

SIGCSE Board Meeting Minutes

August 21, 2013

Telephone Meeting

Participants: Susan Rodger (chair), Renée McCauley, Paul Tymann, Judy Sheard, Amber Settle, Sue Fitzgerald, Alison Clear, David Kauchak, Christine Alvarado, Irene Frawley (ACM)
John Impagliazzo joined the meeting towards the end. Tiffany Barnes was not able to attend.

Susan called the meeting to order at 8:00pm EST

- Introductions
- Susan reported on a list of items that had been approved since the last board meeting:
 - Board meeting notes from March 6, 2013 and Board Business meeting notes from March 8, 2013 (approved by former Board)
 - In-coop status with Koli Calling 2013
 - In-coop status with WCCCE 2014
 - Approval of SIGCSE exhibitor and supporter liaison - Tom Cortina
 - Approval of new co-editor for SIGCSE Bulletin - David Kauchak
 - Learning at Scale Conference - co-located with SIGCSE 2014. SIGCSE 2014 will offer co-registration.
 - Informatics Europe (IE) and ACM Europe – the Board has made recommendations of SIGCSE members to be involved with planning the new CS Education conference for Europe.
- Susan proposed that automatic approval of in-coop status be given to conferences that have been approved on previous occasions.
ACTION: Susan to inform the Board of each up-coming conference with previously approved in-coop status. Approval will be given by the Chair, if no concerns are expressed.
- The SIGCSE committees list was reviewed and roles assigned.
- Awards Committee – Paul and Amber reported on work of the committee.
 - Paul advised that the deadline is Oct 1 for SIGCSE awards.
 - Reminded that it is important to encourage people to nominate for SIGCSE awards.
 - **ACTION:** Paul to send out an announcement soon.
- ACM Education Council membership (SIGCSE has one seat)
 - Barbara Owens is the current rep.
 - Alison also has a seat on the Council in an individual capacity.
 - The Council meets three times in 18 months. Barbara and Alison are attending the next meeting 2&3 November in San Francisco.
 - ACM Council pays for the travel.

- Sue Fitzgerald flagged her interest in this position in the future and proposed that we review every 12 months.
- **ACTION:** Susan to put on agenda for discussion at next Board meeting.
- ICER/DC Oversight Committee
 - Term limits for the oversight committee were discussed.
 - **ACTION:** Susan to put this on the agenda for discussion at the next Board meeting.
 - **ACTION:** Alison to send the Board notes from the ICER business meeting held after ICER2013.
- SIGCSE Membership
 - **ACTION** Irene to send Judy Sheard link to membership database for regular reporting of membership.
- Disciplinary Societies Forum Liaison
 - **ACTION:** Renee to check if this committee is still active
- ITiCSE Oversight Committee
 - Renee advised that a decision was made at the last Board meeting to establish an ITiCSE Oversight Committee.
 - The previous Board suggested that the chair of an ITiCSE conference serves on the committee for the following ITiCSE.
 - Renee and Alison will work to suggest others who could serve on this committee
 - **ACTION:** Susan to put on agenda for discussion at the next Board meeting
- The Treasurer (Amber) gave a report on the budget:
 - Summary of expenditure for 2012 and 2013 and a projected budget for 2014 was presented.
 - Funds balance has been increasing in the last three years.
 - By design, membership fees are low; the Board was advised that each member costs SIGCSE more than they pay in dues, but the ACM Digital Library income offsets this.
 - Amber reported that for fiscal year 2013 we were required to have \$313,000 and it is projected that we will have \$550,000.
 - Alison questioned the loss shown for ICER2012. **ACTIONS:** Alison to send information about ICER2012 to Amber who will follow up with ACM.
 - **ACTION:** Everyone submit their travel authorization forms.
- SIGCSE website - Paul to maintain this now, taking over from Dan Joyce.
 - **ACTION:** Paul to set up Google analytics for the website.
 - **ACTION:** Paul to put the SIGCSE History on the SIGCSE site including Conference and Board History (from Henry Walker) and best paper awards.
 - **ACTION:** Susan to chase all previous best paper awards from Chairs awards.
 - **ACTION:** Alison to send Paul information from ICER2014
 - **ACTION:** Susan to request that conference chairs add best paper awards on their conference websites

John joined the meeting

- SIGCSE listserv -- Susan reported on her meeting with Frank Young on Aug 16, 2013 and this was discussed. (Will Turner also helps with the listserv)
 - SIGCSE-members subscribers: 1170
 - SIGCSE-announce subscribers: 2660
 - SIGCSE members: 2590 (as of Aug 19)
 - Currently people can opt out of SIGCSE-announce and they opt-in to SIGCSE-members.
 - Frank and Will would like to implement:
 - SIGCSE-announce and SIGCSE-members are both automatic, opt-out always possible, email address is the one from ACM (or another by request).
 - ACM to automatically add a person when they become a member and tell them they have been added and they can opt out; then automatically remove them when they forget to renew and send them an email to inform them they have been removed from the mailing list.
 - People need to be informed about the changes and how to make a change in their ACM email. Need to update SIGCSE web site about subscription rules.
 - **ACTION:** Susan to ask Frank to start working on these changes
 - Irene suggested that we should follow up on lapsed members. We can do this by accessing the lapsed members list (say, every month) and then send a message to anyone who has not rejoined SIGCSE – normally there is a three month grace period for re-joining.
 - **ACTION:** Irene to talk to Frank Young about the automatic adding to the lists and automatic messages.
- SIGCSE Bulletin
 - **ACTION:** Susan to put terms for co-editors on agenda for discussion at next Board meeting
 - David and Christine reported on current plans for the next Bulletin and asked for suggestions:
 - An article on a recap of ICER2013 has been organized.
 - Members spotlight – suggestions were given.**ACTION:** Christine to contact people that gave re-caps of CE-ed week in last year's Bulletin to produce some "How to" guides.

Renee left the meeting

- Christine suggested other ideas for articles:
 - NSF – what is happening with funding? Paul offered to write this article for a future edition.
 - Mine the SIGCSE list for interesting discussions to highlight and summarize.

- SIGCSE chapters – an article about what is going on in the Chapters.
ACTION: Alison and Judy to lead this article.
- Special projects – reminder about these

Christine left the meeting

- Special Projects and Speaker Fund
 - **ACTION:** Amber, Sue and Judy to find two other people for this committee and decide on a chair for Special Projects.
 - Two rounds of projects each year - deadlines: Nov 15. May 15. Advertised on SIGCSE lists and CSTA. Applicants need to be SIGCSE members.
- Travel Grant Program (new program starting in 2013)
 - **ACTION:** Renee to find someone to take the lead in setting up this committee.
 - New committee will need to decide on processes for advertising and assessing applications and establish some criteria for applications.
 - **ACTION:** Renee to invite Henry Walker to help with setting up processes and criteria
- Pre-Symposium event: New Educators Workshop
 - Susan suggested running a workshop for new faculty in the alternate years to the CRA-W workshop for women.
 - Previous new educators' event was run by Sheila Castaneda and Dave Reed.
 - **ACTION:** Susan to contact people about running this workshop for 2014.
 - SIGCSE will support this event but probably cannot support at same level as CRA-W does which is about 20-30K.
 - Susan proposed the workshop would cost \$8500-\$9000, budgeted as follows:
 - lunch and breaks (about \$2000 for food)
 - two hotel nights for each coordinator (2 coordinators)
 - one hotel night for each speaker (up to 6 speakers) about \$1500
 - \$5000 for travel funds (max \$500 for grad student - must volunteer and get free student registration and attend all of conference)
 - Encourage faculty to get funds from their university, this is a benefit for them
 - new faculty coming under new Travel Grant Program should be required to attend this?
 - **ACTION:** Susan to run this by the workshop coordinators (when found) and will notify the pre-conference organizer of SIGCSE 2014.
- SGB meeting and training
 - Susan and Paul will go to training
 - Susan and Renee will go to SGB meeting (Renee is on SGB board)
- ACM Inroads - John Impagliazzo reported
 - John reminded the Board that his term as EIC will expire within 2 years.

- Downloads for articles in *Inroads* has dramatically increased this year – bringing a revenue stream for SIGCSE.
- Need to find more paid ads for *Inroads* to underwrite the production costs. Requested Board discuss ways of getting more ads – perhaps at SIGCSE.
ACTION: put on the agenda for the next meeting.
- Items for next board meeting
 - Revive SIGCSE Chairs Workshop starting in 2015, every other year alternating with the New Educators Workshop
 - **ACTION:** Renée to find co-chairs for 2015

Duration of meeting: 1.45 hours

End of minutes, August 21, 2013, SIGCSE Board Meeting.

Judy Sheard, Secretary