

## **Minutes**

SIGCSE Board Meeting

Wednesday, February 21, 2018

Baltimore, MD

### **Attending**

- Michelle Craig, At Large
- Adrienne Decker, Treasurer
- Maureen Doyle, SIGCSE Bulletin Co-editor
- Sue Fitzgerald, Secretary
- Briana Morrison, At Large
- Leo Porter, SIGCSE Bulletin Co-editor
- Susan Rodger, Immediate Past Chair
- Amber Settle, Chair
- Judy Sheard, Vice-Chair
- Mark Weiss, At Large

The meeting was called to order at 7:59 AM EST.

The minutes for the January 23, 2018 phone meeting were approved.

### **Activities since the last meeting**

- Two ACM SIGCSE chapters have been approved - one in Jataí, Brazil and one in the UK and Ireland..
- Policies were changed to allow the case-by-case creation of country-wide chapters
- A question about who should be nominated for SIGCSE awards is on this year's symposium evaluation.
- SIGCSE will staff a booth at the CSTA conference in summer 2018
- The ICER 2018 TMRF was approved

### **SIGCSE Global Conference**

- A motion was made to approve the proposed Structure of the SIGCSE Global Conference. The motion passed.
- S. Rodger agreed to act as the Board liaison to the initial SIGCSE Global Conference steering committee. M. Craig will serve on the Steering Committee if needed and may act as the future Board liaison.
- S. Rodger will issue an open call and recruit additional people for the initial steering committee. She will approach groups that have previously expressed interest in hosting such a conference.
- S. Rodger will work with M. Doyle on an article about the new SIGCSE Global Conference for the July issue of the Bulletin
- A TMRF will be submitted for the new conference

### **Technical Symposium**

- A motion was made to offer student volunteers SIGCSE membership. The motion passed.
- The registration team will be asked to add a check box on registration form for students asking them if they would you like a free SIGCSE membership.

- There will be one student rate. Volunteers will receive a refund if they complete their volunteer commitment.
- A proposal was presented to increase the page length for submissions to 6 pages plus 1 page of references. The motion carried.
- M. Doyle will work with the 2019 Symposium chairs on an article for the Bulletin describing this change and the rationale for it.
- The Board discussed issues related to the growth of the Symposium.
  - The site visit team has been asked to increase space requirements for the Symposium. New space targets are:
    - 1000 for plated lunch
    - 1700 for plenaries and/or an overflow viewing room
    - Reception for 1250
    - 15 parallel session rooms
  - The 2019 Symposium chairs will be asked to check the room space contracted in Minneapolis as soon as possible with special attention to be paid to space for the closing luncheon.
  - The 2018 Symposium Chairs will be asked to report on the number of people attending lunch in 2018.
  - The number of submissions is growing with an acceptance rate of about 30%. The Board brainstormed ideas for dealing with growth.
    - There were 17 parallel sessions in 2018. A. Decker will ask the 2019 Symposium Chairs to look into how many parallel sessions the hotel can handle in 2019 and to see if more space can be identified.
    - A. Decker will encourage the 2019 Symposium Chairs to consult with the Board before adding tracks. A maximum of two exhibitor sessions should be scheduled simultaneously. There was some discussion about other possible times for exhibitor sessions.
  - The Board discussed ideas for changes to the structure of the Symposium leadership. Among other ideas they considered a proposal from the 2018 Symposium Program Chairs to create an additional program committee position
    - B. Morrison and A. Decker will write a proposal for Board consideration
    - A. Settle will seek feedback from previous Symposium chairs
  - 2019 Prospectus
    - The Board will consider changes to the Prospectus at its October meeting
    - Possible changes include exhibitor sponsorship of lunch on Friday, a reception on Wednesday or Friday evening or breakfast on Friday or Saturday; limiting Wednesday events to bronze supporters or above; allowing some exhibitor events to compete with BOFs.
    - A. Decker will ask the exhibits manager and exhibits liaison to write a proposal
- Report on 2018 Symposium from T. Barnes and D. Garcia
  - Saturday lunch
    - 888 lunches in 2017, 1175 registered for lunch in 2018
    - 75% of those who sign up for lunch show up
    - Extra foyer seating was provided this year; those who are leaving before 1:00 will be asked to sit in the foyer
    - Expecting 60-100 outside main room
  - T. Barnes reported on WHOVA application
    - Her comments were positive.

- She suggested that we could do registration with WHOVA and/or we could go to an exclusively online program with WHOVA
    - WHOVA has QR codes
    - WHOVA cannot check ACM membership while RegOnline can.
    - Note: Next year the event planners will take on some of the registration functions
    - A question will be added to the 2018 evaluation – how important is the printed program to you?
  - Growth
    - The Symposium experienced 20% growth this year with an increase of 20% in submissions and 20% in acceptances
    - T. Barnes suggested that we add an additional day to the Symposium
  - Comments on the Symposium program
    - The 2018 Symposium Chairs recommend the creation of a best paper selection committee with the possible addition of a best reviewer category
      - Note: The ACM website has quite a bit of information about designating best papers (see <https://www.acm.org/conferences/best-paper-awards>).
    - Nifty Assignments is now its own “track” with blind reviewing
    - Pre-Symposium events could be standardized by submitting proposals via EasyChair. Food orders, A/V, cost to participants and registration could be standardized. A. Decker will investigate.
    - Workshop registrations were up – most likely because they were posted before registration opened and the cost was lower this year
  - Baltimore was a good location with good public transportation and many local participants. However, it was more expensive than some locations.
- Report on Symposium 2018 and 2019 from M. Perez Quinones and B. Hawthorne
  - Planning for the 50th anniversary of the Symposium
    - A. Decker is organizing a planning committee. Ideas include
      - Invited papers or sessions to trace history.
      - Making one of the plenaries a panel about history
      - Fireside chat on Wednesday night, 5:00 – 7:00 pm, perhaps with support from an exhibitor.
      - Commemorative backpack or water bottle, etc.
      - Conference chairs were asked to provide an estimated budget
  - Conference Chairs plan to visit Minneapolis the last week of April
  - If space is an issue, Kids Camp could be moved to another hotel
  - Associate Program Chairs (APCs)
    - Number of APCs seems high
      - 459 papers were submitted for the 2018 Symposium
      - 10 papers per APC translates to 45 APCs
      - Historical number of APCs in recent years:
        - 2018 - 56
        - 2017 - 51
        - 2016 - 12
        - 2015 - 12 (25 to 27 papers per APC)

- Clarify expectations for reviewers and APC's. Some reviewers felt forced to come to consensus. APC's should do a meta review.
- Reviewers and APCs should be anonymous, even to each other
- B. Hawthorne and M. Perez Quinones will write an article for the July issue of the Bulletin
- Report from Site Selection Committee – P. Tymann and B. Beck
  - T. Camp will transition into the site committee leadership in August 2018
  - Searches for upcoming conferences will include cities in Canada

## ITiCSE

- Report on ITiCSE 2018 and 2019 from M. Goldweber
  - M. Daniels will be stepping down from the ITiCSE steering committee after ITiCSE 2018
  - Documentation for the new steering committee structure is under development. It will include
    - documentation for the recruitment of key conference committee members (conference chair, program chair, working group chair) including criteria for each position as well as the selection of program and reviewing committees and criteria for each;
    - documentation of the reviewing process for papers, posters, panels, working groups, etc.;
    - an open call for conference hosting to make the selection process more transparent;
    - updates to the website, including a mission statement and a code of ethics
  - ITiCSE will be located in Trondheim, Norway in 2020
  - The number of paper submissions increased again this year (around 194). The acceptance rate will be under 31-32%. Ten working groups were accepted.
  - There were 16 APCs in 2017. J. Sheard will collect similar statistics on the profile of the APC for 2018.
- ITiCSE Steering Committee report
  - The Board discussed two documents outlining a new steering committee structure for ITiCSE which includes participation from Informatics Europe and ACM Europe.

## ICER

- Report on ICER 2018 and 2019 from A. Peterson and R. McCartney
  - The ICER 2018 CFP is available
  - The call for nominations to Chair ICER 2021 is ready
  - The Board approved A. Moskal, Otago Polytechnic in Dunedin, NZ, as 2020 site chair and A. Robbins as 2020 program chair
  - Growth
    - Last year there was a large uptick in submissions (100 to 180). The acceptance rate went from 25% to 16%
    - Participants like the single track but it may be time to split into more than one track for space and intimacy
    - There is a need to grow the reviewer pool
    - The ICER leadership is discussing the length of conference
    - There are costs to consider, especially if the length of the conference is extended

- ICER database coordinator
  - The database coordinator position is a 3-year term, renewable once.
  - B. Morrison will discuss the recruiting of a new database coordinator and an appropriate transition with ICER leadership

#### **ACM Inroads report from L. Smith King**

- All new instructions and guidelines have been developed
- Inroads is now printing all the SIGCSE conference best papers
- The September issue was devoted to the non-doctoral granting survey
- New people have taken over columns
- New columns were added
- The back page contests are fun and have been well-received
- A CRA enrollment series of articles was published
- An ACM retention series of articles was published
- Jane Prey will be the guest editor for a SIGCSE 50<sup>th</sup> anniversary issue
- This would be a great time to get extra advertising
- M. Bailey and L. Smith King's terms will be done in December, 2018
- New editors will start with the March, 2019 issue

#### **SIGCSE Bulletin**

- The Board approved K. Davis from Miami University as the new SIGCSE Bulletin editor who will replace M. Doyle
- The Board passed a motion to issue an open call for L. Porter's position. Non-US people will be solicited

#### **Listservs**

- The Board discussed the sort of announcements which are permissible on the sigcse-members list

#### **Next SIGCSE Board election**

- The slate for the next SIGCSE election will be created in Fall 2018

#### **Business Meeting**

- The Board briefly discussed the agenda items for the February 23, 2018 Business Meeting.

#### **Treasurer's Report**

- There is a fairly high fund balance right now. Some decisions will reduce that balance
  - The Symposium registration was not increased this year
  - Symposium workshop fees were reduced
  - A new global conference will be introduced
  - Travel grants were provided for those attending the new educators workshop
  - Other conference fees will remain fixed or will be reduced

#### **SIGCSE committees**

- J. Sheard will propose changes to rules about SIGCSE committees and parallel changes to the website. Changes will include asking SIGCSE committees to report annually and adding time limits to the life of the committees.

**CSTA**

- SIGCSE will send a presentative to the CSTA conference
- A. Settle will meet with the new CSTA president

**Effective use of social media**

- The Board briefly discussed SIGCSE's social media presence. B. Morrison will set up one account per conference and one account for the SIG.

**New SIGCSE logos**

- The Board did not reach consensus on any of the proposed logos and tabled the discussion