IEEE AP-S 2016 Summer AdCom Meeting
10:00-18:00, Sunday, June 26, 2016
The El Conquistador, Fajardo, Puerto Rico
Room: Poinsetlia B


Voting AdCom Members Participating by Webex: Guido Lombardi, Eric Mokole

Honorary Life AdCom Member in Attendance: Ross Stone

AdCom Ex-Officio Members in Attendance: Danilo Erricolo, Lars Foged, Yang Hao, Dave Kelley, Ben Leung, Stuart Long, Ron Marhefka, Vikass Moneburrain, Christian Pichot, Ajay Poddar, Magdalena Salazar-Palma, Kubilay Sertel, Zhongxiang Shen, George Uslenghi, Karl Warnick

Representatives and Past Presidents in Attendance: Yahia Antar, Jennifer Bernhard, Gary Brown, Takeshi Fukusako, Yahya Rahmat-Samii, Warren Stutzman, John Volakis, Rick Ziolkowski

Voting AdCom Members Excused Absent: Steve Best, Christophe Caloz

1. Introduction

The meeting was called to order at 10:05 am by the presiding officer, Prof. Michael Jensen, 2016 President of the IEEE AP Society.

All members in attendance introduced themselves.

2. Welcome from the Host Conference Committee (Scott Tyo)

Prof. Scott Tyo, General Chair of the 2016 IEEE AP-S International Symposium and North American Radio Science Meeting, welcomed all AdCom members to Puerto Rico. The symposium will take place in the beautiful resort hotel: The El Conquistador.

On behalf of the Society, President Jensen thanked Prof. Tyo and his Organizing Committee for the tremendous efforts put in to organize the Symposium.

3. Approval of Prior Minutes and Consent Agenda (Zhongxiang Shen)

The minutes of the Winter AdCom meeting held in Los Angeles, California, and the documents under Consent Agenda were emailed to all members beforehand. Hardcopies of the minutes were also distributed to all attendees.
Motion (Stone, Barbin): Approve the Minutes of the 2016 Winter AdCom Meeting and Consent Agenda of This Summer AdCom Meeting as Circulated by Both Email and Hcndcopy Handouts. Motion Carries Unanimously.

4. Discussion of the Meeting Agenda and Overriding Issues (Michael Jensen)

The meeting agenda was circulated to all AdCom members by email a few weeks before the meeting. Hardcopies of the meeting agenda were also distributed to all in presence.

Prof. Yahya Rahmat-Samii suggested adding an item “Discussion of the new submission policy of our Transactions on Antennas and Propagation”. President Jensen said that there is an item in the Agenda (Item 9) for journal editorial problems. The concerned issue can be discussed under Item 9 near the end of the meeting. Prof. Mahta Moghaddam also requested to add an item so that AdCom can vote on a motion concerning the page budget revision of AP Magazine. Prof. Jensen mentioned that the motion can be voted near the lunch break.

Motion (Stone, Moghaddam): Approve the Circulated Agenda. Motion Carries Unanimously.

5.1 Past President’s Report (Roberto Graglia)

Prof. Graglia briefly reported the following activities after the winter AdCom meeting in Los Angeles.

(i) Attended the IEEE June Meeting Series in New Brunswick, NJ
(ii) General co-chair (together with Prof. G. Pelosi of the University of Florence, Italy) of the 13th International Workshop on Finite Elements for Microwave Engineering, held in Florence, Italy, May 16-18, 2016, financially co-sponsored by IEEE AP-S.

5.2 President’s Report (Michael Jensen)

President Jensen first shared the following society appointments with the meeting.

- Transactions Editor-in-Chief: Danilo Erricolo
- AP-S Meetings Committee Chair: Dave Michelson
- AP-S WIE Representative: Eva Rajo-Iglesias

He also mentioned that we need to continue to encourage young members to join our committees. Prof. Yahya Rahmat-Samii commented that efforts be made so that young professionals and students feel that they are welcomed by the Society.

Concerning the AP-S publications, Prof. Jensen updated the meeting that Journal of Multiscale and Multiphysics Computational Techniques published the first few papers in early June. The search for the founding Editor-in-Chief of Journal of Electromagnetics, RF and Microwaves in Medicine and Biology is ongoing. A leader for driving the new Journal of Special Topics in Antennas and Propagation (JSTAP) is to be identified. Prof. Yahya Rahmat-Samii asked about the vision of JSTAP. Prof. Jensen replied that it aims to publish 4-6 special issues in a year. Prof. George Uslenghi asked whether the Transactions would not have special issues when JSTAP is put in place. Prof. Jensen replied that this issue may be decided by the TAP EiC.
Prof. Jensen then reported that statistical data show that the number of IEEE sponsored conferences has been steadily growing over the years. In view of this and the new IEEE technical co-sponsorship (TCS) fee policy, he proposed to enlarge the current AP-S Meetings Committee so that the Committee can handle both financially sponsored (or co-sponsored) meetings and AP-S TCS conference applications. The current Meetings Committee has 3 members and one Meetings Coordinator; all of them are also AP-S representatives on Joint Meeting Committee (JMC). Additional members of the Meetings Committee can form a sub-committee to review all the TCS conference applications and make recommendations to the President. Prof. Magdalena Salazar-Palma asked whether these additional members of the Meetings Committee would also be members of the JMC. Prof. Jensen replied that they are not part of JMC, but are tasked to look at a specific area related to meetings. Dr. Ross Stone said that it is not advisable to change the structure of JMC because it may require a revision of the MOU between AP-S and URSI-USNC. Prof. Roberto Graglia suggested the Constitution and Bylaws Committee to look at the Operational Manual to see what changes to be made to accommodate this extension.

From IEEE Society Reviews, it was noted that the top 2 observations are
(i) Development of on-site IEEE member number checking at conferences;
(ii) Participation of young professionals and women in society governing bodies.

At the IEEE Board level, the following three major bodies were proposed:

(i) Board of Directors (restructured): 13 members with 12 voting elected by the full membership and one Executive Director as non-voting member
(ii) Enterprise Board (new body): 22 members with 10 voting members and 12 non-voting members
(iii) Assembly (same composition, new role): focusing on IEEE Constituency.

Prof. Jensen added that his previous column on AP Magazine talks about these IEEE Constitution changes. Although he is not in favor of all changes, he welcomes comments and suggestions from AdCom members.

Finally, Prof. Jensen introduced the current process of selecting AdCom member/President-Elect nominations, which consists of the following four stages:
Stage 1: Solicit and secure nominations by all members and non-members
Stage 2: Down-selection by the Nominations Committee to 4 candidates for each position
Stage 3: Comments from Past Presidents
Stage 4: Down-selection by AdCom to 2 candidates per position

In order for AdCom to have an overall picture of all nominators, Stages 2 and 3 are to be revised as follows.

Stage 2: Nominations Committee reviews all nominations and notify nominators of deficiencies. All names will be distributed to AdCom
Stage 3: Past Presidents may provide ranking and comments to AdCom

Discussions: Concerning the above proposed changes, Dr. Trevor Bird commented that transparency is probably the most important consideration. Prof. Jensen agreed and added that the proposed changes of the nomination procedure is to allow more transparency and solicit inputs from Past Presidents. Prof. Mahta Moghaddam said that the new procedure basically provides the pre-filtering of nominations by the Past Presidents Council. Prof.
Roberto Graglia added that the Society has a lot of past presidents though not every one of them is active. Prof. Gary Brown suggested that the time frame of nomination should be revised accordingly to accommodate the proposed change. Prof. Yahya Rahmat-Samii commented that it is important to make the process more transparent to all members, not just to past presidents. Prof. George Uslenghi suggested that all the information be made available at the society webpage about one month before the symposium and the four immediate past presidents can then collect comments and suggestions from all members. Prof. Magdalena Salazar-Palma commented that obtaining too many comments/views may not necessarily be productive and result in good outcomes. It is certainly a good step to release all the nominees to the Past Presidents Council and all voting AdCom members. Dr. Ross Stone added that this is like going back to the past practice that the Past Presidents Council reviews the nominations before AdCom.

5.3 President-Elect’s Report (Ahmed Kishk)

Prof. Ahmed Kishk shared with the meeting some of the things he would like to work on and they include

(i) Continuing the work on boosting the new membership of our Society, not only in Regions 9 and 10, but also in Regions 1-8.
(ii) Enhancing the industry involvement and their interaction with the Society. For example, we can encourage industry leaders to organize workshop in our conferences and involve them as invited speakers or distinguished lecturers. We should also encourage participation of industries in AP-S Exhibitions. Efforts should be made to change the image of our Society as it is mainly academic.
(iii) Involving young members early. For instance, we should have representative of young members in the Committees and engage young members and students as reviewers of our publications.
(iv) Highlighting the value of the volunteer work because it is really the backbone of our Society.
(v) Strengthening the relationship with sister societies as this could also create multidisciplinary activities that will have a positive impact on our members.
(vi) Improving the quality of our Journals because some members are worried about the impact factors of our publications.
(vii) Soliciting good topics for workshops and short courses at our Symposium. IMS has been very successful in organizing good workshops and short courses. It may be good to form a Committee for workshops and short courses. Some incentives may be provided to the workshop organizers.
(viii) Emphasizing more accountability when requesting AP-S financial support. Request for AP-S funding may include itemized budget and annual report should provide itemized expenditure.
(ix) Engaging AdCom members in the Committees

Finally, Prof. Kishk listed the following four items for discussions:
(1) Blind reviews
(2) Initiatives format
(3) Short courses and workshops Committee for conferences
(4) Short courses during the conferences that are of educational nature.
Discussions: Prof. Magdalena Salazar-Palma commented that AP-S has representatives for Women-in-Engineering (WIE) and Young Professionals. She also suggested that technical committees be established to look at the short courses and workshops. Prof. Kishk agreed that workshops/short courses should be reviewed by technical committees, not the local organizer. Prof. Yahya Rahmat-Samii suggested that it may be good to look at European School of Antennas. Since the MTT-S is very successful in organizing workshops and short courses, it may also be important to know how much they charge participants and how much goes to the lecturers. Dr. Trevor Bird agreed that more information and historical data may be required.

5.4 Treasurer’s Report (Don McPherson)

Before his presentation, Mr. McPherson shared with the meeting that there may be still significant delays in some financial processing within the IEEE and he has been working with IEEE staff to understand the difficulties and to resolve the issues.

At the winter AdCom meeting, it was projected that the Society would have a net surplus of $180K to $580K for 2015. The actual net was $263.6K, while the budgeted net was $448K. It may be noted that the IEEE did not distribute pre-audit results for FM13 and the final post-audit results for FM14 had not been fully analyzed. On the other hand, two years of conference expenses were processed in 2015, which included $60K of AdCom expenses from APS 2014 and $28K for APS 2014 conference paper acquisition fees. Mr. McPherson then showed a number of charts showing details of the 2015 income and expenses. At the moment, the Society has a reserve of about $9 million including surplus from operations and investment returns.

For 2016, the All-Society Periodicals Package (ASPP) revenue is budgeted to increase over 2015 for Transactions, AWPL and conference papers. Both conference revenue and expenses are projected to increase due to larger portfolio. The financial impacts of the new journal (JMMCT) and the new fees for technically co-sponsored conferences will be assessed and reviewed. The budgeted income and expenses for 2016 Periodicals are $2,688.8K and $1,423.7K, respectively. The budgeted income and expenses for meetings/conferences are $2,184.1K and $1,173.9K, respectively. The budgeted committee expenses amount to $555.3K for 2016.

For 2017, the first pass budget is under review and AP-S will provide inputs to the IEEE on June 30, 2016. It should be noted that any initiative inputs require brief description and plan data.

After the presentation, Prof. Magdalena Salazar-Palma suggested that Mr. McPherson slides should be circulated to all members because they include a lot of useful data. Mr. McPherson agreed to distribute the slides after the meeting. Prof. Yahya Rahmat-Samii also suggested that more support may be provided to students attending the Symposium because the Society is financially very healthy now. Dr. Trevor Bird said that Distinguished Lectures may be recorded and these recorded lectures be made available on-line to all members though this issue has been discussed a number of times before. A separate budget may be allocated by AdCom to accomplish this task. Prof. Scott Tyo mentioned that AP-S conferences may also be able to use the surplus to improve the conference experience. Prof. Jensen said that the
Meetings Committee may look at these issues and then report at the November AdCom meeting.

6.1 *Transactions EIC’s Report* (Ben Leung)

During the period from July 2015 to June 2016, a total of 707 papers were published in the Transactions, which is slightly less than 720 papers published from July 2014 to June 2015. Prof. Leung also showed the statistical data about the number of submissions over the past ten years and it was noticed that the number of submissions has been growing over the years. During the period from June 2015 to May 2016, 3054 papers were submitted including both new submissions and revised submissions. Out of all the submissions, about 72% of them were submitted as Paper and 26% as Communication. On the average, 147.5 new manuscripts are submitted every month, or five new submissions every day. The annual growth rate of all submissions is about -1% at the moment.

Prof. Leung shared that the acceptance rate of TAP is now 42.5% based on a moving three-year sample (June 2013 to May 2016), while the rate becomes 43.3% based on one-year sample (June 2015 to May 2016). For the period from June 2015 to May 2016, the average time from submission to first decision is 2.5 months and the average time from submission to final decision is 4.9 months. For July 2015 to June 2016, the average time from submission to acceptance is about 7.3 months and 80% of papers are accepted within 10 months from their initial submission. Papers accepted are normally published within 3 months upon receipt of final files from authors. The average time from submission to publication is about 10 months. Based on the current submissions, Prof. Leung proposed the following motion.

**Motion (Stone, Bird):** AdCom to Approve the Revised Page Budget of 5600 Pages for Both 2016 and 2017.

**Discussions:** Dr. Ross Stone doubted if there is a need to raise this issue when the revised page budget is a downward adjustment. Prof. Mike Jensen clarified that it requires AdCom’s approval for increasing the page budget, but it only needs to inform IEEE staff for reducing the page budget. Dr. Stone suggested Prof. Leung to withdraw the motion and then inform IEEE staff about the 2016 page budget. For 2017 page budget, it can be done later when more information is available. Prof. Leung then decided to withdraw the motion and he will inform IEEE staff accordingly.

Prof. Leung then informed the meeting that there are 44 active Associate Editors at the moment and 5 Track Editors have been appointed:

- **Antenna:** Kwok W. (Ben) Leung
- **Electromagnetics:** Christophe Fumeaux
- **Numerical Techniques:** Jamesina Simpson
- **Propagation & Scattering; Periodic Structures:** Vincenzo Galdi
- **Wireless:** Buon Kiong Lau

It is noted that Track Editors will make quasi-final decision though the final decision is still made by the EiC.
The following three Outstanding Associate Editors will be honored this year: Kin-Lu Wong, Amin Abbosh, and Filiberto Bilotti. In the meanwhile, the following ten top reviewers will receive certificate of appreciation: Davide Ramaccia, Chow-Yen-Desmond Sim, Tim Brown, Mirko Barbuto, Filippo Costa, Alessio Monti, Toni Björninen, Wen-Jun Lu, Nelson Fonseca, and Jun Choi. As for the selection of Outstanding Associate Editors and Reviewers, Prof. Magdalena Salazar-Palma asked if there are formulas to assist the selection. Prof. Leung replied, “Yes, there are two sets of formulas, one for Associate Editors and one for reviewers. The formulas were presented in the AdCom meeting before.”

In January 2016, a new section was implemented in the TAP Online Submission System to facilitate paper screening and review process. In the new section, authors are required to answer four questions addressing significance & suitability to the AP-S, novelty, closely related work by authors, and closely related work by others. The new section in the submission system was recently revised for new submissions only and authors are now required to attach a front page containing the four questions and their answers to the manuscript. The front page is not required for final submission of accepted papers. In the meantime, authors are no longer required to upload referenced papers by others to avoid any potential copyright issues.

Regarding the new section required in the submission system, Prof. George Uslenghi expressed a concern about the contents of the form. Prof. Mike Jensen said that this issue can be discussed later in the afternoon under Agenda Item 9.

A special issue on “Theory and Applications of Characteristic Modes” will be published in July 2016 thanks to the great efforts made by the Guest Editors: Buon Kiong Lau, Hiroyuki Arai, Dirk Manteuffel, and Sean Victor Hum. A call for special issue proposals was announced in Dec. 2015 and 22 proposals were received before the deadline. All the proposals were evaluated by the TAP Special Issue Committee chaired by Vincenzo Galdi. The highest ranked proposal “Antennas and Propagation Aspects of 5G Communications” was accepted. The Guest Editors of this special issue are Duixian Liu, Wonbin Hong, Wei Hong, Cyril Luxey, and Theodore S. Rapport and it is scheduled for publication in Oct. 2017. For new special issues in the TAP, Prof. Tapan Sarkar suggested to consider publishing topics related to IEEE Future Directions Initiatives. Prof. Jensen said that this issue may be discussed among the TAP EiC, Prof. Tapan Sarkar and Dr. Eric Mokole. Such special issue may also be published in the Magazine.

It was mentioned that TAP is still ranked No. 2 among all IEEE publications in terms of IEEE Xplore downloads. Prof. Leung also said that his EiC term will finish in July, 2016 and the incoming Editor-in-Chief for TAP is Prof. Danilo Erricolo of University of Illinois at Chicago. Finally, Prof. Leung thanked the AdCom for his appointment of EiC.

6.2 AWPL EIC’s Report (Yang Hao)

Prof. Hao informed the meeting that letters submitted to AWPL can have a maximum length of 4 pages using the double-column IEEE format. The page charge of $110 for the first page is voluntary and mandatory charge of $200 each subsequent page is levied. The approved page budget for 2016 is 1800. The current impact factor of AWPL is 1.75, slightly more than 1.58 for last year.
There is a backlog in publishing accepted papers at the moment due to a small page budget for 2016. In fact, there are already enough papers on hold to fill one-third of the 2017 issue. A few options can be considered to alleviate the growing backlog problem.

(i) Substantially increase the page budget for both 2016 and 2017
(ii) Change AWPL to an online-only journal that can save printing costs
(iii) Remove the year-end index so that more papers can be accommodated.

Prof. Hao then proposed a motion to revise the approved page budget of AWPL: 1900 pages (an increase of 100 pages from 1800 pages) for 2016 and 2000 pages (an increase of 200 pages from approved 1800 pages) for 2017. Prof. Mike Jensen said that a page budget of 3300 pages would be required to eliminate the backlog problem based on the number of papers accepted this year. The proposed motion is not aggressive enough to address the backlog problem. Dr. Ross Stone said that there appears nearly one-year backlog at the moment. If the situation continues down the road, authors will find other venues to publish their papers. He then strongly recommended to greatly increase the page budget to get rid of the backlog. Many members expressed their views about the backlog and suggested possible solutions to reduce it. Prof. Mike Jensen finally suggested that a holistic plan should be formulated before the November AdCom meeting addressing the few issues related to AWPL (reducing backlog, possibility of changing page charge scheme and eliminating printed copy, etc.).

Prof. Hao also showed a number of statistical charts showing AWPL’s impact factor variation, journals citing AWPL papers, and submission status. In 2015, a total of 2,498 papers were submitted to AWPL, which is about 9.5% less than that received in 2014. From Jan. 1, 2016 to June 19, 2016, 1,199 manuscripts were received, which is slightly less than the number of 1,237 papers received during the same period last year. It is then projected that a 3% decrease in submissions may be expected for 2016.

Two Special Clusters are planned for 2016 and they are

- “Impact of User-Related Randomness on Antennas and Channels” edited by Prof. Alain Sibille and Prof. Per-Simon Kildal
- “Antennas and Propagation for Future Transportation Systems” edited by Prof. Bo Ai, Prof. Claude Oestges and Prof. David W. Matolak.

AWPL remains one of the fastest journals among IEEE publications. The average time from submission to decision is 37 days in 2015 (32 days in 2014 and 36 days in 2013). The aim is to establish AWPL as a primary rapid publishing journal for the community with increasing academic and industrial impact.

At the moment, AWPL has 31 Associate Editors including three newly appointed (Anil Kumar RamRakhyani, Amin Abbosh, and George Hanson). Thanks go to four outgoing Associate Editors (Nader Behdad, Anthony Grbic, Giampiero Lovat and Zhijun Zhang). Around the middle of 2016, the acceptance rate of AWPL is about 35.4%, lower than 42.3% in 2015.

In summary, AWPL is still doing well within the IEEE community. The journal has established itself as a rapid publication for antennas and propagation engineers. The editorial board has been performing well with some room for improvement.
After the presentation, Mr. Lars Foged asked what the percentage of papers is from industries. Prof. Hao replied that the data should be available, but it will take time to analyze them.

Before the lunch break, Prof. Mahta Moghaddam proposed the following motion.

**Motion (Moghaddam, Stone): AdCom to Approve 2016 Page Budget for the AP Magazine to Increase from 600 Pages to 720 Pages. Motion Carries Unanimously.**

The Meeting Adjourned for Lunch Break at 12:40.

The Meeting Reconvened after Lunch Break at 13:40.

### 6.3 Electronic Communications EIC’s Report (Kubilay Sertel)

Prof. Sertel informed the meeting that the Society’s Web-Site ([http://www.ieeeaps.org](http://www.ieeeaps.org)) has been undergoing regular updates. For example, announcements have been kept up to date, AP Magazine page has also been updated, link to AP-S Symposium 2016 has been provided, and AP-S membership information has been added. Other updates include AP-S Officers and Committee Chairs, AP-S Operating Manual, SIGHT activities, Distinguished Lecturer (DL) Program, AdCom Members Area, upcoming conferences, chapter documents, and AdCom meeting minutes.

Prof. Sertel also introduced a number of pending improvements. The issue of hosting video archives was discussed in the past and it is still pending at the moment. It can be hosted at either IEEE.tv or AP-S webpage for the videos taken at Special Sessions of the Symposium by the Education Committee or those recorded DL lectures. Dr. Mike Potter (Education Subcommittee Chair) has volunteered to look into the possibility of hosting educational materials on the AP-S website though some funds may be required. Other pending items include the IEEE Collabratech integration, update of internal pages by committee chairs/members, AP-S Newsletter.

The support budget of $20,000 has been in place to cover the costs for 3 years. So far, $14,863 has been spent in the first year due to extensive updates needed. The left amount of $5,137 should cover another year or so though additional funds may be provided. Regarding the additional funds required, Mr. Don McPherson said that a budget of $15K a year for subsequent years has already been approved by the AdCom.

For the issue of hosting video archives, Prof. Mike Jensen said that the Society can hire someone to do it if needed. Prof. Roberto Graglia added that a budget of $10K was approved to record DL lectures. He favors to revive the Newsletter so that Society News and conference CFPs can be conveyed to our members in a timely manner. Prof. Graglia also shared that a current TAB initiative is under development to make presentation slides at IEEE conferences available on-line.

Prof. Mike Jensen said that the new DLP Chair may be in charge of the DL lecture recording. The issue of making other educational materials available online may be discussed in the fall AdCom meeting if a concrete proposal can be submitted beforehand. Prof. Mahta Moghaddam suggested that it may be good to provide a short introductory clip for the recorded DL. Prof. Yahya Rahmat-Samii reminded all that a revisit of the Society’s mission may be required
because different members may have different needs. It is important to know the targeted audience when preparing the recorded educational materials. Finally, Prof. Jensen suggested that both Education Committee and Industrial Initiatives Committee may work together and seek inputs from Prof. Rahmat-Ramii about the contents of educational materials to be recorded.

7. Report from the Host Committee (Scott Tyo)

As the General Chair of 2016 AP-S/URSI Symposium, Prof. Tyo first introduced the members of his Steering Committee. The number of total registrants is 1145. The symposium accepted 1457 technical papers (1131 oral presentations in 120 sessions and 326 posters) out of 1610 submitted papers. There are 16 Special Sessions on various topics. During the four-day symposium, a number of lunch activities have been planned. Reception will be held on Monday at the Hotel Pool, while Award Ceremony and Conference Banquet are scheduled on Wednesday. Student activities (paper competition, design contest, and beach party) are arranged on Tuesday. There are a lot of lunch and dinner options within the hotel or around Fajardo.

Prof. Tyo then discussed a number of points for consideration by the AdCom: planning of tracks, cancellation of registration due to Zika and visa problems, selection of poster and oral topics, providing more autonomy in organizing special sessions, scheduling of short courses, and improvement of online submission system. This year there are 16 short courses scheduled on Friday, Thursday and Wednesday. The number of short course attendees increases to 189 this year because of the low price charged.

Finally, Prof. Tyo shared with the meeting that all the budget numbers are ‘on track’ with about 19.8% surplus of the total revenues.

After the presentation, Prof. Yahya Rahmat-Samii asked how to assess the success of the newly introduced scheme to separate Award Ceremony and Conference Banquet. Prof. Stuart Long replied that one may look at the attendance at both events.

8. Committee Reports

8.1 Awards Committee (Ronald Marhefka)

As the Coordinator of Awards Committee, Prof. Marhefka introduced that there are two sub-committees:

**Field Awards Committee**: Call for nominations was announced on the AP-S web in August 2015 and reminder to all members was emailed in December. The selection process was finished near the end of March 2016. It was noticed that several nominations contained endorsements from AdCom members, which should not be allowed.

**Papers Awards Committee**: Request for candidate papers went out to Editors-in-Chief in early December 2015 and candidates were received in January and early February 2016. The selection was completed in mid-April.

The Chair for Field Awards Committee is Prof. Christian Pichot replacing Prof. Ahmed Kishk who became President-Elect this year. Prof. Shanker Balasubramaniam is serving his first
year as the Chair of Papers Awards Committee. All the committee members are serving less than 3 years.

The 2016 Field Awards are as follows:

- **Distinguished Achievement Award**: Hisamatsu Nakano
- **Chen-To Tai Distinguished Educator Award**: Stefano Maci
- **John Kraus Antenna Award**: Yahya Rahmat-Samii
- **Lot Shafai Mid-Career Distinguished Achievement Award**: Mojgan Daneshmand
- **Harrington-Mittra Award in Computational Electromagnetics**: Jin-Fa Lee

The 2016 Paper Awards are:

- **Sergei A. Schelkunoff Award**: Gabriele Minatti, Marco Faenzi, Enrica Martini, Francesco Caminita, Paolo De Vita, David Gonzalez_ovejero, Mrco Sabbandini, and Stefano Maci
- **Harold A. Wheeler Award**: Matthew A. Morgan and Tod A. Boyd
- **R. W. P. King Award**: Lei Guo and Amin M. Abbosh
- **Piergiorgio L. E. Uslenghi Award**: Mathew W. Lukacs, Angela J. Zeqollari, Peter J. Collins, and Michael A. Temple
- **Edward E. Altschuler Award**: Simon Henault and Yahia M. Antar

Prof. Marhefka then proposed an amendment to the Operating Manual concerning the eligibility of the Lot-Shafai Mid-Career Distinguished Achievement Award. Because it is time-limited, it should therefore be treated like the paper awards. The complete statement is given as follows with the added changes highlighted in red.

- **3.1.3 Eligibility and Other Regulations**

  The eligibility and selection of the candidates for all the Society Awards will be governed by IEEE and AP-S procedures and regulations, particularly IEEE Policy 4.4 on Awards Limitations. Members of the Awards Committee and the AdCom may not be considered for awards while they are on those committees, nor may they be considered in the 12 months immediately following the end of their term of service. The only exception is for time-limited awards such as the Paper Awards and the Lot-Shafai Mid-Career Distinguished Achievement Award. In these cases, the affected individuals must recuse themselves from all considerations dealing with the award, and these recusals must be noted in the minutes. Members of the Awards Committee and of the AdCom may not nominate or serve as references for award nominees.

**Motion (Seconded by the Awards Committee): AdCom to Approve the above Proposed Amendment to the AP-S Operating Manual. Motion Carries (13 Yes and 1 Abstain).**

Prof. Marhefka also shared with the meeting the Awards Finances provided by Mr. Don McPherson. Because the balance for some awards is running low, actions by the AdCom may be required. A number of possible suggestions were provided.

- IEEE suggests to expand the Chen-To Tai Award in some way since it is over funded at the present rate;
• No Dudley Award is given this year and only 3 nominations were received in the past two years. Publishers may be asked to increase their contribution of books or to add money;
• For the highly prized Distinguished Achievement Award, someone may be encouraged to donate money with the naming rights.

Since it is the last year of the three-year term as Awards Coordinator, Prof. Marhefka has completed the document outlining the Coordinator’s duties and best practices of the Awards Committee for a smooth transition to the new Coordinator. He also would like to thank AdCom, Past and Present Presidents, Liz Parascondola of IEEE, and Nancy Sutta Berns of Conference Management Services.

Concerning the financial situation of some mentioned awards, Prof. Mike Jensen suggested that Prof. Marhefka work with the IEEE to come up with a proposal so that AdCom can deliberate it at the next meeting. Prof. Jennifer Bernhard suggested using reserve money to fund these awards. Dr. Ross Stone commented that the Distinguished Achievement Award is a Society Award and it should be funded by the AP-S. Prof. Stuart Long said that other societies have more awards than ours. It won't be a good thing to discontinue the Dudley Undergraduate Teaching Award. Prof. Yahya Rahmat-Samii asked how many papers were shortlisted for the Schelkunoff Award. Prof. Marhefka replied that 36 papers were shortlisted.

In the end, Prof. Jensen requested Prof. Marhefka to look at the details of these awards and work with the IEEE to see what can be done.

8.2 Education Committee (Dave Kelley)

Prof. Kelley started his presentation by stating the Education Committee’s responsibilities and they include Student Research Awards, Student Design Contest, Special Session Recording, Annual Student/Young Professionals reception, eLearning Library (formerly Expert Now), AP Magazine’s Education Column, Education Section of the AP-S website, Student Papers Competition, On-line Resources and Education Initiatives, and other duties.

The new Coordinator of the Student Design Contest is Prof. Sean Hum. The final judging of this year’s design contest will take place on June 28 and the results will be announced at the Awards Ceremony.

The annual Student/Young Professionals Reception is organized to build strong relationships between students, young professionals and AP-S members. The attendance is usually very high and the event has been greatly appreciated by students and young professionals. This year’s event will be held on the Resort’s Palomino Island and tickets are selling at $15 for students and young professionals and $25 for others.

Prof. Kelley also showed the statistical data about the number of applications for the Research Grants over the years. Two new subcommittees have been formed recently: (i) Educational Initiatives Subcommittee to support new ideas in EM education and the Coordinator is Prof. Raed Shubair; (ii) Online Resources Subcommittee to look at the repository of teaching and learning aids with Dr. Mike Potter as the Coordinator.

Prof. Kelley then proposed a couple of items for AdCom’s consideration.
(i) Increasing Design Contest funding to assist with travel for six teams (an increase of $10,800)
(ii) Increasing travel grants for the Paper Contest (an increase of $22,500)

The 2016 budget for the Education Committee is $190K and the Committee proposes the following budget for 2017 after considering the above increases.

Motion (Seconded by the Education Committee): AdCom to Approve the 2017 Budget of $210,938 for the Education Committee. Motion Carries (15 Yes and 1 Abstain).

8.3 Meetings Committee (George Uslenghi)

Prof. Uslenghi first informed the meeting that Prof. Dave Michelson will take over his position as the Chair of Meetings Committee right after this AdCom meeting. He then reported the AP-S and JMC meetings held on June 25, 2016. The following items were discussed in the meetings.

(i) Summer Meetings in the years 2017-2022
   2017: Preparation is on the right track
   2018: The 2018 AP-S/URSI Symposium requested an Advance of $15K from AP-S and $15K from URSI.

   Motion (Seconded by the Meetings Committee): AdCom to Approve an Advance of $15K for 2018 AP-S/URSI Symposium. Motion Carries Unanimously.

   2019: Organizing Committee is now in place.
   2020: The preparation is advancing smoothly.
   2021: Selection of a suitable Professional Conference Organizer is ongoing.
   2022: Prof. Magdalena Salazar-Palma and Dr. Ross Stone will come up with a Call-For-Proposals and the venue will be decided in 2017.

(ii) Student Registration Fee: There were some concerns about the high student registration fee though no action has been identified.

(iii) Bylaws and Operating Manual: These documents of the Meetings Committee should be kept up to date.

(iv) Financially Sponsored Conferences: Prof. Magdalena Salazar-Palma, a member of the Meetings Committee, is in charge of reviewing such conference applications.

   CAMA: CAMA 2016 will be held in Syracuse, NY, this October. CAMA 2017 will be held in Ibaraki, Japan, and the conference organizer is requesting an Advance of $20K.

   Motion (Seconded by the Meetings Committee): AdCom to Approve an Advance of $20K for 2017 IEEE International Conference on Antenna Measurements and Applications. Motion Carries Unanimously.

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APWC: The surplus of 2015 APWC has been returned to AP-S. Prof. Paul Smith is the General Chair of APWC 2016 to be held in Cairns, Australia, this September. The preparation of APWC 2017 will be reported later in the meeting and the conference organizer is requesting an Advance of $24.7K.

Motion (Seconded by the Meetings Committee): AdCom to Approve an Advance of $24.7K for 2017 IEEE AP-S Topical Conference on Antenna and Propagation in Wireless Communications (APWC). Motion Carries Unanimously.

8.4 Chapter Activities Committee and SIGHT Committee (Ajay Poddar)

Chapter Activities

Dr. Poddar began his presentation by introducing a few initiatives he took, such as establishing and maintaining communications with AP-S Chapter Chairs, providing help to rejuvenate inactive chapters, assisting to establish new AP-S chapters, providing training materials for chapter officers, etc. He also talked about his short- and long-term goals, plans and the process of motivating volunteers.

By June 1, 2016, there are 148 AP-S chapters altogether (26 AP-S chapters, 99 joint chapters, and 23 student branch chapters). In 2015, 14 new chapters or student branches were established. In the first half of 2016, another 5 chapters were formed with 6 petitions in progress. This year, two AP-S chapters, Poland and Hong Kong Chapters, are selected to receive the Outstanding AP-S Chapter Award. The Award Committee chaired by Prof. Roberto Graglia reviewed all the nominations and made the selection.

Dr. Poddar reported that 103 chapters submitted their 2015 annual reports and this indicates that about 70% of our chapters are active. He also showed the 2016 mid-year spending status including annual support to chapters, special projects, and travel grants to chapter chairs. 39 chapters have received their annual support till June 2016 and 17 chapter chairs received their Travel Grants. After that, Dr. Poddar proposed a motion for the 2017 budget for Chapter Activities Committee, which is slightly less than the 2016 budget (a reduction of $8,050).

Motion (Seconded by the Chapter Activities Committee): AdCom to Approve the 2017 Budget of $104,450 for Chapter Activities Committee. Motion Carries Unanimously.

Finally, Dr. Poddar expressed his appreciation to a number of individuals who have provided help over the year.

SIGHT

IEEE AP-S Special Interest Group on Humanitarian Technology (SIGHT) is a new initiative and the SIGHT Committee has 11 members at the moment. Dr. Poddar reported a number of activities his SIGHT Committee has organized.

- Oct. 2015: IEEE AP-S SIGHT participated in the inauguration of the newly designed amateur radio station in Saulgrub, Germany.
- Nov. 2015: IEEE AP-S Southern Alberta (Canada) Section organized a HAM radio training session for undergraduate and graduate students.
- Dec. 10-12, 2015: AP-S and MTT-S SIGHT co-sponsored a joint event in Hyderabad, India, which included panel session, SIGHT design competition, amateur radio session and demonstration.
- Dec. 16, 2015: AP-S SIGHT event CODEC in Kolkata, India

Finally, Dr. Poddar briefly introduce his Committee’s 2016 plan and activities. It will team up with sister societies to study low-cost humanitarian technology for disaster readiness. It may focus on building skills and capabilities to apply wireless technologies and earth observations towards societal benefits. SIGHT events are to be organized during LAMC, Mexico, and APMC/IMaRC, India, this December.

8.5 DL Program (Danilo Erricolo)

Prof. Erricolo first introduced the DLP Committee members. The responsibilities of the DLP Committee are to oversee the DLP operations, to update the DLP information on the AP-S website, to maintain the DLP handbook, to update the Society on the DLP, to elect new DLs, to discuss various issues and to recommend policies.

DL nomination materials should include the following:

- Recommendation letter from the nominator or a statement of purpose in the case of self-nomination
- A vita or resume of the candidate
- A set of abstracts for the proposed presentations that the candidate plans on offering.
- A sample set of viewgraphs from a recent talk given the candidate (optional)
- A 15-minute recording of one of the proposed talks (new from 2016)

The following three Distinguished Lecturers were selected this year for the period 2017-2019:

Prof. Buon Kiong Lau, Prof. Carey M. Rappaport, and Prof. Karu P. Esselle

Finally, Prof. Erricolo would like to thank all the members of the DLP Committee for their excellent work and dedication. He also welcomes members in attendance to suggest/invite excellent potential DL candidates from academia and industry to apply.

8.6 Standards (Vikass Monebhurrun)

Prof. Monebhurrun first reported the status of merging the Antenna Standards Committee (APS/A) and the Waves Propagation Standards Committee (APS/P) to form the Antennas and Propagation Standards Committee (APS/SC). Currently, the Committee consists of 25 members with Vikass Monebhurrun as the Chair and Lars Foged as the Secretary.

He then introduced the standardization activities. Three active AP-S standards will expire on December 31, 2018 and they are:

Std. 149: IEEE Standard Test Procedures for Antennas (Chair: Jeff Fordham, Co-Chair: Lars Foged)
Their Project Authorization Requests (PARs) were prepared and submitted in October 2015 and all submitted PARs were approved by the IEEE SA New Standards Committee (NesCom) in December 2015. It may be mentioned that these PARs were approved under the previous committees (APS/A and APS/P) due to the tight deadlines to revise these 3 standards. Additional administrative work was required to ensure that all PARs and active AP-S standards are under APS/SC.

Prof. Monebhurrun also shared that each PAR should have its own Working Group Policies and Procedures. For simplification, it was decided to have a generic Working Group Policies and Procedures, which were submitted to the IEEE SA Audit Committee (AudCom). Approval by AudCom is expected at its next meeting scheduled on June 28, 2016.

A column about Std. 149, 211 & 1502 was published in the June 2016 issue of the AP Magazine. The next face-to-face meeting of the Standards Committee will take place on Tuesday, June 28, 2016. Christy Bahn, IEEE SA Staff Liaison for the Committee, will also be present. Finally, Prof. Monebhurrun mentioned that use of the developed AP-S standards should be encouraged and one example was prepared on Exposure to EMF and it is available on www.standardsuniversity.org/library/practical-ideas-from-professors.

8.7 Industrial Initiatives (Lars Foged)

Mr. Lars Foged first provided an update of activities related to Industrial Initiatives. Surveys have been carried out or will be conducted at various conferences. A number of sessions dedicated to industry have been planned for the upcoming AP-S symposium in San Diego. It was noted that some continuity in the “industrial sessions” should be maintained at future AP-S conferences.

The first survey on the interaction between industry and academia was successfully conducted at EuCAP this April. About 300 replies were received and they form a useful set of data. The following summarizes the key findings from the survey.

- Conference participants from industry or government have a much wider scope though people from academia are keen to present their own papers.
- Conference participation seems authorized by technical management because it is widely accepted as “continuing education”.
- Participants seem to welcome an increasing involvement by industry at conferences. A job fair appears interesting and may be welcomed.
- Professional and social networking is an important motive for conference participation.
- Participants seem to favor increased or broad activities by exhibitors, such as, demonstrations, hardware, software, vendor tutorials, and scientific workshops.

Mr. Foged has also planned another survey consisting of 12 questions to be conducted at the Puerto Rico symposium. Efforts have been made to promote the AP-S survey to enhance the participation rate. The data collected will be analyzed in the due course.
8.8 Constitution and Bylaws (Jamesina Simpson)

Prof. Simpson briefly went through the proposed amendment to the AP-S Bylaws. At the 2016 winter meeting AdCom voted to make SIGHT a Standing Committee and this should be reflected in the AP-S Bylaws. The proposed amendment is to add the SIGHT Committee under the Section 10.4: List of Standing Committees.

Accordingly, the AP-S Operating Manual needs an update and the text is being finalized.

The Meeting Adjourned for a Short Break at 15:45 and Reconvened at 15:50.

8.9 AP-S Sponsored Conferences

**RADIO 16** (Vikass Monebhurrun): Prof. Monebhurrun reported the preparation of IEEE RADIO 2016 (http://www.radiosociety.org/radio2016/) to be held in Reunion Island from Oct. 10 to 13, 2016. By May 15, 2016, it has received 90 submissions from 26 countries. Although the estimated budget shows a small surplus for the conference, it may still need the AP-S Advance of $15K for the booking of rooms. A specific call was recently launched for two special sessions: Biological Effects of EMF, and Metamaterials and Applications. A SIGHT event is also being considered in conjunction with RADIO 2016.

After the presentation, Prof. Mike Jensen commented that Africa is IEEE’s strategic region for growth.

**ICCEM 17** (Takeshi Fukusako): The 2017 IEEE International Conference on Computational Electromagnetics (ICCEM) (http://ewh.ieee.org/r10/fukuoka/aps/iccem2017/) will be held in Kumamoto, Japan, from March 8 to 10, 2017. The conference will have a number of keynote speakers and has around 10 special sessions. The MOU with the IEEE and other technical sponsors is currently under preparation. The conference estimates a surplus of about $14K and is requesting an Advance of $15K from the AP-S.

**Motion (Graglia, Sarkar): AdCom to Approve an Advance of $15K for 2017 International Conference on Computational Electromagnetics (ICCEM). Motion Carries Unanimously.**

**CAMA 16** (Christian Pichot): Prof. Pichot briefly reported the organization of 2016 IEEE International Conference on Antenna Measurements and Applications (CAMA) to be held in Syracuse, New York, from Oct. 23 to 27, 2016. The conference has a number of special sessions on unmanned aerial vehicles (UAV), synthetic aperture radars (SAR), novel materials and defense-related research topics. The deadline for submitting papers to Special Sessions is Aug. 15, 2016.

**APWC/ICEAA 17** (Roberto Graglia): The seventeenth edition of the IEEE-APS Topical Conference on Antennas and Propagation in Wireless Communications (IEEE APWC 2017) will be held jointly with the nineteenth edition of the International Conference on Electromagnetics in Advanced Applications (ICEAA 2017) in Verona, Italy, from September 11 to 15, 2017. Verona is one of the main tourist destinations in northern Italy, which has a long history. It is the 2nd largest city in the municipality of Veneto with easy flight connections. The
city has been awarded “World Heritage Site” status by UNESCO because of its urban structure and architecture. The conference hotel is Hotel Leon D’Oro, which is conveniently located near the Train Central Station.


Prof. Jensen opened the floor for discussion about our publications. Prof. George Uslenghi said the additional front page required by the TAP submission system may not fit into the paper’s template well because the information such as what is new should already be in the paper’s introduction and conclusion sections. In addition, it may invite superficial reviewers who may just read that page alone without going through the entire paper though he perfectly understands the pressure the Editorial Board faces. Prof. Ben Leung replied that despite the extra effort by the authors he has received a lot of positive responses about the new scheme. Furthermore, the Editorial Board is happy with the new scheme and many other IEEE journals have already implemented it. Prof. Scott Tyo said that a comprehensive cover letter is certainly helpful for the review process. Prof. Yang Hao added that many good journals have been doing this for a long time. Prof. Jensen commented that AdCom may not want to dictate the operation of our journals’ editorial board. Prof. Karu Esselle said that he supports the new scheme because it also teaches students and young members to focus on the right thinking. Prof. Tapan Sarkar said that it may be important to make sure that Associate Editors and reviewers can read the papers carefully before providing comments. Finally, Prof. Jensen suggested that Prof. Ben Leung and Prof. Danilo Erricolo can take all the comments and feedbacks into consideration and then decide on the way forward.

Before concluding the meeting, Prof. Jensen made two announcements.

- There would be a talk “Remembering Per-Simon Kildal: Soft in Heart and Hard in Technical Work” on the coming Wednesday morning (June 29, 2016).
- The next AdCom meeting will be held in Newark on November 20, 2016.

Motion (Stone, Graglia): To Adjourn This AdCom Meeting. Motion Carries Unanimously.

The Meeting Adjourned at 16:35 pm for the Executive Session. The next AdCom meeting will be held in Newark on November 20, 2016.