

SIGCSE Board Meeting
March 4, 2009
Chattanooga Convention Center

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

Barb called the meeting to order at 8:30 am.

Minutes of previous meetings

- A correction from Susan Rodger was made for the March 2008 minutes, adding Intel as a new conference supporter.
- A discussion considered the level of detail appropriate for the minutes.
- The Board had previously approved minutes of the Dec. 5 phone meeting. The Board approved the minutes of the Jan. 30 phone meeting, as corrected. With these approvals, the Board directed that both sets of approved minutes be posted on the SIGCSE Web site.
- The Board had made several actions between meetings. These have been summarized and will be posted.

Action: Dan will ensure the materials are posted on the SIGCSE Web site.

Chair's brief report (Barb)

- Barb commented on the status of SIGCSE policies and discussed the publicity of these documents. Barb suggested that these be considered "Standing Rules" and posted on the SIGCSE Web site as such.

Action: Barb will oversee the posting of Standing Rules on the SIGCSE Web site, as these materials become available.

Treasurer Report (Renée)

- Renée outlined profit/loss figures for the past several SIGCSE Symposia, ITiCSE conferences, and ICER workshops.
- Additional reports described expenditures for outreach, special projects, and other items.
- All these reports will be presented at the Business Meeting and posted on the SIGCSE Web site.
- Renée has worked to break out administrative expenses for the information and review of the Board.
- The Board reviewed March 2009 figures.

Action: Renée will present a Treasurer's Report to the SIGCSE Business Meeting and oversee posting of materials on the SIGCSE Web site

Budget (Renée)

- ACM has sent a projected budget for FY2010 to the SIGCSE Chair and Treasurer; ACM anticipates a difficult year ahead for all SIGs.
- Ginger explained: ACM believes that SIGCSE is becoming increasingly reliant upon conferences to meet operating expenses. Several approaches might be open to address various concerns. Here are some examples:
 - A move of conference proceedings to CD format might yield a considerable savings.
 - The change in status of inroads may change page counts.
 - A review of conference expenses may be helpful.
- Considerable discussion followed regarding assumptions behind various projections. A follow-up discussion with ACM clarified projections and assumptions regarding our three conferences for next year's conferences.

Action: Renée will work with ACM to refine budget estimates.

Actions items identified during January 30th 2009 conference call

- Inroads: John is in the process of completing the proposal to the Pubs Board to upgrade the status of inroads to a magazine.
- Volunteer Travel Policy posting verification: The revised policy has been sent to Scott for posting on the SIGCSE Web site.
- Conference Committee Travel Guidelines Policy: The committee (Ingrid, Dan, and Renée) suggests a policy for the ITiCSE conference committees
 - a conference chair could waive registration for a significant contribution by a committee member
 - any waived fees must be included in the budget

This approach allows large committees to spread work and get many people involved, but also handle budgeting responsibly.

Action: Ingrid, Renée, and Dan will revise the proposed policy document to incorporate discussions at the meeting.

- Reduced fees: ACM has a policy for reduced fees for people from underdeveloped countries, retired folks, unemployed, etc.

Action: Doug and Alison (with Henry) will form a subcommittee to explore whether SIGCSE should have a parallel structure.

- A policy for a one-day rate might affect the budget, if authors register for one day only.
- Many details are under discussion.
- Update on travel grant proposal: Several people have mentioned SIGCSE applying to NSF for travel grants for attendees, but the specific program within NSF is unclear.

Action: Renée will explore this further with NSF program directors.

- Bylaws update: The bylaw statement and ballot have been sent to members. It is suggested for the future that the envelope from ACM to members indicate "Ballot Enclosed", so members will know to look carefully at this piece of mail.

Open Actions from October 8th 2008 Board meeting

- Correspondence with members who have not renewed their membership: Currently ACM sends some follow up, but SIGCSE often does not know about these people in a timely way.

Action: A subcommittee (Doug, Ingrid, Henry) plans to work with ACM to get names of people who have not renewed membership.

- Conference memory wiki updates: Doug, Dan, Wanda, and Ingrid are working on providing recent and upcoming conference leaders with access to a wiki, so that they can document the functioning of a conference. This wiki is now in place, with some initial descriptions.
- SIGCSE Logo: The official logo has a diamond shape with "SIG" and "CSE" on two lines within the diamond.

Action: Barb will send Henry several image files with the official SIGCSE logo.

- Over the years, it has been suggested that ITiCSE be held in South America or India. Additional options might include regional chapters, and these might have their own regional conferences.

Action: Alison will explore some options.

- Incoming ICER chair possibilities: An ICER Co-chair serves for a 3-year term.

Action: Alison will work with the Board to identify potential future leaders.

- Membership:

- Membership appears healthy, and we are the fourth largest ACM SIG.
- For FY 2008, we have our highest membership ever, at 2671 members.
- We are working to connect with new members efficiently, sending a welcome letter quickly.
- When members join SIGCSE through their membership registration, there sometimes can be a delay before the membership is transferred to ACM and processed. We are working with registration and ACM to lessen this time.
- A letter is being prepared for first-timers at conferences.
- A SIGCSE flyer is being distributed to our in-cooperation conferences for distribution.

- listserv update: Co-Information Director, William Turner, has a plan to update the distribution lists for SIGCSE-ANNOUNCE and SIGCSE-MEMBERS. The Board encourages him to proceed on this task.

Open Actions from March 12th 2008 Board meeting

- Awards:

- The Board would like to include an experienced SIGCSE member as a helper on the awards committee

Action: Wanda will assist Alison and appoint outside helper

- Interest in expanding visibility of SIGCSE and its members through identification as ACM senior and distinguished members

Action: Barb will check with descriptions of senior and distinguished members with Sig Governing Board

Special Projects update

- Alison outlined the current budget and the status of proposals.
- General discussion considered how recipients of grants should report their work in a form accessible to the membership. The present expectation is that recipients give a presentation at a SIGCSE conference. The Board believes posting a report on the SIGCSE Web site would have greater impact, and details of this alternative approach will be explored.
- For the current year, the total funding of Special Projects was cut from \$25,000 to \$15,000. The Board plans to continue funding at this lower level.

AP update

- Henry highlighted SIGCSE 2009 sessions that will describe some new possibilities for the Advanced Placement Computer Science (APCS) examination.

SIGCSE Test Web Site

- Scott Grissom showed the evolving test Web site for SIGCSE, based upon the plone system used by ACM. The test site is <http://plone3test.acm.org/sigcse>. Several suggestions were discussed.
 - For Special Projects, a new section will be highlighted. Guidelines and review processes will encourage recipients of Special Projects to submit one or more pages for the SIGCSE site as their final report.
Action: Alison, Barb
 - Some discussion considered options for the SIGCSE Education Links and the relationship between these links and NSDL/CITIDEL.
 - A new top-level title might be added for "Programs" or "Activities". This might include Special Projects, Committees, Scholarships, Doctoral Consortium, Chair Roundtable, and a New Faculty Roundtable
- A future Board conference call may be dedicated to feedback on this Web site.

Conferences

- 2009 Symposia update by Mark and Sue
 - approximate counts
 - early registrations: 957 in 2008, 921 in 2009
 - at close of on-line registrations: 1229 in 2008, 1133 in 2009
 - anticipation of 1200 total attendance seems reasonable
 - number of exhibitors are down a bit, but not greatly
 - about 340 first timers
 - workshops: 648 for 2008, currently 519 (but number will go up some)
 - cancelled 4 workshops and added 1
 - 10-13 cancellations last year, now 17 so far
 - 12 pre-conference events (plus Board meeting)
 - chair roundtable: 14 with 4 leaders
 - new faculty workshop: 12+ with 2 leaders and 7 "elders"
 - assessment workshop: 16 with 1 leader
 - some logistics connected with outside events, and there will need to be some policies and deadlines for the future

- the pre-conference events may have had some impact on room pickups. The conference leadership will work with the convention bureau to get numbers, and these will be passed along for future planning.
 - some competition for vendor sessions.
 - child care subsidized for the mornings and for the evenings; some sessions are full and some are not. The smallest session has 7 children, and the largest 15. Folks signed up rather late.
 - registration: some concerns were expressed with the current registration system and with being able to get the data needed. The Board discussed several elements of the current system and concluded that RegOnline might be an appropriate alternative.
 - budget: the symposium seems to be proceeding well regarding budget
 - This symposium started a process of meta-reviewing. Generally, this went well, and some refinements are planned for the future. The meta-reviewers generally gave a very good level of feedback.
- 2010 Milwaukee Conference Gary Lewandowski, Steve Wolfman
 - Registration:
 - The current registration system has provided a valuable service in helping SIGCSE move from a manual system to an electronic system.
 - ACM's preferred vendor for registration is RegOnline (cost is likely under \$5.00 per person)
 - Even if this (or another) system is used, we would still need people involved.
 - For reviewing, some countries rank conferences according to several qualities, including double blind reviewing. It is important to maintain acceptance of SIGCSE conferences by these countries.
Action: Alison will get additional details concerning needed parameters for submissions, and this will be clarified quickly.
 - Since the papers are now on CD, there is an abstract in the program. The system will need to be adjusted to limit abstracts to 100 words.
 - The co-leaders will work with their Treasurer to put together a budget efficiently.
- 2011 Dallas Conference: Ellen Walker, Tom Cortina
 - 2012 Conference: Laurie King and Dave Musciant
 - Bob Beck reported that RFPs are out to five cities: Raleigh, Charleston, Savannah, Jacksonville, and Tampa
 - ITiCSE - The status of several conferences was discussed briefly:
 - 2008 Madrid
 - 2009 Paris
 - 2010 Bilkent, Turkey
 - 2011 Darmstadt
 - Since costs for ITiCSE typically are incurred in Euros, it seems appropriate to consider pricing the conference in Euros
Action: Ginger will explore pricing in Euros with ACM
 - ICER - The schedule of ICER conferences is:
 - 2008 Sydney
 - 2009 Berkeley
 - 2010 Aarhus

John White, ACM CEO, joined the meeting

- ACM Policy Committee met in town the last few days.
- ACM is working in many areas regarding education, including work with the Educational Policy Committee and CSTA. The Educational Policy Committee speaks for ACM regarding policy issues, particularly at the K-12 level.
- ACM would like to be supportive of outreach, with conferences, to India and China.

CSTA update Visitor: Chris Stephenson

- SIGCSE is a cooperating society with CSTA on a grant to highlight exemplary outreach. A workshop has helped get this effort going, with topics related to how to make contacts, what to do in visits, etc. Many people from the workshop have implemented ideas after they returned to their local institutions.
- Sessions from the Roadshow workshop were videotaped and on the CSTA Web. There also will be a Friday evening workshop on this at SIGCSE 2009.
- CSTA has designed a new, sharable poster. There is a CSTA version, but schools also can add their own contact information as part of an outreach project. CSTA will distribute the poster to schools, but colleges and universities also can build on this effort for publicity. When final details are complete, a link will be distributed to SIGCSE listservs.
- CSTA recently released an extensive white paper on teacher certification: "Ensuring Exemplary Teaching in an Essential Discipline: Addressing the Crisis in Computer Science Teacher Certification"
- CSTA is working with AP and others to find helpful courses to draw K-12 students into the computing field. This likely is a breadth-based course, complementing the current AP CS depth-based course.
- SIGCSE invites CSTA to review the new Web site to consider ways to help regarding recruitment (including links and resources).
- CSTA Leadership Cohort: CSTA has a program for leaders from each state to build leadership skills for computing-education leaders in K-12. This group has been working in a wide range of ways, as seems appropriate within their state context. This has led to eight local CSTA chapters. The next group (for the second cohort) will meet this summer in Chicago.

New Business

- SIGCSE Business Meeting - The Business Meeting will be crammed with items. Topics were assigned for introduction. There will be a meeting Saturday morning to address items of interest in more detail.
- SIGCSE rep: The ACM Transactions on Computing Education (TOCE) is a new ACM journal, replacing JERIC. SIGCSE has been asked to appoint a representative. An announcement will be made at the Business Meeting, asking for suggestions and volunteers. Shortly thereafter, the Board will review candidates and make an appointment.

Submitted by Henry M. Walker
Acting Secretary