Organizer:

The commitment of the organizer usually includes:

- ◆ preparation of outline and recruitment of authors. Liaison with Life Long Learning Subcommittee (LLLS) Chair, meeting technical chair and PES Special services.
- ◆ Collecting of first drafts and distributing to other authors.
- Collection and "quality control" of camera-ready version before submission to PES Special Services, for printing.

- Prepare a publicity style summary to be given to the meeting technical chair so that he/she can submit to "Power Engineering Review" and the preliminary program.
- Make introductions and keep program flowing on the day of presentations
- Distribute/collect evaluation forms and when own analysis is complete, forward on to Life Long Learning Subcommittee Chair.

There are normally two tutorials at a given meeting, one that has been presented at the previous meeting and one new one for that meeting. The one new tutorial per meeting restriction will cause a bottleneck when more than one tutorial group prepares the complete first draft at virtually the same time. One group will normally be scheduled first and the other tutorials shifted back --each one at a six-month interval.

Self Paced Bibliography: The Life Long Learning Subcommittee establishes a bibliography of self-paced course Opportunities for Power Engineers:

- Each entry in the list will contain the course title, intended audience background, (for whom intended), and an address to contact for further information. No dates or prices will be listed.
- Entries will be categorized by the subject area as well as by the organization offering the course.
- The only resource needed for creating the bibliography is the members' knowledge of the various power courses available. This information will come from brochures that subcommittee members have collected, existing data bases and similar course listings.
- The subcommittee intends to publish the bibliography, in as comprehensive a form as possible, as a report to the PEEC. Readers should be encouraged to send in additions or corrections to the lists; those changes deemed appropriate by the subcommittee will be included in the next version of the bibliography. It is expected that biannual updates will be published.

Propose model curricula and promote advanced degrees: The Life Long Learning Committee undertakes to promote and propose model curricula using the following approach: initiate technical sessions or panel discussions at major power conferences relating to the need for and value of effective continuing education programs; based on information gained through

these sessions, the survey (see item 2 above) and interaction with PES technical subcommittees, make recommendations to PEEC concerning courses and programs need by the industry.

Working group:

Working Group on Internet Learning

Working Group on Internet Learning

Scope: The scope of this WG is in preparation

3.3 University Education Activities Subcommittee

The University Education Activities Subcommittee works to promote and improve electric power engineering and technology education in universities. Included in the subcommittee's activities are: to conduct a survey, in even years if not more often, of the power engineering educational resources at universities, summarize and disseminate the results.

Scope: Seek to improve power engineering education at the university level by promoting innovative teaching methods and materials, identifying changing industry educational requirements, developing model curricula, collecting and publishing data on faculty and laboratory resources available at colleges and universities and other such activities.

Activities: Include regular resource assessments (e.g., faculty, laboratories, etc.), assessing power industry requirements that impact electric power engineering education, model university curriculum development, promotion of innovative teaching methods and aids, encouraging faculty professional development, sponsoring technical monographs suitable for classroom use, and coordinate PEEC web resources.

Working groups:

Working Group on Educational Resources Survey

Working Group on the PEEC World-Wide-Web Site

Working Group on the Power Globe Listserv

Working Group on Educational Resources Survey

Scope: Maintain a database of educational resources at universities.

If a paper survey through surface mail is to be used, the schedule shown in Table 3.1 is suggested. The contacts for the survey can be found from previous surveys, the Directory of Electrical and Computer Engineering Departments published by the National Electrical Engineering Department Heads Association: NEEDHA, 303 East Wacker Drive, Suite 740, Chicago, IL 60601 and the ABET Annual Report: ABET, 345 East 47th Street, New York, NY 10017, phone: (212) 705-7685, fax: (212) 838-8062

The survey results should include a statement discouraging the use of the survey as a forum for publicity for a particular school's power program. The survey is meant to gather and report facts. Schools should be guided into reporting data on a consistent basis. The data gathered from one survey to another should be as consistent as possible in order to detect national trends in enrollment, research funding, curricula, etc.

Table 3.1 Educational Resources Survey Working Group Schedule

Date	Action
Summer of even years	Approve questionnaire at Summer Power meeting.
Fall of even years	Send survey forms with cover letter to ABET accredited EE departments in the USA and Canada requesting information on the just completed academic year.
Winter of odd years	Collect completed survey forms, send last reminders to non-responding schools following winter meeting.
Summer of odd years	Present survey results to PEEC at summer meeting for approval as a committee report.
Fall of odd years	Submit committee report to IEEE/PES.
Winter of even years	Present committee report at IEEE/PES winter meeting.

Working Group on the PEEC World-Wide-Web Site

Scope: Maintain the web site for PEEC and make information available to all PES members on PEEC issues. This includes links to other web resources.

Working Group on the Power Globe Listserv

Scope: Maintain the Power Globe Listserv and supervise its operation.

3.4 Student Meeting Activities Subcommittee

Scope: Develop programs for students at the PES meetings.

Activities: Work with the local host committee to provide a comprehensive student program for the PES meetings. Typical program activities include (but are not limited to): Sunday social activity (e.g., city tour), Monday morning overview prior to plenary session, technical tours (both student-only and general membership), student poster session, Student/Faculty/Industry Panel session, and Student/Faculty/Industry Luncheon. In addition to meeting activities, the subcommittee may provide travel subsidies, lodging, and some meals to qualifying students.

Responsibilities:

1. Request a budget for the PES meetings through PEEC. Additional matching funds can be requested from the National Science Foundation. Target proposal submission dates are: October 1 for the WM and February 1 for the SM.
2. Contact the local host committee to identify the individual(s) responsible for student meeting activities. Provide local committee with breakdown of responsibilities and budget. Coordinate student activities with the local committee.
3. Prepare student application forms and publicize program at least three months in advance.
4. Select students to receive travel sponsorships.

5. Coordinate Student Poster Contest (responsibility of the subcommittee vice-chair). Secure judges from among faculty and industry membership.
6. Secure speakers and/or panelists if requested by local committee.

3.5 Awards and Recognition Subcommittee

Scope: Conceiving and implementing appropriate honors and awards in engineering education. Included is responsibility for administration of the Student Prize Paper Contest and the Prize Paper Review. In addition yearly selection of individuals in PEEC to receive awards per Technical Council Policy.

Responsibilities: This subcommittee is responsible for conceiving and implementing appropriate honors and awards in engineering education, including student prize papers, review of Fellow nominees, outstanding service awards, PEEC prize paper award, and recognition awards. This subcommittee also has responsibility for liaison with the PES Awards Committee.

Working Groups:

Working Group on Student Prize Paper Contest

Working Group on Prize Paper Review

Working Group on the Review of Fellow Nominations.

Working Group on Student Prize Paper Contest

Scope: Fostering interaction between engineering students and the power industry and faculty, and to encourage graduate and undergraduate students to become skilled in both performing research and writing quality technical papers.

Responsibilities: Encouragement of students participation in the contest by sending out invitations to schools, approaching professors and advertising on the WEB and review and evaluation of the papers submitted to the contest and section of the winner

Procedures:

1. The paper must be in the English language. Length of the paper is limited to 5000 words. The organization and format of the paper shall follow the Authors Guide of IEEE –PES.
2. No distinction is made between graduate students (MS) and undergraduates. Both groups of students can submit each year with no distinction in category. Submission based on Ph.D. programs of study is not eligible. Submissions from Electrical Technology students are accepted. Student team efforts are encouraged. Faculty sponsorship is encouraged, but papers co-authored by faculty are not acceptable.
3. The working group forms a committee to judge the papers. The members of this committee shall be power engineers. Committee reviews the submitted papers and determines the recipient of the Student Prize Paper Award. The group decision is final. Although the committee is not bound to declare a winner if none of the papers met its standard.

Working Group on Prize Paper Review

Scope: Stimulating innovation in Power Engineering Education through the recognition of outstanding technical papers.

Responsibilities: Review papers submitted to the PEEC and identify outstanding contributions to power engineering education.

Procedures: The committee reviews the papers sponsored by the Education Committee and published in the last three years. Based on the review the Working Group ranks the papers and selects the best paper. This paper will be recommended for the technical committee and PES prize paper award

Working Group on the Review of Fellow Nominees

Scope: Recognition among the membership of the PEEC for potential candidates for nomination to the IEEE fellow grade and initiation of the nomination process.

Responsibilities: This Working Group is responsible to review nominations and rank candidates. This Working Group is also responsible for initiation of nomination of eligible candidate.

Procedures: The request for endorsement is sent to the chair of PEEC. He or she will send the applications to the chair of the Fellow Nominees Working Group. The working group chair distributes the applications to the members and request ranking of the candidates by each member. The working group chair will consolidate the individual ranking and develop a final ranking order. Based on this ranking the committee chair select the candidates for the endorsement and will prepare a brief summary of the professional accomplishments of the candidate which are judged to be of such distinction as to warrant his elevation to the grade of Fellow. Each year the committee reviews the membership and identifies potential candidates for the elevation of fellow grade. The Working Group encourages the nomination of these candidates. The Working Group should complete the reviews and send the recommendations in each year before April 15 to the chair.

3.6 Power Engineering Career Promotion Subcommittee

Scope: To promote and publicize power engineering.

Activities: This subcommittee participates in activities to promote power engineering as a career. These activities include the creation and distribution of promotional materials and ideas and provide a focal point for PES on promoting power engineering as a career. These materials are targeted at various audiences including: K-12 students, early college engineering students, and Faculty and administrators in other areas of EE. The goal of the materials is to educate the various audiences about the opportunities in power engineering and the interdisciplinary nature of the field. We are particularly interested in getting industrial representatives to be involved in these promotional activities.

Responsibilities: The subcommittee responsibilities are to request and administer a budget for producing and distributing publicity materials including videotapes and flyers; create and distribute materials to encourage K-12 students and first year engineering students to consider power engineering as a career option, organize and publicize power engineering promotion materials available on the Worldwide Web and through other sources, work with power engineering faculty to identify ways to demonstrate the interdisciplinary nature of power engineering for other EE faculty and engineering students, and to work with other subcommittees, particularly the university activities subcommittee ,on topics of mutual interest.

3.7 Research Subcommittee

The Research Subcommittee monitors and promotes research activities in electric power engineering. Opportunities for members are publicized and discussed in an open forum to encourage maximum participation. Capabilities and resources of the members are publicized to industry and government agencies to inform them of available talent. The subcommittee also promotes the dissemination of research results through conferences and workshops. With regard to the latter, the Research Subcommittee is responsible for the organization and operation of the North American Power Symposium (NAPS, see Appendix C).

Scope: Advocate research and researchers. Promote programs for power engineering research at government and private entities. Promote forums for the dissemination of university research.

Activities: This subcommittee meets at each winter and summer meeting of the PES. The subcommittee typically organizes and chairs at least one panel session related to research opportunities, capabilities, or dissemination of results. The subcommittee monitors and reports on the status and activities of funding agencies including the U.S. National Science Foundation, U.S. Department of Energy, and the Electric Power Research Institute. The subcommittee promotes the interaction of researchers between universities, and between universities and industry. The subcommittee invites program directors of funding agencies to its meetings and stimulates discussion of new research directions and opportunities.

The subcommittee promotes and monitors the annual North American Power Symposium (NAPS). The subcommittee offers historical advice and information on obtaining IEEE/PES advertising and co-sponsorship. Through its members, the subcommittee participates in the planning and organization of the annual meetings.

The subcommittee acts as a forum for electric power engineering researchers to discuss their activities and the broad goals and directions of future research. It stimulates the exchange of ideas and potential collaboration among researchers.

Working Groups:

Working Group on the North American Power Symposium (NAPS).

Working Group on University Research Capabilities

Working Group on the North American Power Symposium (NAPS)

Scope: Promote interest in the North American Power Symposium and assist in its promotion through PES publications. Maintain historical records of the symposium and provide liaison with the NAPS steering committee

Working Group on University Research Capabilities

Scope: Maintain a World-Wide-Web database of university research capabilities.

4. Meeting Procedures and Committee Administration

4.1 General

The vice chair of the PEEC shall assume any or all of the powers and duties of the chair in the event of the chair's incapacity. PEEC meetings will ordinarily be conducted by the chair under Roberts Rule of Order or as authorized in these procedures.

Fifty percent of the voting members of the PEEC shall constitute a quorum. Actions (requiring a majority 50% vote of those present at a meeting), taken at a scheduled meeting lacking a quorum, may be subsequently validated through approval of the meeting minutes or through approval by special letter ballot. Approval by letter ballot shall require an affirmative majority vote. Fifty percent of the membership of any subgroup constitutes a quorum.

Each voting member of the PEEC is expected to attend every regularly scheduled PEEC meeting. If the member must be absent, he/she shall grant partial or full power of proxy to another PEEC member or to a qualified person who will be in attendance at the meeting. To be valid, the proxy must be written and be in the secretary's hands prior to the action(s) for which the power of proxy is exercised.

4.2 Scheduled Meetings

The PEEC chair shall endeavor to schedule PEEC meetings one year in advance. The secretary shall be responsible for all meeting arrangements for the PEEC. Future meeting notices will be included in the previous meeting minutes. A minimum of one month before a scheduled meeting, the PEEC secretary shall email to each PEEC member a notice of the time and place of the meeting. Request for items to be placed on the agenda should be brought to the attention of the secretary. The meeting agenda, approved by the chair, shall be emailed at least two weeks before the meeting. Items not on the Agenda may be brought up under "old" or "new" business, but if important actions are moved relative to such items, the chair, at his/her discretion, may rule the motion out of order by virtue of its not having been part of the official agenda.

4.3 Minutes

The secretary shall keep a permanent record of each meeting in the form of meeting minutes. The minutes shall be a true and complete record of all actions taken, reports made, discussions, assignments and other business coming before the meeting. Committee reports should be written and should appear as attachments to the minutes. Also, the minutes shall show who was in attendance at the time of important discussions and votes. The secretary shall email a listing of action item assignments to all PEEC members within ten days following a meeting and shall mail a copy of the minutes to all PEEC members and to a supplemental list of interested people, within 60 days immediately following the meeting. The minutes will also be archived on the PEEC web site. An item of business at the next following meeting shall be the approval of the preceding meeting minutes. The minutes as thus approved, with revisions, shall stand as the official record of the committee's operations.

Appendix A

Brief History and Roster of Current and Past Officers and Liaisons

History

The Power Engineering Education Committee is the outgrowth of the Power Generation Committee's subcommittee on Advancement of Power Engineering. In 1964, the subcommittee was elevated to full committee status as the Power Engineering Education Committee in the Organization Department. In 1970 the committee was transferred from the Organization Department to the Technical Operations Department. In 1984 the Power Engineering Education Committee was elevated to the stature of a full committee of the Power Engineering Society Administrative Committee (AdCom). Some time subsequent to 1984, the PES AdCom was changed to PES Executive Board; the PEEC then became a standing committee of the PES Executive Board.

In 1997 there was a reorganization of PEEC with the main effort being to consolidate several subcommittees and thereby streamline the committee structure. In 1998, the PEEC committee reporting structure was changed from reporting to the PES Executive Board to the PES Vice President for Education/Industry Relations Activities.

Roster of Past Officers

Table A.1 contains a roster of past PEEC officers. Table A.2 is a roster of past subcommittee chairs since the 1997 PEEC reorganization.

Table A.1 Roster of Past PEEC Officers

Year	Chair	Vice chair	Secretary	Year	Chair	Vice chair	Secretary
1961	J. F. Allan			1982	W. H. Kersting	A. J. Wood	L. L. Grigsby
1962	J. F. Allan	-	-	1983	W. H. Kersting	A. J. Wood	L. L. Grigsby
1963	J. F. Allan	L. Dwon		1984	A. J. Wood	L. L. Grigsby	C. Flick
1964	L. Dwon	-	-	1985	A. J. Wood	L. L. Grigsby	C. Flick
1965	L. Dwon	-	-	1986	L. L. Grigsby	C. Flick	R. P. Webb
1966	L. Dwon	J. Rittenhouse	A. Pennington	1987	L. L. Grigsby	C. Flick	R. P. Webb
1967	L. Dwon	C. J. Baldwin	L. Van Slyck	1988	C. Flick	R. P. Webb	M. Stambaugh
1968	L. Dwon	O. F. Sawyer	L. VanSlyck	1989	C. Flick	R. P. Webb	M. Stambaugh
1969	O. F. Sawyer	L. VanSlyck	E. McDonald	1990	R. P. Webb	M. Stambaugh	J. J. Grainger
1970	O. F. Sawyer	L. VanSlyck	E. McDonald	1991	R. P. Webb	M. Stambaugh	J. J. Grainger
1971	F. C. Fisher	L. VanSlyck	E. McDonald	1992	M. Stambaugh	J. J. Grainger	R. Green
1972	F. C. Fisher	C. J. Baldwin	H. Woodson	1993	M. Stambaugh	J. J. Grainger	R. Green
1973	C. J. Baldwin	H. Woodson	E. K. Dille	1994	J. J. Grainger	R. Green	C. Gross
1974	H. H. Woodson	L. Kirchmayer	H. Hamilton	1995	J. J. Grainger	R. Green	C. Gross
1975	H. H. Woodson	L. Kirchmayer	H. Hamilton	1996	R. Green	C. Gross	S. S. Venkata
1976	L. Kirchmayer	H. B. Hamilton	J.M. DeSalvo	1997	R. Green	C. Gross	S. S. Venkata
1977	L. Kirchmayer	V. D. Albertson	J.M. DeSalvo	1998	C. Gross	S. S. Venkata	G. T. Heydt
1978	V. D. Albertson	J.M. DeSalvo	W. Kersting	1999	C. Gross	S. S. Venkata	G. T. Heydt
1979	V. D. Albertson	J.M. DeSalvo	W. Kersting	2000	S. S. Venkata	G. T. Heydt	P. W. Sauer
1980	J.M. DeSalvo	W. H. Kersting	A. J. Wood	2001	S. S. Venkata	G. T. Heydt	P. W. Sauer
1981	J.M. DeSalvo	W. H.Kersting	A. J. Wood	2002			

Table A.2 Roster of Past PEEC Subcommittee Chairs

	Lifelong Learning	University Ed. Act.	Student Mtg Act.	Awards and Recognition	Strategic Planning	Power Eng. Career Prom.	Research
1997	M. El-Hawary	R. King	M. Crow	G. Karady	D. Wiitanen	N. Schulz	G. Heydt
1998	M. El-Hawary	L. Bohmann	M. Crow	G. Karady	D. Wiitanen	N. Schulz	P. Sauer
1999	M. El-Hawary	L. Bohmann	M. Crow	G. Karady	D. Wiitanen	N. Schulz	P. Sauer
2000	M. El-Hawary	L. Bohmann	S. Starrett	G. Karady	(1)	N. Schulz	V. Vittal
2001	C. Singh	L. Bohmann	S. Starrett	G. Karady	(1)	K. Miu	V. Vittal
2002							

(1) Discontinued

Table A.3 Roster of Past PEEC Subcommittee Vice Chairs

	Lifelong Learning	University Ed. Act.	Student Mtg Act.	Awards and Recognition	Strategic Planning	Power Eng. Career Prom.	Research
1997	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	P. Sauer
1998	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	V. Vittal
1999	Vacant	Vacant	Vacant	S. Sebo	Vacant	Vacant	V. Vittal
2000	Vacant	Vacant	K. Butler-Purdy	S. Sebo	(1)	Vacant	A. Pahwa
2001	E. Makram	T. Skvarenina	K. Butler-Purdy	S. Sebo	(1)	T. Baldwin	A. Pahwa
2002							

(1) Discontinued

Table A.4 Roster of Past PEEC Subcommittee Secretaries

	Lifelong Learning	University Ed. Act.	Student Mtg Act.	Awards and Recognition	Strategic Planning	Power Eng. Career Prom.	Research
1997	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	V. Vittall
1998	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	A. Pahwa
1999	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant	A. Pahea
2000	Vacant	Vacant	Vacant	Vacant	(1)	Vacant	M. Crow
2001	Vacant	R. Wall	Vacant	Vacant	(1)	Vacant	M. Crow
2002							

(1) Discontinued

Table A.5 Roster of Past PEEC Working Group and Council Chairs

	WG on Internet Learning	WG on Ed. Resources	WG on Web Site	WG on PowerGlobe	WG on Student Prize Paper	WG on Prize Paper Review
1997	(2)	A. Chandrasekaran	(2)	(2)	H. Smolleck	
1998	(2)	A. Chandrasekaran	(2)	(2)	H. Smolleck	
1999	(2)	A. Chandrasekaran	(2)	(2)	H. Smolleck	G. Karady
2000	(2)	A. Chandrasekaran	L. Bohmann	B. Mork	H. Smolleck	G. Karady
2001	M. El-Hawary	A. Chandrasekaran	L. Bohmann	B. Mork	H. Smolleck	G. Karady
2002						

	WG on Fellow Nom.	WG on NAPS	WG on Univ. Res. Cap.	I/U Council		
1997	L. Grigsby	B. Lesieutre	(2)	(2)		
1998	W. Kersting	E. Villaseca	(2)	(2)		
1999	W. Kersting	A. Shaban	(2)	(2)		
2000	S. Sebo	C. Canizares	M. Crow	S. Rahman		
2001	S. Sebo	K. Butler-Purdy	M. Crow	L. Grigsby		
2002						

(2) Not in existence.

Table A.6 PEEC Liaisons

	IEEE EAB	IEEE PES Review	IEEE PES CAP	IEEE PES Tech. Council (Papers)	IEEE PES Tech. Council (Tech. Asses.)	IEEE IAS	IEEE Press PE series	ABET
1997				C. Gross	(2)	P. Pillay	M. El-Hawary	
1998				S. S. Venkata	(2)	P. Pillay	M. El-Hawary	
1999				S. S. Venkata	(2)	P. Pillay	M. El-Hawary	
2000		M. Crow	F. Denny	G. Heydt	(2)	P. Pillay	S. S. Venkata	
2001		M. Crow	F. Denny	G. Heydt	A. Pahwa	P. Pillay	S. S. Venkata	
2002								

Appendix B

Guidelines for Processing the Review of Technical Papers

The following are guidelines for the technical review of papers submitted to PEEC:

1. The PEEC vice chair receives technical papers for review from IEEE headquarters and from the Editor of the IEEE Transactions on Power Systems. The vice chair is an Associate Editor of these transactions. The PEEC vice chair logs the papers, designates at least three reviewers (designated reviewers) for each paper, and sends to each designated reviewer a copy of the paper and one copy of Review Form RF-2 (for individual reviewers).
2. The designated reviewer either personally reviews the paper or returns it. The designated reviewer completes the form, attaching an unsigned copy of the reviewer's comments and suggestions and sends them to the PEEC vice chair. Reviewers' comments are mandatory for papers that are rejected and for papers recommended for publication.
3. The PEEC vice chair completes the Review Summary (Review Form RF-3) as soon as the reviews have been received from the designated reviewers, attaching the unsigned copies of the reviewer's comments and suggestions.
4. The PEEC vice chair shall make recommendations for possible prize candidacy based upon reviewers' comments and/or recommendations.
5. The PEEC vice chair formulates a consensus for acceptance or rejection of the papers submitted. Additional information may be gathered to assist in this decision.
6. The PEEC vice chair signs the forms, keeps one copy and forwards the others with copies of the reviewer's comments and suggestions to Technical Conference Services of the IEEE Activities Board.

Appendix C

North American Power Symposium

Introduction

This appendix provides a summary of information related to the organization of the North American Power Symposium (NAPS) and the operations and procedures that have been established by the steering committees of past symposia. The material for this Appendix came mainly from the PEEC Research Subcommittee that is responsible for NAPS.

Condensed History

The forerunner of NAPS was the Midwest Power Symposium (MPS) [1]. This symposium was established to provide an academic setting where students and faculty could discuss research and education programs at their universities. The first Midwest Power Symposium was held in 1969 with the following stated purpose [2]:

"The purpose of the Midwest Power Symposium is to stimulate advanced scholarly work and more research activity in the field of electric power engineering. This symposium is to be a forum where advanced students, their academic advisors, and practicing engineers can present the results of their work, discuss the activities of their colleagues, and publish their technical accomplishments with a minimum time delay."

This statement of purpose has remained unaltered throughout the history of MPS/NAPS. In addition, the sponsorship of PEEC has also remained as listed in the meeting descriptions of [3]:

"North American Power Symposium (formerly the Midwest Power Symposium): This conference is organized to serve educators and graduate students of regional universities in North America. It is a one-day meeting designed to improve communication of progress and results of university-based power system research. Planned for a college-campus setting, it provides for the early dissemination and publication of research project progress before results are available in formal technical paper form at other Power

Engineering Society meetings. The Power Engineering Education Committee is responsible for the technical program at this meeting. Attendance can be expected to be approximately 100 faculty, graduate students, and sponsoring industry IEEE members."

The location of the MPS was determined by the steering committee which met immediately following the last session of each symposium. The steering committee was an informal collection of faculty members that attended the symposium. Each university in attendance was given one vote on motions made by the committee. As interest in hosting the symposium grew, the committee planned formally up to two years in advance. The program chair for each symposium was the future symposium chair. For example, at the conclusion of the 19xx symposium, the locations for the 19xx+1 and 19xx+2 meetings were firmly decided. A representative of the two future-site universities would be required to confirm that they were still interested in hosting the symposia in those years. Locations for the meetings in 19xx+3 and beyond were tentative and usually consisted of an unordered list of interested sites.

The program chair was responsible for working with the symposium chair to formulate the call for papers. In order to reduce the financial burden on the host institution, many of the early calls asked the authors to provide copies of their papers for inclusion in the proceedings. This practice has been discontinued. A ten page limit on paper length was introduced in 1978.

Originally, the MPS was to alternate offerings east and west of the Mississippi River. Assuming that the University of Minnesota is east of the Mississippi, the first violation of the "east-west rule" occurred in 1980. The rule has been a guideline only in recent years.

The name change to the North American Power Symposium was proposed in 1984 - and affirmed by vote of the steering committee in 1985. Table C.1 shows the venues and chairs of the meetings from 1969-2002. Table C.2 shows some details on the program and proceedings of past symposia.

Table C.1 Program Venues and Chairs of the MPS/NAPS

<i>Midwest Power Symposium</i>			
1969	University of Minnesota	Minneapolis, MN	V. Albertson
1970	Iowa State University	Ames, IA	P. Anderson
1971	University of Michigan	Ann Arbor, MI	M. Enns
1972	University of Missouri – Columbia	Columbia, MO	L. Walker
1973	University of Cincinnati	Cincinnati, OH	C. Evert
1974	University of Missouri – Rolla	Rolla, MO	M. Anderson and E. Richards
1975	University of Akron	Akron, OH	R. Grumbach
1976	Kansas State University	Manhattan, KS	F. Harris
1977	West Virginia University	Morgantown, WV	K. Stanek and S. S. Venkata
1978	University of Nebraska	Lincoln, NE	H. Chung
1979	Ohio State University	Columbus, OH	S. Sebo
1980	Purdue University	W. Lafayette, IN	A. El-Abiad and G. Heydt
1981	University of Illinois	Urbana, IL	P. Sauer
1982	University of Wisconsin	Madison, WI	F. Alvarado
1983	Iowa State University	Ames, IA	K. Kruempel and A. Day
1984	Drexel University	Philadelphia, PA	R. Fischl
1985	Michigan Technological University	Houghton, MI	K. Stanek and D. Wiitanen
<i>North American Power Symposium</i>			
1986	Cornell University	Ithaca, NY	R. Thomas
1987	University of Alberta	Edmonton, AB	D. Kelley and D. Koval
1988	Purdue University	W. Lafayette, IN	G. Heydt
1989	University of Missouri – Rolla	Rolla, MO	M. Anderson and E. Richards
1990	Auburn University	Auburn, AL	C. Gross and G. Sheble
1991	Southern Illinois University	Carbondale, IL	M. Daneshdoost
1992	University of Nevada – Reno	Reno, NV	M. Etezadi-Amoli
1993	Howard University	Washington, DC	J. Momoh
1994	Kansas State University	Manhattan, KS	A. Pahwa and M. Morcos
1995	Montana State University	Bozeman, MT	H. Nehrir
1996	Massachusetts Institute of Technology	Cambridge, MA	B. Lesieutre
1997	University of Wyoming	Laramie, WY	B. Chowdhury
1998	Cleveland State University	Cleveland, OH	E. Villaseca
1999	California Polytechnic Institute	San Luis Obispo, CA	A. Shaban
2000	University of Waterloo	Waterloo, ON	C. Cañizares
2001	Texas A&M University	College Station, TX	K. Butler
2002	Arizona State University	Tempe, AZ	G. T. Heydt

Table C.2 Program and proceedings details of MPS/NAPS

Year	No. of papers	No. of sessions	Proceedings pages
Midwest Power Symposium			
1969	8	2	174
1970	20	2	137 *
1971	12	2	193
1972	11	2	154
1973	23	4	475
1974	38	7	589 (2 vol)
1975	19	4	354
1976	25	4	525
1977	23	6	350 (2 vol)
1978	19	6	167
1979	19	5	187
1980	34	9	285
1981	32	9	327
1982	26	8	286
1983	23	6	230
1984	32	7	352
1985	30	6	309
North American Power Symposium			
1986	28	6	303
1987	66	17	612
1988	44	12	364
1989	33	9	281
1990	49	10	434
1991	35	10	303
1992	48	12	434
1993	81	13	684
1994	94	16	829 (2 vol)
1995	108	19	719
1996	79	20	594
1997	91	18	604
1998	65	13	495
1999	81	16	522
2000	101	16	760 (2 vol)
2001			
2002			

*Combined with Midwest Power Systems Conference (a temporary name for the Minnesota Power Systems Conference). Approximately half of the program was the MPS. Total papers/pages shown in table refer to both meetings combined.

Although complete attendance records have not been kept for the symposium, selected data indicates that attendance has ranged between 40 and 200. For many years, the symposium attendance could best be described as "stable", but recent efforts to publicize the meeting and encourage student attendance has resulted in modest increases in paid attendance. The IEEE PES has been very helpful in this regard. Copies of all proceedings and most of the minutes and reports of previous meetings are currently on file at the University of Illinois.

Operating and Procedural Guidelines

The steering committee of MPS/NAPS has established guidelines for use in planning and hosting future symposia. These guidelines are summarized below:

1. NAPS will not normally expect funding support from IEEE/PES although IEEE has assisted with the publication of proceedings in the past.
2. IEEE/PES has provided excellent support in advertising future symposia in various publications. For example, past advertisements and calls for papers have appeared in the IEEE Power Engineering Review. The current year host should contact the prior year host to obtain information on who to contact to obtain this advertising.
3. It is desirable to have a reduced registration fee for students. In the past the normal registration fee has been between \$75 and \$100 (copy of proceedings included) for full registrants and between \$25 and \$50 (no copy of proceedings) for students.
4. The symposium should be held in a university setting, preferably alternating in location on either side of the Mississippi River.
5. The hosts of each NAPS may determine the specific format for their symposium, although the following format is suggested:
 - The follow-on site should be involved in the current year symposium program.
 - The symposium should be one and one half days (e.g. Monday - Tuesday noon).
 - The symposium should minimize the use of parallel sessions wherever possible.
 - The symposium should encourage student presentations.
 - They should consider a student prize paper contest.
 - They should issue the first call for papers by January 15 of the year.
 - They should ask for papers to be due by July 1 of the year.
 - They should hold the symposium in the fall (e.g. mid-October).

- They should specify a paper length limit of 8 pages.
 - They should encourage papers that illustrate student projects.
 - They should encourage student attendance.
 - They should require each submitting author to state an intent to attend.
6. The steering committee for a NAPS symposium will consist of the faculty members that attend that particular symposium. On matters requiring a vote, each university will be allowed only one vote. The steering committee meeting at each NAPS should (at the 20xx meeting):
- Evaluate the current NAPS meeting and consider modifications for future meetings. These evaluations should be based on a reporting by the host chair including statistics about numbers of papers, sessions, format and financial data.
 - Reaffirm the next years (20xx+1) site (a representative of that site must be present or have made this affirmation known to the committee in writing).
 - Affirm the follow-on (20xx+2) site (a representative of that site must be present or have made this affirmation known to the committee in writing).
 - Maintain a tentative list of future sites to be affirmed at future meetings. The ordering of this list will be established by a NAPS Site Selection Subcommittee as outlined in part 9 below.
7. The chair of the symposium should prepare minutes of the steering committee meeting and a report which will be forwarded to the chair of the Research Subcommittee of PEEC. The minutes should include at least the following information:
- Members present at the steering committee meeting
 - Time and place of the steering committee meeting
 - Approval of previous minutes
 - Statistics on current year attendees and paper acceptance
 - Statistics on expenses incurred by the host institution
 - Recording of any important motions.
 - Recording of the confirmation of the next two years sites
 - Recording of the list of possible sites after two years
8. The chair of the symposium should provide information to the chair of the follow-on symposium to assist in maintaining smooth transitions.

9. After the conclusion of each 20xx NAPS, the chair of the next NAPS (20xx+1) will organize and lead a NAPS Site Selection Subcommittee which will also include the chairs from NAPS 20xx-1, 20xx, 20xx+2 and one industry person. This subcommittee will solicit hosts for future meetings. This solicitation should close by July 1, 20xx+1. This subcommittee will use the following criteria to evaluate future sites:

- Sustained participation in previous NAPS meetings
- Time since last hosting NAPS
- Plans to maintain low registration costs
- Plans to support student participation
- Evidence of long-term interest in power
- Need for exposure
- Quality of facilities
- Alternating sites across the Mississippi River.

This subcommittee will prepare a recommendation for one additional firm site and any changes to the list of tentative future sites to the NAPS 20xx+1 steering committee for approval as outlined in section f above. This group may not revoke a firm site status unless specifically requested in writing by the scheduled firm site.

References

- [1] G.T. Heydt and P.W. Sauer, "A History of the North American Power Symposium", Proceedings 1994 North American Power Symposium, Kansas State University, Manhattan, Kansas, September 26-27, 1994, pp. 3-12.
- [2] The 1969 Midwest Power Symposium Proceedings, Department of Conferences and Institutes, General Extension Division, University of Minnesota, Minneapolis, MN, 1969.
- [3] C. J. Essel (Editor-in-Chief), 1995 IEEE Power Engineering Society Organization and Committee Directory, IEEE, 445 Hoes Lane, Piscataway, NJ, 1995.

Appendix D

PEEC Officer Duties Timetable

The Power Engineering Education Committee (PEEC) is a standing administrative committee of the Power Engineering Society (PES). In matters of membership, scope, and programs, PEEC reports to the PES Vice President for Education/Industry Relations. The organization and operating procedures set forth in this manual are for the guidance of the officers and members of PEEC in performing the work of the committee. The procedures in this manual cover the normal operation of the PEEC. If the procedures are not appropriate for special situations, the chair may authorize exceptions on an ad hoc basis when he decides that such exceptions are warranted. The chair, acting with the concurrence of the Administrative Subcommittee of PEEC (AdCom), may at any time direct the amendment of this manual. The PEEC AdCom meets four times a year (WM, APC, SM, and NAPS) and its subcommittees, task forces, and working groups, normally meet semiannually at the winter and summer IEEE-PES meetings.

PEEC Chair Timetable

January

- (1) Prepare report for chair's comments at PEEC at WM.
- (2) Preside at PEEC AdCom meeting (usually Monday morning) at WM.
- (3) Preside at PEEC Main Committee meeting (usually Tuesday morning) at WM. Submit report to secretary for minutes.
- (4) Identify PEEC and Subcommittee budget needs and prepare a consolidated budget request.

February

- (1) Follow up on action noted per Executive Board, Technical Council, and PEEC meetings at WM.
- (2) Coordinate with Secretary minutes of the AdCom and Main Committee meetings at WM.

March

- (1) Submit PEEC budget for the following year to VP, PES Education & Industry Relations.

April

- (1) Prepare report for chair's comments at PEEC at APC meeting.
- (2) Preside at PEEC AdCom meeting (usually Monday morning) at APC meeting.
- (3) Preside at PEEC Main Committee meeting (usually Tuesday morning) at APC meeting.
Submit report to secretary for minutes.
- (4) Usually receive PES Awards information. Put on agenda for discussion at SM meeting.

July

- (1) Prepare report for chair's comments at PEEC at SM.
- (2) Preside at PEEC AdCom meeting (usually Monday morning) at SM.
- (3) Preside at PEEC Main Committee meeting (usually Tuesday morning) at SM. Submit report to secretary for minutes.

August

- (1) Follow up on action noted per Executive Board, Technical Council, and PEEC meetings at SM.
- (2) Coordinate with Secretary minutes of the AdCom and Main Committee meetings at SM.
- (3) Seek advice from PEEC AdCom and then select nominees for ABET Review Teams and select new members of PEEC and/or working groups/task forces.

September

- (1) Prepare initial roster of next year's PEEC list of officers and members. Send to PEEC AdCom for review and comment by October 1. In particular, together with the immediate past chair, select a secretary of PEEC.

October

- (1) Prepare report for chair's comments at PEEC at NAPS meeting.
- (2) Preside at PEEC AdCom meeting (usually Monday morning) at NAPS meeting.
- (3) Preside at PEEC Main Committee meeting (usually Tuesday morning) at NAPS meeting. Submit report to secretary for minutes.

- (4) Prepare final roster and list of PEEC officers for next year. After a verbal consent form PES VP for Education and Industry Relations is received on new officers, submit final roster to VP and to Publications Editor of IEEE-PES Review.

November

- (1) Together with the chair of the Awards and Recognition Subcommittee, make recommendations to Chair of Awards and Recognition Department, PES for Outstanding Contributions to PEEC.

December

- (1) Review objectives and goals of PES and PEEC. Decide on future proposed courses of action of PEEC.

PEEC Vice Chair Timetable

Distributed at random times in the year

Act for the PEEC chair as needed

Act as liaison to the Editor in Chief of the Transactions on Power Systems

Receive papers for review from FlightDeck and handle review process, providing final recommendations to the editor in chief of the Transactions on Power Systems

January

Attend Technical Council meeting at WM for liaison reporting

Attend PEEC AdCom and Main meetings at the IEEE WM

Organize and chair the Outstanding Power Engineering Educator Award Subcommittee meeting

Attend meeting of the editors of the IEEE Transactions on Power Systems at the WM

Formulate a spreadsheet for the technical meetings, committee meetings, WGs and other meetings at the next SM

February

Finalize the meeting request rooms for the next SM

March

Submit the meeting request rooms for the next SM as per IEEE-PES deadlines

Collect nominations for the Outstanding Power Engineering Educator Award, and distribute to the evaluating committee

April

Collect scoring of the Outstanding Power Engineering Educator Award, and coordinate final selection of this award

Inform the PES Awards Committee Chair of the final selection of the Outstanding Power Engineering Educator Award

July

Attend Technical Council meeting at SM for liaison reporting.

Attend PEEC AdCom and Main meetings at the IEEE WM

Organize and chair the Outstanding Power Engineering Educator Award Subcommittee meeting

Attend meeting of the editors of the IEEE Transactions on Power Systems at the WM

Formulate a spreadsheet for the technical meetings, committee meetings, WGs and other meetings at the next WM

August

Begin publicity campaign for the Outstanding Power Engineering Educator Award

Finalize the meeting request rooms for the next WM

September

Submit the meeting request rooms for the next WM as per IEEE-PES deadlines

October

Attend the PEEC AdCom meeting at the North American Power Symposium

PEEC Secretary Timetable

January

Prepare and submit agenda for PEEC AdCom and Main committee meetings for WM

Attend PEEC AdCom and Main meetings at the IEEE WM and take minutes

February

Distribute minutes from the PEEC AdCom and Main meetings from the WM

Update the attendance matrix and committee roster

Update the Operations Manual and Organizational Directory as necessary

March

Prepare and submit agenda PEEC AdCom meeting at APC

April

Attend PEEC AdCom meeting at the APC and take minutes

Distribute minutes from the PEEC AdCom meeting at the APC

June

Prepare and submit agenda for the PEEC AdCom and Main committee meetings at the SM.

July

Attend PEEC AdCom and Main meetings at the IEEE SM and take minutes

Distribute minutes from the PEEC AdCom and Main meetings from the SM

Update the attendance matrix and committee roster

Update the Operations Manual and Organizational Directory as necessary

October

Prepare and submit agenda fro the PEEC AdCom meeting at NAPS.

Attend PEEC AdCom meeting at NAPS and take minutes

Distribute minutes from the PEEC AdCom meeting at NAPS

December

Update the Operations Manual and Organizational Directory as necessary

Prepare annual report and submit to the PES Vice President for Education/Industry Relations.