

SIGCSE Board Meeting

March 12, 2008

Portland, Oregon, USA

Approved on October 4, 2008

Present: Doug Baldwin, Wanda Dann, John Impagliazzo, Dan Joyce, Renée McCauley, Barbara Boucher Owens (chair), Ingrid Russell, Henry Walker, Alison Young

Actions Since Previous Meeting not Covered Elsewhere

- 10/02/2007 Decision: Approved a request from the 2008 Symposium Chairs (JD Dougherty and Susan Rodger) to co-locate an event on a Computer-Science Education Empirical Data Repository on WED March 12 during the day at the same time as other co-located events. (Doctoral Consortium, Chairs Roundtable, one other pending from Microsoft).
- 10/11/2007 Decision: Approved a request from CSTA for SIGCSE to take part in an NSF Special Projects Grant to aid university CS professors in the development of effective "roadshow" presentations to be used to attract high school students to computer science. Board member Wanda Dann will be our chief contact.
- 10/30/2007 Decision: The 2008 award winner for Outstanding Contributions to Computer Science Education is Dr. Randy Pausch, CMU. The 2008 award winner for Lifetime Service is Dr. Dennis Frailey, Raytheon.
- 11/10/2007 Executive Decision: Susan Rodger is appointed ongoing Exhibitor Liaison for the Symposium. The Exhibitor Liaison is someone who is familiar with SIGCSE as a longtime participant who will approach companies to try to sell them on the idea of supporting or exhibiting at SIGCSE. Once sold on the idea the liaison then hands them off to the Exhibit Management company to work out the details, but is still be available for questions and ideas for ways in which they could support SIGCSE.
- 11/15/2007 Decision: Approve the selection by the 2010 Symposium Chairs (Gary Lewandowski and Steve Wolfman) of the following people for the following positions: Tom Cortina and Ellen Walker as program chairs for 2010, symposium chairs for 2011, and Scott McElfresh as treasurer for 2010.
- 12/11/2007 Decision: Extend the current contract with CLC for exhibitor management of the SIGCSE Symposium by one year. Begin work on a CFP for exhibit management which would begin with SIGCSE '10.
- 12/13/2007 Decision: In response to a query from Cary Laxer, SIGCSE Symposium registration coordinator - Symposium chairs can decide, on a case by case basis, whether or not refunds are due to people who register for the conference but are unable to attend.

- 12/31/2007 Decision: We "accept" both of the recently proposed ITiCSE 2008 budgets leaving it up to the ITiCSE committee to determine which approach they prefer to use. Originally the committee had submitted a budget that we felt included unrealistic attendee numbers due to the relatively high registration cost (particularly for US attendees). The two revised budgets both address this issue. One keeps the attendee numbers the same but proposes a reduced registration cost by cutting out the banquet. The other keeps the banquet and the higher registration cost, but reduces the projected number of attendees.
- 1/31/2008 Decision: We approve the selection of Milwaukee as the Symposium site for 2010 (March 10, 2010) based on the recommendations of the site selection team (Scott Grissom, Bob Beck, Gary Lewandowski, and Steve Wolfman).
- 2/26/2008: Decision: We approve the petition for a SIGCSE Chapter: Spain --submitted by Juan Manuel Doderó.
- 2/29/2008 Decision: We approve the in-cooperation request of SIGADA.

Minutes

Ingrid Russell was added to the Roles Table of the September 2007 minutes under the category Doctoral Consortium Liaison. The minutes of the September 2007 meeting were approved, as amended, and will be posted on sigcse.org.

Roles for Board Members and Other Volunteers

Besides their obvious roles, Board members are involved in many ways with the on-going management of the SIG. Other members also volunteer their time to fulfill certain roles. Barb created a spreadsheet that shows the current roles being played by Board Members and other SIGCSE volunteers in running the SIGCSE organization. The spreadsheet includes two tables, one organized roles \times person and one organized person \times roles. We discussed and updated the information, ending up with the table below.

Coordinating awards has traditionally been a role for the Vice-Chair, but we agreed that the task has become too complicated for one person to handle alone. Therefore, Wanda will assist Vice-Chair Alison with the task. They should first propose a definition of Awards Committee goals. They should also propose a non-Board SIGCSE member to help with the work.

ACTION: Alison and Wanda

Subcommittee chairs are in **boldface**.

| Role | Current |
|--------------------------------------|---|
| Awards | Alison Young , Wanda Dann |
| Board ListServ Moderator | Dan Joyce |
| CACM Paper Selection | Renée McCauley , Doug Baldwin, Dan Joyce |
| Chair | Barb Owens |
| Chapter Development | Alison Young |
| Conference Budget Liaison | Henry Walker |
| Conference Liaisons and Memory | Doug Baldwin , Dan Joyce, Wanda Dann, Ingrid Russell |
| Conference Paper Selection Process | Dan Joyce , Doug Baldwin, Renée McCauley |
| CSTA Liaison | Barb Owens, Wanda Dann |
| Disciplinary Societies Forum Liaison | Bob Beck |
| Doctoral Consortium Liaison | Alison Young, Ingrid Russell |
| Food for meetings | Wanda Dann |
| Gifts for conference chairs | Alison Young |
| History and Volunteer Tracking | Henry Walker, John Impagliazzo |
| ICER Board Contact point | Alison Young |
| IFIP Liaison | Joe Turner |
| Information Directors | Frank Young, William Turner |
| inroads Editor | John Impagliazzo |
| ITiCSE Site Coordinators | Bruce Klein, Mats Daniels |
| Membership | Ingrid Russell , Henry Walker, Doug Baldwin |
| Outreach | Renée McCauley, Ingrid Russell |
| Review Support Software | Henry Walker, John Dooley |
| Secretary | Dan Joyce |
| Special Projects | Alison Young , Dan Joyce, Ingrid Russell, Doug Baldwin |
| Symposium Exhibits Liaisons | Dan Joyce, Bob Beck, Susan Rodger |
| Symposium Registration | Cary Laxer, Laurence Merkle |
| Symposium Site Coordinators | Bob Beck, Scott Grissom |
| Treasurer | Renée McCauley |
| Vice Chair | Alison Young |
| Webmaster | Scott Grissom |

Chair's Report on SIG Governing Board Meeting

Barb reported on her experiences at the SGB meeting in February. Information about that meeting is available at <http://www.acm.org/sigs/sgb/minutes/acm-sgb-2-11-08-toc>.

In general, we (SIGCSE) need to improve our image within ACM. At the SGB meeting a draft spreadsheet of education-related activities pursued by SIGS and other ACM entities (e.g. CSTA) was presented. SIGCSE was not well represented in the draft. Later in our meeting (see **Education Board Spreadsheet** below) we brainstormed on information to include in the activities spreadsheet.

Bob Beck (Symposium Site Coordinator, Disciplinary Societies Forum Representative), Susan Rodger (Symposium 2008 Co-chair), and JD Dougherty ((Symposium 2008 Co-chair) joined the meeting.

Conference Sites

Bob notes that Scott Grissom, who is Symposium Site Co-Coordinator, was unable to attend this year's conference and sends his regrets. Bob then updated us on the status of site selection for 2011. The target area is the southwest United States. We received bids from five cities and it has been narrowed down to Albuquerque, Dallas, and Oklahoma City. Note that hotel room prices are increasing and it does not appear possible to stay below our "implicit" \$150 per night threshold.

After a short discussion of potential areas of North America in which to target the 2012 conference it was resolved to have Bob and Scott look over all the pertinent information and suggest potential sites to the Board at a later time.

ACTION: Bob and Scott

For the record, upcoming conference information is:

- Symposium 2009 – Chattanooga, Tennessee, USA, March 4-7, Mark Guzdial and Sue Fitzgerald (note that this is the 40th Symposium)
- Symposium 2010 – Milwaukee, Wisconsin, USA, Gary Lewandowski and Steve Wolfman
- Symposium 2011 – Southwest USA, Ellen Walker and Tom Cortina
- ITiCSE 2008 – Madrid, Spain, June 30 – July 2, June Amillo and Cary Laxer
- ITiCSE 2009 – Paris, France, Patrick Brezillon
- ITiCSE 2010 – Ankara, Turkey, Reyhan Ayfer and John Impagliazzo
- ICER 2008 – Sydney, Australia, Sept 6 – 7, Ray Lister
- ICER 2009 – Berkeley, California, USA, Mike Clancy
- ICER 2010 – Aarhus, Denmark, Michael Caspersen

2008 Symposium

Susan and JD provided an update on the status of SIGCSE 2008. Numbers look good. Initiatives appear to be proceeding smoothly – these include a Kid's Camp (about 12 children signed up), keynote recording, a professional photographer, increased wireless access. They are evolving a conference chair's manual from the information contained in the wiki they ran, leading up to the conference. This information should be used by the Conference Liaison and Memory committee.

ACTION: Doug, Dan, Wanda, and Ingrid

Symposium Exhibits

Dan reported that the exhibits management for the conference has proceeded much more smoothly than in previous years. We believe this is because the management firm has become "used" to us, because Susan has done a great job, and because our own Exhibits Policy document enabled us to answer most questions quickly and definitively.

New supporters of the conference this year are Google (Platinum), Intel (Platinum) and CISCO (Gold). Ongoing supporters are Microsoft (Platinum) and Sun (Platinum).

This year we doubled the fee for "extra" vendor sessions from \$750 to \$1500. However, with so many supporters, we did not have any extra session time available to sell anyway.

Based on the advice of our exhibits management firm, we added a standard cancellation clause to contracts signed by exhibitors.

The contract for our exhibit management firm has expired. A subcommittee consisting of Dan (chair), Bob, Henry, and Susan will work with Ginger at ACM headquarters to request and review bids for the job and create a proposal about who to hire and for how long.

ACTION: Dan, Bob, Henry, Susan

Susan Rodger and JD Dougherty left the meeting.

Department Chairs Workshop

Henry reports that the Department Chairs Workshop needs new leadership (the current leadership has done a great job but they are ready to be replaced). Henry will put together a report about what is needed, what the costs are, so that we can decide if we want to continue this venture, and if so, can advertise for volunteers.

ACTION: Henry

Disciplinary Societies Forum (DSF)

Bob previously had submitted a short report on the DSF that includes a description of the background, current initiatives, and upcoming plans of the forum. This forum makes recommendations concerning general education requirements in the US. We agreed to continue to support Bob's presence at this forum for another year. This entails supporting a trip for him from Philadelphia to Washington "now and then". We suggest that he find another SIGCSE member to join him in this activity. Bob will continue to update the Board through written reports.

Action: Bob

Bob Beck left the meeting

Chris Stephenson (Computer Science Teachers Association) joined the meeting

Computer Science Teachers Association (CSTA)

Chris reported on several CSTA initiatives that relate, directly or indirectly, to SIGCSE.

- Roadshow (with SIGCSE) – This is an NSF-funded outreach project (with Wanda Dann representing SIGCSE as co-PI) targeted to K-12 CS educators in the United States and Canada. This grant will support a workshop to be held this May at Google. The workshop will train 40 *college/university* volunteers how to take "roadshow" workshops about CS education into the K-12 community.
- Leadership Project – Two CS teachers from each state of the US will be hosted at a four day leadership/advocacy conference. They will receive training and build toolkits. They will be set up with a mentoring relationship with a local *college/university*.
- AP CS Course and Exam Review Commission – Members of CSTA and SIGCSE are on this commission.
- SIGCSE Symposium – CSTA has promoted the Symposium to its membership. Mark Gudzial, co-chair for SIGCSE 09 has met with Chris and suggested a co-located event in 2009.

Chris Stephenson left the meeting

Treasurer's Report

Renée presented a cohesive summary of all Conferences, Outreach awards, and Special Projects awards since 2004. The Symposium continues to be strong economically. ITiCSE 2007 lost \$7,000, most of which can be attributed to the decline of the US dollar and the fact that the "books" must be kept in dollars. ICER appears to be healthy and self sustaining and showed a profit of \$4,000 in 2007. Outreach awards have invested about \$3,000 per year towards sharing SIGCSE Symposium work with other CS education meetings. Special Projects awards have invested about \$30,000 per year into the CS education community. Renée also presented a simple summary, just total revenue and expenses, for each of the past four years – we have averaged a net gain of about \$30,000 during that time span.

Budget

Renée presented budget information in the form of two reports, provided by Ginger Ignatoff from ACM Headquarters. The Budget report shows SIGCSE is projected to maintain a healthy fund balance, that is safely above the balance of \$300,000 required by ACM. The Cost Per Member report showed that the yearly cost per member of direct benefits (inroads and Proceedings) is \$35, the yearly cost per member of administration is \$22, and the yearly cost per member for programs (Outreach, Special Projects) is \$19.

We discussed the difficulty in determining the actual costs of specific items, for example Board travel or the Doctorial Symposium. Expenses for various things often get billed together. Benefits that accrue from one item often get applied to a different item.

We agreed to accept the budget. We agreed not to raise membership fees, which are currently \$25 for a "professional" membership.

ITiCSE 2008

Alison (ITiCSE 2008 Program Co-Chair) reported on the upcoming ITiCSE 2008 – Madrid:

- The exchange rate is a problem. Budgets are created in US\$. Billing is done in US\$. But expenses accrue in local currency (Euros). The relatively drastic changes in the value of the US\$ (in the wrong direction) have impacted planning, made management difficult, cost time, and raised anxiety levels. We need to see if we can change the budgeting and billing for this conference to local currency. Renée and Alison will investigate this entire issue – until it can be resolved ITiCSEs must budget conservatively.

Action: Renée and Alison

- A face to face program committee meeting is essential. (Note that the idea of holding an electronic meeting, to hold down costs, had been discussed via email this past year).
- The Program Committee accepted 60/151 submitted papers, a 39% rate. Note that paper submissions were down from the previous three years, when about 200 papers were submitted each year.
- The Program Chair is a time consuming, crucial committee position and the chairs should be listed on the Proceedings in some way, such as "editor". For some volunteers such a listing allows them to receive proper academic credit for the project.
- Unlike previous ITiCSEs, conference "tours" will take place the day after the conference, instead of on an afternoon during the conference.
- Just as with the Symposium, we need to create a "memory" for this conference. This is part of the charge of the Conference Liaisons and Memory committee.

Action: Conference Liaisons and Memory Committee

- Next year's chairs did not attend the program committee meeting. This was considered by some to be problematic. On the other hand, Ingrid (2009 Program chair) argued that in this case, because of the experience of various 2009 committee members, that it was not crucial for their attendance. Ingrid also pointed out that the ITiCSE 2009 chair was not given a role on the 2008 committee and was not consulted about his availability prior to setting the date for the 2008 program committee meeting.
- A discussion of how ITiCSE committees are formed followed. Henry pointed out that the Board must approve the conference and program chairs, and that ACM requires a SIGCSE approved treasurer. Other than that, "it is up to them (the conference and program chairs)".

Ingrid said that the 2009 ITiCSE program committee includes two future ITiCSE chairs that have been given significant roles, and suggests that future ITiCSE conferences use the same approach. In general we suggest that upcoming local conference chair(s) attend the PC meeting the year prior to hosting the conference. Furthermore, we recommend that the upcoming local conference chair(s) be given a "real" job on the program committee of the ITiCSE the year before they are hosting.

ICER 2008

Alison reported that the date has been set (Sept 6 – 7), the call has gone out, and that the venue and conference will be great. It was suggested that ICER provide a one day rate, for those interested.

Conference Paper Selection Process

Dan reported that this committee would meet with the current and upcoming Symposium program chairs this Saturday, and will keep the Board informed of ongoing developments.

Special Projects

Alison noted that three Special Projects reports would be presented at this year's Symposium.

We discussed the issue of awarding repeated Special Projects grants to the same person.

Although we agreed that grant proposals should stand on their own merit, we are also aware of the problem of the appearance of favoritism if a single person or group receives repeated awards in a short period of time. We agreed that no person or group could receive more than \$10,000 in awards during any four year period. (Note that each award is up to \$5,000). This information should go up on the Special Projects page.

Action: Dan

We agreed that the Special Projects budget is raised from \$25,000 per year to \$30,000 per year.

Action: Renée (Treasurer) and Special Projects Committee

We broke for lunch

Education Board Spreadsheet

We spent time brainstorming on ways to present SIGCSE activities on a spreadsheet sent to us by the ACM Education Board. It was decided that during this conference week if possible, and through email later, we would work on filling out the spreadsheet. Barb would lead this effort and be assisted most directly by Doug, Alison, and Henry.

Action: Barb

During the course of this discussion the fact that ACM does not have the most up-to-date SIGCSE mission statement on its website and in the Digital Library was brought up. Dan will look into getting the correct version posted.

Action: Dan

In-Cooperation Status

We agreed to grant in-cooperation status to GDCSE'08, the Third Annual Microsoft Academic Days Conference on Game Development in Computer Science Education.

After a brief discussion during which it was pointed out that Mindtrek does not appear to have any connection with CS education, we agreed NOT to grant in-cooperation status to Mindtrek.

Jack Davidson (ACM Publications Board) joined the meeting

inroads

We spent about 30 minutes on a conference call with Ron Boisvert and Holly Rushmeier, ACM Publications Board co-chairs, and Mark Mandelbaum, ACM Headquarters liaison to the Publications Board. Jack Davidson of the Publications Board also joined us in the conference room.

John reviewed the issues related to our proposed changes to inroads. We all discussed related topics/issues: what it takes to be a journal, definitions of the various levels of publication and levels of reviewing/editing, possibility of a new level being identified, potential conflicts with other publications, need to show there is a sufficient quantity of quality work being produced to justify our proposal.

Eventually it was agreed that if inroads became a magazine it could include a mixture of paper levels, with each section/paper clearly labeled as to its level. It was noted that the Digital Library is heading in this direction, i.e., all content will be labeled to show level of review / referee / editing. It appears that the Publications Board will work "quickly" to create a new publication level, which would more closely fit our vision for inroads.

The Publications Board contingent said that our ideas "sound fine" and that we should go ahead and put together a more concrete proposal, one that includes suggested names for an editorial board, lead editors, evidence of the need for such a publication, and so on.

The call ended and Jack Davidson left the meeting

Discussion continued about how to best proceed. The consensus of the Board was that we have been given the green light to pursue the creation of a "magazine" or whatever that includes "refereed", "formally reviewed" and "reviewed" status.

Alison moved that "After consultation with membership and with their approval, we attempt to elevate inroads to magazine status." Renée seconded the motion and it passed unanimously.

There was discussion about setting a future goal of elevating inroads to journal status. Agreement was not immediately apparent and as we were running short of time, we agreed to discuss this further at our next meeting. So, this topic should be added to the next agenda.

Action: Barb

We broke for 30 minutes to meet with the Doctorial Consortium

Based on the "meeting" with the Publications Board representatives, John and Dan will slightly revise the letter we are to send to the membership about the proposed changes, and John will send it to the listserv.

Action: John and Dan

A new formal proposal needs to be created, as described above. An editorial plan must be devised.

Action: John, Renée, Alison, with "tangential" help from Henry as needed

Awards

We agreed that an elected member of the board is not eligible to be an award winner until two years after their term of office ends, i.e. they become eligible in the third year after serving. This information should be posted on the Awards "call".

Action: Alison

Doctorial Consortium

Alison will create a proposal that describes the different "jobs" and compensations.

Action: Alison

Next Meeting

We discussed possible sites for our next meeting. The Newark airport was considered as a possible site. Finally we decided to try to meet in connection with the Grace Hopper conference (outside Denver) on October 4-5. Several members of the Board will be at the conference anyway, and it makes life a little easier for the Board members to combine trips. Barb is going to check with the Hopper organizers to learn about logistics.

Action: Barb

End of Minutes, March 2008 SIGCSE Board Meeting - Dan Joyce - Secretary