

SIGCSE Board Meeting Minutes
October 2-3, 2010
Crowne Plaza Airport Hotel in Atlanta, GA

Participants are Doug Baldwin, Ginger Ignatoff (ACM), Dan Joyce, Renée McCauley(chair), Barbara Boucher Owens, Susan Rodger, Tiffany Barnes, Amber Settle, Z Sweedyk, and Mark Guzdial (joined the meeting late).

Renee called the meeting to order at 1:20pm

- This is the first meeting of the new board. There was a welcome to the new board members Susan, Tiffany, Amber and Mark.
- Doug talked about the Activities Spread Sheet, a list of all the activities that SIGCSE does. Doug is the maintainer of the Spreadsheet and he will send Z an article about it. The spreadsheet gets updated about once a year or as needed. One suggestion was we should post it on the SIGCSE web site. Dan will post it as an html page on the SIGCSE Board web site.
ACTION: Doug, DAN
- Susan reported on decisions made since the new board was formed.
 - July 2010. We now have three editors: John Implaglizzo for ACM Inroads and Henry Walker and Z Sweedyk for the Bulletin. We discussed how many of them should be paid to travel to the SIGCSE Board meetings and decided one editor per publication at a face-to-face meeting was reasonable.
 - We agreed on in co-operation status for the SoftVis 2010 conference.
 - We agreed on in co-operation status for the Computer Science Education Research Conference (CSERC), a new conference starting in the Netherlands in April 2011. We recommended three people for the conference committee. It's conference website is here:
<http://users.belgacom.net/Astrid/index.htm>
 - We agreed it was ok for Board members to submit to the SIGCSE, ITiCSE and ICER conferences as these conferences have Program Chairs to handle the conference submissions and the board is not involved in those decisions.
- Renée gave the chair report.
 - All SIGs are asked to recommend papers for CACM for the research highlights section. They pick papers, ask the authors for permission and also ask the authors to do a rewrite of the paper. In the past three years, SIGCSE has selected five papers, three of which made it to the formal recommendation stage, and one of which has been published in CACM.

- Both Renée and Barbara went to the SIG CHAIR SGB board meeting. Barb is on the Executive committee and Renée goes as the SIGCSE chair.
- They mentioned that Alain Chesnais, President of ACM, is looking for SIGs to propose members for a Social Networking task force he is setting up, <http://www.slideshare.net/padday/the-real-life-social-network-v2> ACM is big on TechPacks, a collection of information on a topic. This is related to that.
- The board went over the list of board subcommittees and made some changes.
 - There was discussion about the awards committee to be more proactive about SIGCSE awards, ACM awards such as the ACM Distinguished Educator, ACM Fellow awards and the ACM Karl V. Karlstrom Outstanding Educator award. This committee should discuss soon as some award deadlines are approaching. This committee will have Dan, Amber and one or two non-board members (to be determined).
ACTION: Dan, Amber
 - Susan is now the Board Listserv Moderator. Dan needs to make this change. There was a problem with the SIGCSE aliases going to previous board members, Ginger will check on this.
ACTION: Dan, Ginger
 - The Paper Selection Committee is now the Best Paper and CACM Paper Selection committee. In the past three years this committee recommended two papers, one of which was just published (as mentioned before). A discussion of having a best paper award for all three conferences (SIGCSE, ITICSE and ICER) was discussed and agreed that this was a good idea and should start with this years SIGCSE conference. There should be a box to check for reviewers if they think a paper is a best paper and the meta reviewers could recommend a paper (for SIGCSE). It was decided that it would be best to have the best paper chosen before the conference so it could be announced at the conference. This committee will be Tiffany, Doug and Mark. They need to contact the current conference chairs and probably future conference chairs also.
ACTION: Tiffany, Doug and Mark
 - Chapter Development committee – We have two chapters, the Australasian and Spain. Spain thought it was important that they would have regional conferences. We don't have any chapters in the U.S. and may not need any as the CCSC conferences are in a sense "regional chapters" in the US. Barb and Amber are now on this committee and will look into how the two chapters are functioning and whether we should encourage more chapters.
ACTION: Barb, Amber

- Conference Budget Liason helps the conference chairs with their budget and filling out the Paf and TRMF forms. Doug will lead this committee with Henry Walker for advice.

Mark Guzdial arrived around 2:30pm

- Conference Wiki Management – The main purpose of this committee is to let the new conference chairs know about the conference wiki and to encourage the symposium chairs to update it when their conference is over. This person should possibly become a part of their wiki so they can help to update it. Doug will be on this committee. The name of the committee changed from Conference Liason and Memory to Conference Wiki Management.

A short break was taken

- Conference paper selection committee. This committee rewrote the reviewer rating categories and is not needed at this time.
- Conference Program Philosophy committee. We decided to create a new committee that would consider wider conference concerns such as creating Associate Chairs and tracks. For example, we could include a track on K-12 overseen by an Associate Chair with this expertise. The members of this committee are: Mark, Doug, and Tiffany.
- A note was that the overall name for ITICSE papers in the digital library is the old name. Ginger will check on this.
ACTION: Ginger
- CSTA Liason – Barbara and Susan
- Disciplinary Societies Forum Liason – Bob Beck does this. Renée will talk to him to see if this is still useful.
ACTION: Renée
- Remove the Doctoral Consortium Liason and replace it with the ICER/DC Oversight Committee which will be charged with figuring out the location and timing for the DC. Mark, Sally Fincher and Tiffany are on this committee. The DC has been sorely unpopulated. It started in New Orleans and was held with the SIGCSE conference for many years and then recently was held with the ICER conference.
ACTION: Mark
- Food for meetings, Ginger and Renée.

- Gift for Conference Chairs – get a simple gift for the conference chairs and write a letter to their deans. Put Renée down to write the letters and Dan down to buy the gift certificates.
- History and Volunteer Tracking – Ask Henry Walker, John Impagliazzo, and add Barbara. Can we put up the history of the Board members and all the history of the conferences? Henry Walker has a page on conference history. Dan has started putting the conference history on the SIGCSE page. The Board history needs to be added. Ginger said that ACM was reaching out to try to archive the conference web sites.
ACTION: Barbara
- IFIP Liaison – We will delete this committee.
- Information Directors – this will stay the same, Frank Young and William Turner. They need to check the membership list. William has sent the Membership Committee proposals for updating the list. Tell William to update this. Purge the list and recreate the SIGCSE member list.
ACTION: Renée and Doug
- Membership committee – handles membership requests, encourage and retain members, keeping our membership list current. Doug and Susan will do this.
- Outreach – we support speakers to CCSC, and Kolling and other conferences. This came out of an NSF grant (2 year) and then we used our funds for this. We will roll this committee into a special projects committee.
- We created a new committee called Special Projects and Speaker Fund – Tiffany, Doug, Mark and Amber. This committee will decide how to spend these funds. One suggestion was to give fellowships to K-12 teachers to encourage more teachers to attend SIGCSE.
- We removed Dan and Bob Beck from the Symposium Exhibits Liaison and removed this position and changed Susan’s title to Symposium Supporter and Exhibitor Liaison – Susan Rodger
- Need a By-laws committee. Some bylaw changes need SIGCSE members to vote and some can just be approved by SGB with notification to members. Need to talk to Ginger and push. Renée and Dan will do this. Ginger will send her the definitions.
ACTION: Ginger, Renée

- Facilitate donations of CS related items- We choose not to handle this. Ginger mentioned that the ACM is looking for some old missing journals and will send us the list of missing journals. Susan will send her a reminder.
ACTION: Ginger, Susan
- Create a wiki page where universities can post scholarships. It would be best if ACM had a wiki page in which ACM members could login and post. Dan would link to it. Barb and Susan as CSTA liaisons would advertise this to SIGCSE members and then to CSTA. Doug will ask ACM if it is possible to set this up with an ACM login.
ACTION: Dan, Doug
- Susan will tell the registration team to use OPT-OUT for symposium and OPT-IN for ITiCSE. There are legal issues in various countries for OPT-OUT vs OPT-IN. We recommend that ITiCSE use an OPT-IN and ICER if held outside the US do the same. Doug will add this to the conference wiki
ACTION: Susan, Doug

We took a short break.

- Doug now talked about Finances. Fiscal year ends in June. SIGCSE did well up through 2008, with a profit each year. We are well above the limit of viability. In the past two years, we have had a \$50K loss. We need 260K amount to consider us stable. We are well above that but need to keep an eye on the continued losses and reverse this.
- The conference registration for SIGCSE 2011 has gone up \$35 to \$235 this year.
- This year the SIGCSE, ITiCSE and ICER CDs have not been sent out. We will send out all three together with ACM Inroads. We will not send them out any more after July 2011, but instead let people purchase them in the ACM e-store. Individual papers can be gotten through the Digital Library.
- Award nominations were passed out to examine for tomorrow.
- \$25 members, \$8 students and \$30 subscribers is the current membership fees. We decided not to increase the membership.
- Should we have a membership rate for with ACM Inroads printed and without it printed? We decided to table this for now.
- We need one announcement that says dues are not increasing, you will still get the print ACM Inroads, but after July 2011 you will not get conference publications in the mail anymore. When we announce these things we need to plug the other benefits of SIGCSE.

ACTION: Renée

- Special Projects – The budget is \$15K. We will continue talking about this tomorrow and the speaker fund.

We stopped around 6pm

Oct 3, 2010

Renee called the meeting to order at 8:12am.

- Speakers Fund we will continue funding this. In 3 years we spent about \$5000.
- Special Projects is currently capped at \$15K, each project is capped at \$5K. The Special Projects and Speaker Fund committee will address how these funds are used. The cap on this fund will stay at \$15K. Doug and Dan will send in an article to the bulletin.
ACTION: Doug, Dan, Amber, Mark, Tiffany
- Tiffany will talk to TOCE to suggest to them to submit a special session for SIGCSE 2012 to highlight papers in TOCE.
ACTION: Tiffany
- ITiCSE Site visits. Renée will check with Bruce to see if he is still planning on going on site visits. Only one person from the US should go each time and a total of two people.
ACTION: Renée
- Need to talk to Bob Beck and Scott Grissom about if Scott is planning on taking on this role.
ACTION: Renée
- Working Group Reports will be published in the DL and the two best will be published in ACM Inroads. The Working group coordinator will be in charge of picking the two best. They already send out the reports for review and should include a check box for whether this should be considered for a best working group report. Renee will contact the 2010 working group coordinators about best working group and an article for the bulletin.
The Working group report document will be called: ITiCSE Vol 2 Working Group Reports.
ACTION: Renée
- Best Paper Award Committee will notify the ITiCSE 2011 committee about the Working Group Reports document and picking the best two.
ACTION: Mark

- The Board voted on the two Award Winners and they will be notified. The award winner for Lifetime Service will speak for about 10 minutes at the First Timer's Luncheon if they want to.
ACTION: Dan
- Ask the Symposium evaluation coordinator to add a question to ask people to suggest SIGCSE Award winners.
ACTION: Amber
- We need to design a professional website for the ACM Inroads magazine. Dan will do this and put this off the SIGCSE website.
ACTION: Dan
- SIGCSE Bulletin – The SIGCSE Bulletin links on the SIGCSE web site need to be links to the ACM Digital Library.
ACTION: Dan

We took a short break.

- For reimbursement for the trip, everyone needs to go to the ACM web page under travel to get the reimbursement form. Do include the address you want the check sent to.
ACTION: Everyone
- Went over Conference attendees, The Symposium attendee number is the same as last year so Renée will check on that.
ACTION: Renée
- SIGCSE 2011
 - For SIGCSE 2011, we will support the Dept Chairs Workshop and the New Faculty Roundtable.
 - The student volunteers will do an icebreaker and go out to lunch instead. We will tell the conference chairs to make sure that it is clear on the registration form that first timers lunch is not included (and any other items) that are not included in student registration.
ACTION: Susan
 - We decided no one can schedule an event at the same time as the first-timer's lunch. We need to notify those who had requested an event on Thursday at SIGCSE.
ACTION: Renée

- A suggestion for the first-timers lunch is to allow old-timers to attend to mingle with first-timers and to hear the SIGCSE Service Award winner, if the winner wants to give a short speech. The award winner would be limited to 10-15 minutes as the main purpose of this lunch is for first-timers to talk to old-timers. To make this event possible, a larger room would be needed and old-timers would need to purchase their lunch in advance on the registration form. First-timers would still receive a free lunch. To keep costs down, a simple box lunch would be recommended. Old-timers would be strongly encouraged to sit with first-timers. Susan will contact Bob Beck and current and future conference chairs.

ACTION: Susan

- We decided to recommend that the Friday lunch time period should be about two hours and divided into two periods that people can schedule lunch activities in one of them or the same activity in both of them. They cannot schedule a long event over the two periods. Then attendees can check out two different lunch time events. If they want to provide a food they should schedule lunch if in the first time slot, and dessert if in the second time slot.

ACTION: Susan

- We went over the locations and conference symposium chairs for future conferences.
- Mark talked about FOCES
 - The ACM Education board was asked by NSF to hold a workshop with professional organizations and had a meeting in 2009.
 - They want to organize a council. An NSF grant was submitted and funded to set this up. The council is called CECC - Computing Education Coordinating Council. Organizations need to pitch in money to continue CECC. Right now it is US focused, though ACM and IEEE are international.
 - Overall it is about computing education. When the computing act is written, this is the organization that would help to write it. The overall idea is to have a voice.
- SIGCSE promised to “review the status and issues of schools that provide dual career tracks, one research based and one teaching based” . We should find someone to do this. They need to write a white paper. Mark will find someone to do this.

ACTION: Mark

- Barbara has a spreadsheet of all the organizations involved with computing education and whom attended the Future of Computing Summit in June 2009. She will send that out to us.

ACTION: Barbara

- Z stated that she would like to put an article on the bulletin to ask for volunteers for committees that need work.
ACTION: Z

- Barbara gave an update on the ACM Education Council
 - She said there were detailed minutes. The major action was CS volume 2013 – the revamp. Mehran Sahani was put in charge of it. They want the committee to be small. Mehran is forming his steering committee.
 - Mark is on the Ed board and SIGCSE pays for Barbara to be the SIGCSE representative on the Ed Council so there is strong SIGCSE representation.

- CSED week
 - What is SIGCSE’s face for CSED week? We need a front page news item. Mark will be on the steering committee for CSED week. Deborah Richardson will be in charge of CSED week.

 - We should have a SIGCSE page that shows what people are doing for CSED week. The board should strongly encourage people to volunteer, to send in what they are doing. So we need a CSED week subcommittee to collect and put up links people do. Doug will help Dan with create and put up links on this page. The page will be on the SIGCSE.org web page. They will also send out the email.
ACTION: Dan and Doug

 - Barbara noted that on Nov 5 last year she sent a note to members about CSED week to encourage them to participate.

- CSTA Leadership Cohort.
 - The CSTA Leadership Cohort is for K-12 teachers in their state to talk to their department of education, legislatures about issues in K-12 CS such as no certification of CS teachers, no credit for CS courses, and assessments for CS. They don’t have a lot of leverage on their own. CSTA runs workshops to train the Leadership Cohort, two K-12 teachers from each state. Those CSTA leadership Cohort would be more effective if they matched up with college faculty in their states. We could match them up with SIGCSE members in their state to help out. Susan and Barbara will talk to CSTA about getting SIGCSE members matched up and they will work on the matching.
ACTION: Susan and Barbara

 - Mark will put together a BOF on encouraging SIGCSE members to encourage them to match up with CSTA Leadership Cohort and put Susan and Barbara on it.
ACTION: Mark

- Special projects from the August round. There were three proposals and it was decided that one is fundable. They want to expand the Taulbee-like teaching schools survey that

Goldweber had done previously. There were questions as to how they would sustain this. CRA-E might be able interested in this.

- Schedule the early December phone board meeting. Renée will send out a doodle.
ACTION: Renée

The meeting was called to an end at 11:40am.

End of minutes, October 2-3, 2010 SIGCSE Board Meeting in Atlanta, GA.

Susan Rodger, Secretary