

**SIGCSE Board Meeting Minutes**  
**October 17, 2009**  
**Newark, NJ Airport Hotel**

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

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

**Minutes of previous meetings**

- The Board approved the minutes of the March 2009 Board Meeting.
- The Board approved the minutes of the April 2009 Conference Call Meeting.

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

**Chair's brief report (Barb)**

- Barb reported on her participation at the Future of Computing Education Summit, organized by the ACM Education Board with funding provided by NSF, held in late June in Washington, D.C. The biggest initiative underway as a result of this meeting is the creation of an overarching entity to facilitate improvement efforts for computing education in the USA. This initiative is being led by Tom Hilburn. Many other initiatives were also identified and Barb committed SIGCSE to work on two:

- The Dual Body Problem: Study this problem and create a report.

*Action:* Renée

- Introductory Course: Create a report about the courses, other than the "standard CS1" course, taught at universities that introduce students to computing. First step is to determine exactly what the "charge" is for this initiative.

*Action:* Dan, Henry, Wanda

- Barb reported on her participation at the CSTA (Computer Science Teachers Association) Board Meeting. Of particular note was the interest they showed in our Special Projects grants. Barb wrote a short article about this program for their newsletter.

**Outreach Report (Ingrid & Renée)**

- Since the March 2009 board meeting, the subcommittee approved three requests for funding, for a total of \$2555. The requests were submitted by CCSC Eastern Regional 2009 Conference, CCSC Southeastern Regional 2009 Conference, and CCSC Northeast Regional 2010 Conference.
- The detailed report will be posted on the web page.

*Action:* Dan

## **Treasurer Report (Renée)**

- Renée presented the Treasurer's Summary Report for Fiscal Years 2008-2009. The report included profit/loss figures for the past several SIGCSE Symposia, ITiCSE conferences, and ICER workshops, descriptions of expenditures for outreach and special projects, overall income and expense tables, and yearly summaries for the last six years.
- The summary information will be posted on the web page.

*Action:* Renée and Dan

## **Financial Discussion**

Throughout our meeting several times we visited financial topics. Highlights of the discussion throughout the day are brought together here:

- Barb reported on a conference call she sat in on, related to SIG viability reviews. Due to recent international economic uncertainty, ACM Headquarters is taking a very strict approach to the SIG viability reviews. SIGCSE has always been "frugal" but within the current economic climate we need to be more careful than ever how we manage our finances.
- Barb reported that SIGCSE's viability review with ACM is scheduled for February 2010 and shared a draft of our viability report. We discussed this draft and the review process. A SIG can be judged to be "Viable" meaning that it is in good shape and will be reviewed again in 4 years, "In Transition" meaning it is going through a period of change and will be reviewed again soon, typically in 2 years, or "Dead", meaning it is closed down. Things that are viewed favorably are a healthy fund balance, productive activities, and ongoing leadership but with an infusion of new faces.
- For Fiscal Year 2009 SIGCSE shows a \$55,000 loss. This sparked a discussion of whether or not the SIGCSE dues, which have been \$25 since 1999, should be raised. A closer look at the numbers reveals that
  - the books for the 2008 Symposium closed a little late and therefore \$43,000 in expenses which came through after the 2008 fiscal year closed were "charged" to FY 2009
  - Digital Library revenue to the SIG was down from \$76,000 to \$56,000 last year, a decrease of \$20,000. It is likely that this pattern of decrease will continue due to pressure to make the Digital Library "open".
  - the upcoming changes to inRoads (see below) show a projected decrease in production cost of between \$30,000 and \$50,000 due to the decrease in the number of pages being produced.

Considering all of this information together we do not think it is crucial to raise dues at this time, although we do believe it is something that needs to be considered again in upcoming years.

- A review of expenses shows that a large expense for the SIG is the cost of volunteer travel. This has increased in recent years due to the increase in the costs of flights and hotels and a decrease in the number of complimentary rooms we receive at Symposium hotels. A review of the details of volunteer travel expenses reveals no unusual or extravagant costs. Nevertheless we need to remain cognizant of this issue. We do need to increase the projected cost of volunteer travel when we make our annual budgets, to about \$40,000.

*Action:* Renée

- One item related to volunteer travel expenses is the cost of sending a representative to IFIP (International Federation for Information Processing). Ten years ago the SIG Board decided that SIGs

could send representatives to IFIP. We did so for many years and although the cost is not high we need to consider if we want to keep doing this, since we are not really involved in the federation. Barb suggests we revisit this decision at our next meeting.

- We expect that the Symposium will generate a profit each year of at least \$40,000 and that ITiCSE will generate a profit of at least \$10,000. We expect that ICER will break even. These expectations need to be communicated to conference leadership. Doug will add this information to our conference management wiki.

*Action:* Doug

## **Publications**

### **1. InRoads (John)**

- John reviewed the slides he presented to ACM about the new Inroads magazine – Evolution and Transition. The slides included a brief review of the reasons for the new approach, how the new magazine is being established, roll out plans, its relationship to ACM’s prepublication evaluation levels, look and feel, and some general thoughts.
- John reviewed the financial aspects of the transition to the new magazine, detailing the current publication costs (\$109,000) and the projected costs of the new publication (\$54,000). The savings are due to fewer pages being produced. Note that the costs in the initial fiscal year would be higher due to one-time costs for initiating the magazine.
- More information about this project was also discussed:
  - The name of the new magazine will be Inroads (uppercase I) and the plan is to roll it out at SIGCSE 2010 next March with Volume 1, Issue 1.
  - SIGCSE sponsors Inroads, pays for it, produces it, and profits from it. It will include a “SIGCSE Corner” in each issue. A subscription is included as a member benefit. However, the ACM Publications Board “controls” Inroads, for example they appoint the editors.
  - ITiCSE Working Group reports will make up the December issue of Inroads.
  - SIGCSE and ITiCSE proceedings will not be included in Inroads and in fact will no longer be printed. They will be produced on CD only. These CDs will be distributed at the conferences and included as an insert in an edition of Inroads. This information led to a discussion of page limits for papers at these conferences. Doug will inform the 2011 chairs that they can, at their discretion, increase the page limit from five to six pages. This topic should be revisited at a later meeting.

*Action:* Doug

- Six associate editors have been identified: Tony Clear, Judith Gal-Ezer, Deepak Kumar, Eric Roberts, Henry Walker, Alison Young. Associate editors will rotate every three years.
- John will continue to work with ACM and Manuscript Central on setting up the new magazine.

*Action:* John

### **2. inRoads**

- The plan for the current SIGCSE Bulletin is for it to continue to be named inroads (lowercase i), for it to become more of a SIG newsletter, and for it to just continue its current numbering system. Doug

will lead a committee consisting of himself, Henry, John, Dan and Alison to study options and try to move this along as soon as possible.

*Action:* Doug

### **3. TOCE (Transactions on Computing Education)**

- Barb announced that Susan Haller has been appointed SIGCSE representative to the TOCE editorial board.
- Ginger will look into the possibility and cost of including access to TOCE as a SIGCSE member benefit.

*Action:* Ginger

### **4. CACM (Communications of the ACM) (Renée)**

- Renée reported that she, Dan, and Doug have identified two, possibly three papers to send in for consideration to the CACM. Renée will make sure that the paperwork is taken care of properly.

*Action:* Renée

### **CORR (Computing Research Repository)**

- This group contacted us and is interested in finding someone to manage a CS Education Area. Dan will look into this and send a summary of the situation to the rest of the Board.

*Action:* Dan

### **Reports on ongoing Action Items from past meetings needing follow up**

1. The membership subcommittee plans to work with ACM to get names of people who have not renewed membership. (Doug, Ingrid, Henry)
  - a. The subcommittee reported that ACM sends a letter to lapsed members (anyone with between two months left on membership or five months past termination). The letter mentions SIGs but mostly contains a long list of ACM member benefits.
  - b. The subcommittee has worked to streamline the process by which new members who register through one of our conferences get into the ACM member database.
  - c. The subcommittee will continue to work on ideas for a welcome letter for new members.

*Action:* Doug, Ingrid, Henry

2. Explore options that ITiCSE be held in South America or India. (Alison)

- a. We discussed potential places for ITiCSE conferences. We also discussed the possibility of just having a "one-shot" conference somewhere (not ITiCSE), not necessarily to make into an annual event but just to introduce SIGCSE to an area.
- b. Along with this we discussed the creation of additional SIGCSE Chapters, similar to the chapters that currently exist in Spain. Bruce Klein had acted as Chapter Liaison and we discussed names of people who possibly could fill that position. Alison will look into getting the position filled.

*Action:* Alison

3. Identify potential future leaders for ICER. (Alison)
  - a. Kate Sanders has been "recruited" and Alison is working on finding additional potential leaders.  
*Action:* Alison
4. Check on email listserv updates from moderators (Dan)
  - a. Dan shared a recent email from Frank Young that details several issues with regard to the listserv: problems with member's machines blocking the listserv and with ways to resolve these problems, how to manage the addition and deletion of subscribers, and the fact that the lists are out of date and should probably be flushed and repopulated. Henry will work with Frank and William Turner to try to resolve these issues.  
*Action:* Henry
5. Outside help on awards (Alison and Wanda)
  - a. We discussed names of people who might be able/willing to help with the management of the SIGCSE awards. Ingrid was added to this subcommittee.
6. Information about Special Projects needs updating on website (Alison)
  - a. Alison will forward the information to Dan who will post it.  
*Action:* Alison and Dan
7. News updates on Website (Barb and Dan)
  - a. Barb and Dan need to start to posting news items. Everyone can help by send information to be posted.  
*Action:* Barb and Dan and Everyone
8. SIGCSE will support and supply mentor to one award winner per year to each of our three conferences. Barb will inform ACM-W of our decision. (Barb) done
9. Phone call on website improvements
  - a. options for the SIGCSE Education Links and the relationship between these links and NSDL/CITIDEL.
  - b. 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 (not assigned and not done)
  - c. Standing rules posted (Dan – done)  
*Action:* Dan is working on learning Plone and making web site improvements
10. Image of SIGCSE (all board members)
11. TOCE Board nominee – done nominee Susan Haller accepted (Barb)
12. Report on paper reviewing systems as possible replacements for Grinnell system (John)  
See ITiCSE Report below
13. Make a list of European conferences that are in "competition" with our conferences (Barb)  
The need for this seems to have gone away. Consider it done.

14. Obtain details concerning needed parameters for submissions [double blind reviewing. It is important to maintain acceptance of SIGCSE conferences by these countries (Alison)

As long as the first level of review is double-blind we are ok.

15. Updated activities spreadsheet (Doug)

Doug is keeping the spreadsheet up to date. He has not been asked for a current version from ACM for awhile.

### **Special Projects Update (Alison)**

- Alison outlined the current budget and the status of proposals. Two proposals were received in May with one being funded and one proposal was received in August and it was funded.
- The yearly budget for Special Projects is \$15,000. This should be reevaluated at the March meeting.

### **Conference Information and Reports**

- Symposium
  - 2010 Milwaukee Conference Gary Lewandowski, Steve Wolfman
    - A strong paper count was reported (approximately 308 submitted)
    - We admired the posted photos of the committee. They appear all set to take off. Burn rubber!
    - We must prepare for a fall off in attendance due to budget cuts.
  - 2011 Dallas Conference: Ellen Walker, Tom Cortina
  - 2012 Raleigh Conference: Laurie King and Dave Musicant
    - They are working on determining their Program Chairs (and thus the Conference Chairs for 2013)
- ITiCSE
  - 2009 Paris (Ingrid)
    - Ingrid submitted a report on ITiCSE 2009 that showed a record attendance of 247, with attendees representing 31 countries. The conference closed with a surplus of \$10,397, even though there was a \$200 decrease in registration fee from 2008. Use of RegOnLine for managing conference registration was a success. Fifty people joined SIGCSE as new members through the registration system.
    - An error that was made at ACM HQ in copying information from the budget into the final report sparked a discussion of automating that process.
    - A few glitches included a long wait for the dinner cruise but the cruise itself was great, and some problems with the set up of working groups, but overall the conference went very well.
  - 2010 Bilkent, Turkey (John)
    - John provided a link to a poster that can be printed and displayed.
    - John submitted a report on ITiCSE 2010 developments that discusses some innovative approaches being used to organize the event and a chronology that details the ongoing plans.
    - They are trying to "elevate" ITiCSE by having a large committee (currently 28 people). Committee members have been promised free registration but no travel support.
    - Current focus is on determining keynote speakers and creating the Call For Participation
    - Henry and John are looking into using EasyChair to manage paper submission and review, in place of the system developed at Grinnel that has been in use for many years.

We discussed the pros and cons of both systems. A hold-up with EasyChair is the need to change our registration type to multi-track, but the lack of support in making that change. A decision will be made within the next two weeks about which system to move ahead with. Ingrid will put Henry and John in contact with someone she knows who has used EasyChair in a multi-track setting.

*Action:* Ingrid, Henry and John

- 2011 Darmstadt
- 2012 / 2013 Israel or Northern Ireland -- report from Bruce Klein and Mats Daniels
  - We discussed a site report submitted by Bruce and Mats about three potential ITiCSE sites in Israel and one in Northern Ireland. After considerable deliberation we decided, as a consensus, to accept The Technion in Haifu, Isreal as the site of ITiCSE 2012 and The University of Ulster, Belfast, Northern Ireland as the site for ITiCSE 2013. Congratulations to the site proposers and a huge thanks to all who submitted sites for review. Thanks also to Bruce and Mats for a job well done.
- ICER - ICER conferences (Alison)
  - 2009 Berkeley  
Organizers were happy with how it went. The books are still being settled.
  - 2010 Aarhus
  - 2011 Connecticut : Kate Sanders
  - 2012 New Zealand

#### **Awards (Alison)**

- We discussed the timing of the call for award nominations and the due dates. It is suggested that the call go out around May 15 and that the due date for award nominations be in early September. The Awards Committee (Alison, Wanda, Ingrid) will take this under advisement.  
*Action:* Awards Committee
- We discussed, evaluated and voted on the nominations for the 2010 SIGCSE Awards. Results will be posted eventually through the standard channels.  
*Action:* Alison

#### **Bylaws (Ginger)**

- In the recently revised and posted Bylaws there appears to have been an unintended change. Historically the immediate past chair has not been an officer but has been a member of the Executive Committee. Ginger will check the version of the Bylaws that was distributed to the membership and voted upon. If that version lists the immediate past chair as a member of the Executive Committee then a clerical error was made and it is easily fixed. If not, then we need to see if this omission falls under what ACM considers a "quick update" in which case it is easily fixed. If not then we will need to poll the membership to have the fix approved. It would be good if we can straighten this out before the upcoming election in case we need to poll the membership.  
*Action:* Ginger

#### **Nominations (Henry)**

- Henry noted that the announcement requesting nominations for the upcoming awards had been sent out. He pointed out that the committee had tried to keep a nomination as simple as possible,

requesting only the name of the candidate, the office/offices they would like to run for, a current CV, a description of their involvement with SIGCSE, and a brief statement of why they are interested .

### **In-Cooperation Requests**

- We discussed two similar requests from conferences for in-cooperation status with SIGCSE. In both cases we decided not to give in-cooperation status because the conferences were focused on using computers in education and did not have a major "track" in computer science education. Barb will let the requesters know our decision.

*Action:* Barb

- Doug will reword the statement about In-Cooperation conference that is displayed on our web site, and once it is approved Dan will post on the web site.

*Action:* Doug and Dan

### **China Presentation**

- Barb is leaving soon for China where she will attend a conference and give a keynote presentation describing ACM and SIGCSE. We reviewed and discussed the slides she has prepared for her presentation.

Submitted by Daniel Joyce  
Secretary