

SIGCSE Board Meeting Minutes

March 2, 2016

Memphis, Tennessee

Participants: Susan Rodger (chair), Renée McCauley, Paul Tymann, Judy Sheard, Amber Settle, Tiffany Barnes, Alison Clear, Sue Fitzgerald, Maureen Doyle (co-Editor of SIGCSE Bulletin). Irene Frawley (ACM) and David Kauchak (co-Editor of SIGCSE Bulletin) were unable to attend.

Susan called the meeting to order at 8.45am Central Time

- January 27 2016 Board meeting minutes were approved.
 - **ACTION:** Paul to post January 27 2016 Board meeting minutes to the SIGCSE website.
- Items approved since last SIGCSE Board Meeting:
 - PAF for ICER 2016
 - In-cooperation with CSERC 2016
- Thank you cards for SIGCSE conference chairs were signed.
- Susan showed the meeting ribbons that were made for the Technical Symposium participants.

Ernesto Cuadros-Vargas joined the meeting

- Alison presented an update on planning for ITiCSE 2016:
 - 54 papers have been accepted with a 38% acceptance rate.
 - 8 working groups and 3 panels have been accepted.
 - A draft program has been prepared.
 - The issue of low numbers at ITiCSE paper sessions due to working group participants not attending was discussed.
 - **ACTION:** Alison to inform working group participants they are expected to attend the conference sessions.
 - **ACTION:** Alison to prepare an article on “Making the most of Peru and ITiCSE” for the SIGCSE Bulletin.
 - **ACTION:** Ernesto Cuadros-Vargas to prepare a preview article on ITiCSE 2016 for the SIGCSE Bulletin.
 - **ACTION:** Alison to send to the Board a breakdown of paper acceptances according to country.
 - **ACTION:** Alison to send a budget to Amber.

Ernesto Cuadros-Vargas left the meeting

- Judy presented an update of planning for ICER 2016:
 - Conference on Sept 9-11, Doctoral Consortium on Sept 8, Work-in-Progress on Sept 11-12.
 - Website has been set up with a timeline, CFP, and submission guidelines.
 - Program committee of 53 members has been established.
 - Two Associate Program Chairs have been appointed. The Associate Program Chairs will work with three of the Conference Chairs as meta-reviewers during the research paper reviewing process.
 - A single track format is planned. Feedback from ICER 2015 showed strong support for the single track format.
 - Submissions are sought for research papers, lightning talks, and posters.
 - A new submission category for this year is a lightning talk accompanied by a poster.
 - Lightning talks, posters and lightning talk plus poster will undergo a lightweight reviewing process.
 - The research paper length is 8 pages plus 2 additional pages for references.
 - The reviewing process will incorporate a discussion phase monitored by five meta-reviewers.
 - **ACTION:** Judy to prepare a preview article on ICER 2016 for the SIGCSE Bulletin.
 - **ACTION:** Judy to send a budget to Amber.

- Amber gave the Treasurer's report:
 - ITiCSE 2015 closing report:
 - ITiCSE 2015 returned a surplus of \$3,534.
 - Surplus was less than expected because of extra unanticipated VAT charges.
 - ICER 2015 preliminary closing report.
 - ICER 2015 is expected to return a surplus of around \$3700.
 - Slides for the Business meeting were reviewed.
 - SIGCSE is in good financial shape
 - In FY 2015 there was a surplus of \$35,998
 - In FY 2016 there is projected surplus of \$94,604
 - 20 applications were received for the SIGCSE Travel fund. Six awards were made with one person declining to take up their award.
 - Two awards were made for the Speakers funds in FY 2015 and there have been two awards so far in FY 2016.
 - Membership numbers are stable
 - **ACTION:** Susan to follow up on PAFs and TMRFs for ITiCSE and ICER.

- Ideas for a new international SIGCSE conference were discussed:
 - Alison tabled a document that outlined a proposal for an international SIGCSE conference that would be run in collaboration with other ACM SIGs that had education arms.
 - Although the Board saw benefits in working with other SIGs some felt that it could be difficult to coordinate the running of such a conference across different SIGs.
 - The purpose of the proposed new international SIGCSE conference is to service regions that currently do not have a SIGCSE conference and where there is strong interest in

running such a conference. It was proposed that the conference could move around to different regions and run at times that suited each region.

- “SIGCSE Global Computing Education Conference” was proposed as a possible name for the conference with “SIGCSE Global” as a short version of the name.
 - Possible locations for SIGCSE Global were discussed.
 - It was decided to begin with one conference and see how it goes.
 - **ACTION:** Susan to form and lead a committee to put together proposal for a “SIGCSE Global Computing Education Conference”.
- Susan gave an update on Symposium Supporters:
 - There are concerns about low attendance at some previous Symposium Supporter events.
 - At the 2016 SIGCSE Technical Symposium a Supporter liaison person will attend each Supporter event to introduce the supporters and provide any assistance they need.

Carey Laxer and Larry Merkle joined the meeting

- SIGCSE Technical Symposium registration team members (Carey Laxer and Larry Merkle) gave a report:
 - The registration team raised a concern that the conference management team had access to the conference registration system without the knowledge of the registration team.
 - The registration team stated that the conference management contract is not clear on who should have access to the registration system.
 - The team requested an opportunity to provide input on future conference management contractual arrangements.
 - The team suggested that at least three people were needed on the registration team.
 - Transitioning of the registration team to new membership was discussed.
 - The team proposed that more than one year was needed to learn the registration process.
 - The registration team feel they provide a welcoming face to the Symposium. They also feel that their knowledge of the community is valuable when helping people who approach the registration desk.
 - The Board recognised that registration for the Symposium was a huge task and decided to explore the possibility of outsourcing the Symposium registration while at the same time retaining familiar faces at the registration desk.
 - **ACTION:** Susan to request that the Symposium registration team document their tasks and then she will seek estimates for the cost of outsourcing these tasks.
 - **ACTION:** Susan or another Board member to attend the Executive Events debrief meeting.

Carey Laxer and Larry Merkle left the meeting

- Renée gave an update on the forthcoming SIGCSE election.
 - Candidates will be introduced at the opening of the Symposium and at the SIGCSE Business meeting.

The Board joined the New Educator's Workshop for lunch

- Sue gave a report on the new SIGCSE committee on Instructional Practices
 - Survey has been conducted to gather data on instructional practices common to computer science educators in the USA.
 - 366 invited to participate and so far there has been a 28% response rate.

Dan Garcia joined the meeting

- 2018 SIGCSE Technical Symposium Chairs, Dan Garcia and Tiffany Barnes, gave a report on planning for the 2018 Symposium to be held in Baltimore:
 - Dan commented that a list on what to do for the Symposium would be helpful.
 - **ACTION:** Susan is to forward the list of conference chair tasks to Dan and Tiffany.
 - The Chairs are investigating the possibility of videoing sessions.

Dan Garcia left the meeting

Michael Caspersen and Stephen Edwards joined the meeting

- 2017 SIGCSE Technical Symposium Chairs, Michael Caspersen and Stephen Edwards, gave a report on the 2017 Symposium to be held in Seattle:
 - The TMRP is in preparation.
 - The conference venue will be the Washington State Community Centre.
 - It is planned to incorporate a discussion phase monitored by meta-reviewers into the paper reviewing process.
 - **ACTION:** Michael Caspersen to prepare an article on the new paper review process for the SIGCSE Bulletin.

Michael Caspersen and Stephen Edwards left the meeting

Jodi Timms and Carl Alphonse joined the meeting

- 2016 SIGCSE Technical Symposium Chairs, Jodi Timms and Carl Alphonse, gave an update on the 2016 Symposium in Memphis:
 - There was an issue with the rooms allocated to the Symposium not matching the original request.
 - There was an issue in that the ACM did not request the rooms needed/wanted by the Symposium when the contract was issued.

- Jodi and Carl proposed changing the current progression of program chairs to conference chairs to a model where the Conference Chair and Program Chair roles are separate and would each be a two year position.
- **ACTION:** Susan to seek feedback on this proposal from the Business meeting and the SIGCSE community.
- The cost of the conference management was discussed.

Jodi Timms and Carl Alphonse left the meeting

Mark Bailey joined the meeting

- Mark Bailey (new ACM Inroads editor) gave a report on ACM Inroads:
 - Two new co-editors: Mark Bailey and Laurie Smith King.
 - Some changes have been made to the format of ACM Inroads.
 - New graphic design and fewer sections.
 - New fun back page – cartoons, puzzles, etc.
 - Added some new columns to give voices to different communities – e.g. NSF, K-12.
 - Expanding the size of the editorial board. Reaching out to different communities requesting names to be put forward.
 - A new website is under design.
 - Seeking ideas for special sections and guest editors.
 - Seeking suggestions for a third co-editor.

Mark Bailey left the meeting

- Federation of conferences
 - **ACTION:** Susan to seek an update on the Federated conference from Michael Caspersen.
- SIGCSE Bulletin
 - Maureen advised that David Kauchak's term as co-Editor of the SIGCSE Bulletin was ending.
 - Suggestions were offered for the new co-Editor.
- Next meeting will be a phone meeting in April or May.

The meeting concluded at 4.50pm Central Time.

End of minutes, March 2 2016, SIGCSE Board Meeting

Judy Sheard, Secretary