

# SIGCSE Board Meeting

## September 14, 2007

### Atlanta, Georgia, USA

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

#### **Thanks**

- A huge vote of thanks is given to outgoing board members Vicki Almstrum, Sally Fincher, and Bruce Klein for their many years of dedicated service to the SIGCSE Board and community.
- Another vote of thanks to Ginger Ignatoff, our fantastic SIG representative at ACM.

#### **Board Visions**

Visions shared for upcoming years by the board members include increasing SIGCSE's visibility, expanding SIGCSE's reach, revisiting our mission and determining who we are and who we want to be, maintaining a sound financial structure, increasing our membership – especially in areas of the world where we have little visibility and increasing our active volunteer base – especially with young educators, and transforming *inroads* to magazine status.

#### **Chair's Report's (Barbara)**

- Visions for 2007 – 2010 include the cultivation of strong younger leadership, increasing our international presence, contribution to a climate that fosters increasing enrollments, and maintaining/elevating the prestige of our conferences.
- Some important things we need to start doing are
  - Submit names to ACM for consideration for ACM awards – three levels exist: Senior, Distinguished, and Fellow.  
*ACTION: Everyone*
  - Contact our new members with a welcoming email – this is now supported and encouraged by ACM headquarters.  
*ACTION: Membership Committee (Henry, Doug and Ingrid)*
  - Revise our web site to fit with the new ACM model and the new ACM branding approach.  
*ACTION: WebMaster (Scott)*
- Barbara described her experience attending the July SIG Governing Board meeting and reported on new and ongoing initiatives of that Board.

## **Minutes**

- The minutes of the March 2007 meeting were approved.
- The Board agreed that the Board minutes will be public. They will be posted off the SIGCSE web site. The minutes will make it easy to locate Board actions and action items. The minutes should reflect the “flavor” of discussions.

*ACTION: Secretary (Dan)*

## **Treasurer’s Report (Renée)**

- Renée presented a cohesive summary of all Conferences, Outreach awards, and Special Projects awards since 2004. The Symposium continues to be strong economically, ITiCSE is moving in a positive direction and has recently shown profits, and ICER appears to be healthy and self sustaining. The Outreach and Special Projects awards have invested about \$25,000 per year into the CS education community. SIGCSE is projected to maintain a healthy fund balance that is safely above the balance of \$300,000 required by ACM.
- The question came up as to how much and for how long the Board had approved Outreach and Special Projects. Dan will look through past minutes to determine this information. He will also search for and summarize any other information that might be valuable for the new Board such as what the previous Board decided about the privacy of minutes, unfinished action items, etc.

*ACTION: Secretary (Dan)*

- Henry agreed to continue as the Board liaison to conference chairs for conference budget questions, continuing a role he has performed admirably for many years.

*ACTION: Henry*

## **In Cooperation Conferences**

- Several years ago each separate CCSC Conference that wished to be held “in-cooperation” with SIGCSE was required to fill out a separate request form. This process was streamlined so that the CCSC organization is able to fill out just one form per year asking for in-cooperation status for each of their conferences. It appears that there may have been some confusion about this new arrangement this year. Renée will follow up on an email that Barbara sent to CCSC (Susan Dean) to straighten things out.

*ACTION: Renée*

## Roles for Board Members and Other Volunteers

Besides their obvious roles, Board members are involved in many ways with the on-going management of the SIG. Other members also volunteer their time to fulfill certain roles. With the onset of the new Board we need to review and revise the various roles. Those assigned to the various roles are encouraged to recruit additional help as appropriate.

Role	Previous	Current
SIGCSE Board ListServ Moderator	Vicki	Dan
Awards	Barbara	Alison
Food Liaison for Wednesday before SIGCSE	Vicki	Wanda
Special Projects	Alison (lead) Dan Vicki	Alison (lead) Dan Ingrid Doug
Doctoral Consortium Liaison	Vicki	Alison, Ingrid
ICER Board Contact point		Alison
CSTA Liaison	Barb	Barb Wanda
Outreach	Renée Dan	Renée Ingrid
Webmaster	Scott Grissom	no change
IFIP Liaison	Joe Turner	no change
Membership	Dan Renée	Henry Doug Ingrid
inroads Editor	John	no change
Symposium Site Coordinator	Bob Beck Scott Grissom	no change
ITiCSE Site Coordinators	Bruce Mats Daniels	no change
SIGCSE Symposium Exhibits Liaisons	Dan (lead) Bob Beck	no change
Conference Paper Selection Process	Dan Bruce Renée	Dan Doug Renée
Review Support Software	Henry John Dooley	no change
Symposium Liaisons and Memory		Doug Dan Wanda Ingrid
Conference Budget Liaison	Henry	no change
Chapter Development	Bruce	Alison John (advisory)
Information Directors	Frank Young William Turner	no change

Symposium Registration	Cary Laxer Laurence Merkle	no change
Gifts for conference chairs	Alison	no change
Chocolate bars for Board	Alison	no change
History and Volunteer Tracking		Henry John

### Awards and Appreciation

- Inspired by the recent increase in the Turing Award prize stipend, the Board agreed to raise the stipend associated with our two major awards, the Outstanding Contributions for CS Education award and the Lifetime Service Award, from \$1,000 to \$2,500. These awards also include travel and accommodation expenses, typically for two days.
- Likewise, we agreed to raise the gift certificate given to conference chairs in appreciation of their service from \$70 to \$100.

### inroads (John)

- The Board approved a change to the *inroads* cover which will appear soon. We thank John for all his hard work on this.
- After some interesting bouts with technology and the hotel service department, which we eventually won, we were joined on speaker phone by Donna Cappo of ACM SIG Services to discuss an to move *inroads* from newsletter status to magazine status. John reported on the status of the proposal an initiative we all discussed the ramifications of the move, if it is approved by the ACM Publication Board. Some highlights of the discussion were:
  - The move would have to be approved by the membership.
  - To meet ACM requirements, papers in magazines must be “formally reviewed”. Our conference proceedings, the September and March issues, are already formally reviewed. We would need to increase the reviewing for the June and December issues from editor reviewed to formally reviewed. This increase in review activity appears to be the primary “economic” cost of the move. It requires assigning an editorial board and a set of reviewers. There would also be a one-time set-up cost of \$4000.
  - If it becomes a magazine, we expect to keep the same basic format and style for *inroads* initially. We’d expect to gradually move to the more colorful, glitzier format that is associated with most ACM magazines.
- The Board approves the initiative to move *inroads*/The SIGCSE Bulletin from newsletter status to a formally reviewed magazine. John will update the proposal based on our discussion and send it to the Board for comment. Dan will create an “executive summary” of the proposal for the Board.

*ACTION: John, Dan, and the entire Board*

## Conferences

- Barbara presented the list of upcoming conferences and chairs:
  - SIGCSE 2008 Portland, USA: J.D. Dougherty, Susan Rodger
  - SIGCSE 2009 Chattanooga, USA: Sue Fitzgerald, Mark Guzdial
  - SIGCSE 2010 Midwest, USA
  - ITiCSE 2008 Madrid, Spain: June Amillo, Cary Laxer
  - ITiCSE 2009 Paris, France: Ingrid Russell
  - ITiCSE 2010 Turkey (see below)
  - ICER 2007 Atlanta, USA: Mark Guzdial
  - ICER 2008 Sydney, Australia: Ray Lister
  - ICER 2009 Berkeley, USA: Mike Clancy
  - ICER 2010 Aarhus, Denmark: Michael Caspersen
- Ingrid reported on the highly successful SIGCSE 2007 held in Covington, Kentucky, USA.
- We agreed that Symposium chairs could benefit if a board committee could archive/organize relevant information from year to year. A committee (Symposium Liaisons and Memory Committee) composed of past Symposium chairs Doug (chair), Dan, Ingrid, and Wanda was created.

*Action: Symposium Liaisons and Memory Committee*
- John suggests that at least once every ten years we hold the Symposium outside the USA.
- We reviewed a report by Bruce Klein on the upcoming ITiCSE 2008 – Madrid.
- As the new SIG chair, Barbara would like to become more informed about the ITiCSE conference program selection and organization process. We agreed that SIGCSE should support the cost for Barb to travel to the ITiCSE program committee meeting in Madrid, early in 2008.
- We reviewed a proposal by the 2008 Symposium co-chairs, JD Dougherty and Susan Rodger, to investigate alternative (other than paper) delivery mechanisms for the symposium proceedings. We approve in general the idea of providing the proceedings on CD-ROM, with the option for attendees to obtain (buy?) paper proceedings if desired. We thank the chairs for their “progressive” thinking and leave the details of the investigation/implementation to them. They should work closely with our ACM Headquarters representative and with the registration team, if appropriate. Barbara will convey this decision.

*Action: Barbara*
- In another note from the Symposium co-chairs they suggest that SIGCSE appoint “someone very familiar with SIGCSE” to actively work on sponsorship. We discussed this idea and the ups and downs of exhibit management and sponsorship. We agreed to revisit this question at the February meeting.

*Action: Entire Board at February meeting*

- We held a long discussion on budget issues related to the upcoming 2008 symposium in Portland, including a discussion of the currently proposed budget. Highlights include:
  - Henry explained that the conference budget philosophy, especially for the Symposium, was driven by a need to show a nice profit in order to support the other efforts of the SIG. And we have been very successful in doing this – lately most of the profit has come from exhibits and sponsorships.
  - However, the Digital Library now provides us with a reliable source of income. At the same time exhibit and sponsorship income is down.
  - We agreed NOT to change the registration rates for the 2008 Symposium from the rates of the previous year.
  - We agreed to accept the current proposed budget for SIGCSE 2008.
- Ingrid reported on plans for ITiCSE 2009 in Paris. Food cost projections seem very reasonable. Housing will be expensive. The local committee will suggest places with “reasonable” rates.
- Future ITiCSE sites:
  - We reviewed an informative report by Bruce Klein and Mats Daniels on their ITiCSE site visits to Darmstadt, Germany and Ankara, Turkey.
  - We reviewed a thoughtful, descriptive letter from Reyyan Ayfer and Can Kultur describing their plans if ITiCSE is held at their location in Ankara, Turkey.
  - We discussed and then approved Ankara, Turkey as the site for ITiCSE 2010. The site sounds beautiful, appears to be a perfect match for ITiCSE, the facilities as described are great and the prices should be very reasonable.
  - We agree that Darmstadt, Germany might be a possible future site for ITiCSE.
- We agreed that for the upcoming Doctoral Consortiums travel support for participants will be \$500 and discussants will get one “free” night in a hotel.
- We need to identify an American “junior” leader for the DC to be held in Sydney in September 2008 and to lead the DC in Berkley in 2009.  
*ACTION: Ingrid and Alison*

### **Board Travel and Conferences**

- We reviewed the current Board Travel Policy. So that Board members can attend, support and learn about our conferences and remain in touch with our active members, we amended the policy so that when a Board meeting is co-located with one of our conferences the room and board of the Board members will be paid through the duration of the conference.
- In accord with the Board Travel Policy, we agreed to support John up to \$1000 for travel costs for him to attend the upcoming History of Nordic Computing conference. The

conference includes a component on CS education and we believe this is a worthwhile outreach expense.

### **Web Site**

- Barbara reported on the new logo requirements and changes to the web structure and web support provided by ACM. She will contact the webmaster to discuss changes we need to make in the short run. In the long run we all agree that the web site can use a major overhaul.

*ACTION: Barbara*

### **New Paper Review Process (Dan)**

- We discussed the status of the changes to the paper selection process for the 2008 Symposium and the perceived effects of the changes. A special thanks goes out to the 2008 Program Co-Chairs, Sue Fitzgerald and Mark Guzdial, for working with us during this period of change and for providing valuable feedback on the effects of some of the changes and suggestions for fine tuning the process.
- We agreed to make the Conference Paper Selection Process Committee an ongoing committee. Their charge is to continuously evaluate and improve the process. Doug will replace Bruce on this committee.

*ACTION: Conference Paper Selection Process Committee*

### **Symposium Events**

- We discussed issues (cost, organization, leadership, compensation, effect, value) related to events held in conjunction with the Symposium, including those held the day before and those held during the Symposium, and including both SIGCSE sponsored and co-located events. We need a history of how such events have been handled in the past and a general policy to guide our future decisions.

*ACTION: Henry and Ingrid*

- We discussed an interesting proposal for a pre-Symposium event concerning computing education research but agreed that it was very similar to a workshop and would best be submitted as a workshop proposal, perhaps a two-part workshop. Barbara will convey this decision.

*ACTION: Barbara*

### **External Reports**

- We briefly discussed a National Science Foundation (USA) report on addressing the needs of science, technology, engineering, and mathematics education.
- We briefly discussed an AAUP (USA) proposal that was sent to us. We decided to forward the proposal to ACM for consideration and possible action.

- We reviewed an informative report by Chris Stevenson on the status of CSTA.
- Henry reported on his experience attending a CRA (Computer Research Association) workshop.
- Henry presented a letter discussing concerns about ensuring SIGCSE researchers using Human Subjects follow IRB (Institutional Review Board) guidelines. A short discussion followed but we decided that following IRB guidelines is already sufficiently ingrained in the research community that we need not pursue this further at this point – we will wait until ACM provides some guidance in this area.

We decided that no action is needed by us with respect to any of these reports at this time.

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

- A report on recent and past Special Projects was provided. This initiative continues to attract many interesting proposals.

#### **Membership (Dan)**

- We took a quick look at a membership report. Numbers have been essentially the same for the past five years. A new membership committee has been established.

#### **By Laws**

- The Board thanks Bruce Klein and Vicki Almstrum for the work they did on bring the SIGCSE By-Laws up-to-date. We agreed to accept the new version of the by laws. Note that since the changes were simply to modernize the language and to update content to reflect the current state of affairs at ACM, we did not need to poll the membership in order to ratify the changes.

**End of Minutes, Sept 2007 SIGCSE Board Meeting**  
**Dan Joyce - Secretary**