

# Minutes of March 10<sup>th</sup>, 2010

## SIGCSE Board Meeting

Participants are Doug Baldwin, Wanda Dann, John Impagliazzo, Dan Joyce, Renée McCauley, Barbara Boucher Owens (chair), Ingrid Russell, Henry Walker, and Alison Young.

- It is noted that this is the final in-person meeting of this Board, the final Board meeting with Barbara as chair, and Henry's final board meeting after 17 consecutive years serving on the Board!
- The minutes of the January 13th, 2010 conference call meeting, which had been distributed in late January and slightly amended in February after email discussions, were accepted, and will be posted on the SIGCSE web site at sigcse.org.

*Action: Dan*

- Chair's Brief Report
  - Barb recently presented SIGCSE's viability report to the ACM SIG Board Executive Committee (EC). SIGCSE was found to be viable for the next four years in a unanimous vote with no concerns raised by the EC. Congratulations to Barbara and to SIGCSE.

- Treasurer's Report
  - Renée presented the Treasurer's Summary Report: Fiscal Years 2008-2010. The report will be posted on the sigcse.org web site. The information for 2010 was, of course, incomplete.

*Action: Renée and Dan*

- Fiscal Year 2009 shows a net deficit of \$55,237. This deficit was discussed in previous meetings. Some of the ways it is being addressed are:
  - The Special Projects budget is reduced from \$25,000 to \$15,000.
  - The cost of publications is expected to go down with the move to an electronic newsletter and the new magazine style *Inroads*.
  - We discussed the possibility of raising dues from \$25 to \$29 but decided not to do so since we would like to encourage as many people as possible to join SIGCSE.
  - We are permitting the Symposium registration fee to be raised by up to \$40 to help deflect the increasing costs of AV, Wi-Fi, and food. We believe this increase, the first in many years, is reasonable considering that the Symposium is much less expensive than most professional conferences. We have approved an increase of \$20 for SIGCSE 2011 at this point in time.
  - We are encouraging all volunteers to continue to practice frugal habits when traveling on SIGCSE's account, and we are encouraging event chairs, in particular the Symposium chairs, to balance the desire for frugality with the needs of their attendees.
- Renée presented the Proposed 2011 SIGCSE Budget as provided to her by ACM HQ. This budget has been approved even though it shows a projected deficit of \$75,000. We discussed this budget. Henry reports that, in the past, we have been able to identify some general principles regarding income assumptions, but we have not been able to find out various specifics. Also, in the past, we have not been able to influence these assumptions.

- Profit Expectations for Symposium
  - Because the SIG operations do depend on the Symposium making a substantial profit we tried to craft a statement to communicate expectations to the Symposium chairs. This statement will be posted to the conference wiki and to the conference management policy document.  
*Action: Doug, Dan*
  - Here is the statement:
    - “The SIGCSE Board expects the Symposium to produce a minimum \$40K surplus (not counting the contingency). We reaffirm that the Symposium organizers work with the Board chair on the budget and that fees for attendees will be approved by the SIGCSE Board.”
  - Later in the meeting we discussed this statement with the current Symposium chairs (Gary Lewandowski and Steven Wolfman). This discussion revealed some confusion about when and how the contingency budget item is calculated, so a clarification of this process will also be posted to the conference wiki. Part of the confusion was resolved when it was explained that the contingency item is “frozen” after the budget is approved.  
*Action: Doug*
  
- ITiCSE 2009 Financial Report Changes
  - ITiCSE 2009 closed several months ago with a surplus (profit) of \$10,000. On March 7, 2010 we were informed by ACM HQ that this surplus was reduced to \$495, essentially removing the previously reported profit. We were told by HQ that some “Changes in the report were made due to HQ accounting errors”. We discussed both the specific reasons for this change and the general problems of dealing with conference budgets using the required ACM budget mechanisms.
  - Ginger Ignatoff (ACM SIG Activities Program Director) did a great job the past few days tracking down the changes to the ITiCSE 2009 financial report so that we could at least see where the changes occurred. The primary reasons for the difference were a) the removal of membership fees from conference income, b) the reposting of travel advances as an expense, and c) the identification of CD production and travel “grants” (costs for invited speakers) as expenses.
  
- Discussion of Students as First Timers at Symposium
  - In order to encourage student attendance at the conference their registration fee is set very low. Therefore we essentially lose money on student registrants. Historically students were not considered eligible for the free First Timer luncheon but in the past few years they have been made eligible. We discussed the pros and cons of this situation and decided that it is important to continue to treat student registrants the same as the other attendees.
  
- Future of Computing Summit
  - Dan reported on the SIGCSE-owned items from the May 2009 Future of Computing Education Summit (FOCES):
    - Explained the role of Ensemble in tracking the progress of such items.
    - Clarified that the charge for one of our items is to review the status and issues of schools that provide dual career tracks, one research based and one teaching based; the goal is to create a white paper describing what such programs look like, how they work, etc. Note that the survey approach described in the next bullet item potentially could be used to address this charge.

- Reported on progress made on our other item, the " Survey non-major's computing courses, get reviews and find exemplars; survey general education schemes for including computing" item.
  - Dan reported that he discussed a potential approach to this issue with one of the FOCES organizers (Mark Guzdial), namely convene a small panel of SIGCSE members. Have them craft a survey instrument. Contact the other organizations (IEEE-CS, NCWIT, CSTA, CRE) and ask for feedback on the instrument. Rewrite based on feedback. Distribute the instrument through the various organizations on the list. Collect the results, create a report that summarizes the results, create a web page containing the report and perhaps links to various course URLs, post the page off the SIGCSE site, and send an announcement to the other organizations on the list or to all the organizations/people who participated in the summit.
  - Dan and Mark also discussed the idea of having a survey designed and conducted by the College Board group as they work on designing a new breadth type course for Advanced Placement.
  - Dan and Mark agreed that the former idea is a good "backup" plan and that the latter approach is the best approach for now. Mark will approach the College Board group with this idea. Dan will post this decision on the Ensemble site.

*Action: Dan*

- New Web Site
  - Dan demonstrated a prototype of a new SIGCSE web site built using Drupal, an open source content management system. The Board voted to have this prototype expanded into a full site and Dan will begin the process of obtaining support at ACM HQ for hosting, moving all the information onto the site, etc.

*Action: Dan*
- Membership and Mailing Lists
  - Ingrid (chair of membership committee) showed us a list of members she obtained from ACM HQ. We discussed how this list may help us straighten out errors on our mailing lists. We will pass these ideas on to the next Board.
- IFIP
  - At a recent Board meeting we voted to discontinue support for someone to travel to IFIP meetings. John reported that concern about this decision was expressed by ACM HQ at the recent Ed Board meeting. Since we already discussed this and made a decision we decided not to reopen discussion but to pass this issue on to the next Board for reconsideration.
- ACM SIG Governing Board (SGB)
  - Barb announced that she was nominated for and elected to the SGB Executive Committee. She will serve for the next two years. Congratulations.
- In-Cooperation
  - We voted to extend In-Cooperation status to the ACM Symposium on Software Visualization. Barb will send them a note.

*Action: Barb*

- ICER Guidance Committee
  - Sally Fincher and Mark Guzdial visited the meeting. They submitted a very well organized and well received proposal in which they have volunteered to act as a Guidance Committee for the ICER Workshop and co-located Doctorial Consortium (DC). The Board accepts the reasoning behind their proposal and accepts their offer to serve on the committee. The charge of this committee is to
    - Find one more person to serve on the committee, subject to the approval of the Board.
    - To communicate directly with DC leaders, to explain to them the purposes and unique aspects of the SIGCSE Doctorial Consortium, to provide them with models for successful DCs, and to review plans for future DCs.
      - Note: the Board, Mark and Sally discussed at some length whether the DC should be co-located with ICER or with the Symposium. The consensus seemed to be to leave it with ICER for now because most/all of the participants already come to the Symposium and by having it with ICER it introduces them to a new community.
    - To answer questions of ICER leaders, to explain how past ICERs have been organized, and to help in their planning for future ICERs.
    - To provide for a more responsive communications to the ICER and DC leaders (e.g., in response to how-it-works questions) and to the Board (e.g., in response to queries about status) than in the current structure.
    - To work to improve the overall structure and success of these events.
    - To report to the SIGCSE Board at least twice a year to keep the Board abreast of progress and plans.

They may, in addition, organize more formal workshops for those leading DC or those interested in hosting an ICER. Such workshops would probably be co-located with the Symposium. The Board thanked Sally and Mark for their initiative and efforts. Sally and Mark left the meeting.

- ACM Web Site
  - Dan reported that the SIGCSE mission statement listed on the ACM web site is now up-to-date. However, the description of SIGCSE on the ACM Digital Library SIGCSE page is still inaccurate and needs updating. Barb pointed out that the Wikipedia article about SIGCSE also requires some updates. Dan will work to get both these sites current.

*Action: Dan*

- Outside Awards
  - We applauded Henry's recent award as ACM Distinguished Member and John's IEEE Lifetime Fellow award. Congratulations.
  - We note that recently Nell Dale was awarded ACM Fellow as well as receiving the UPE Abacas award. Congratulations Nell.
  - Alison will lead a committee that promotes prominent SIGCSE members for these sorts of awards. Wanda will help. They will recruit at least one more person to be on their committee.

*Action: Alison and Wanda*

- Inroads Update
  - John provided an update on the status of the new Inroads magazine. He distributed copies of Volume 1, Number 1, dated March 2010. They look beautiful. We discussed our plans for continuing the "old" bulletin as an electronic newsletter and the relative roles of Inroads and the new newsletter.
  - John requested that we begin a search for someone to shepherd a "SIGCSE Spotlight" section of the magazine. This section should be about four to six pages per issue. Again, we discussed the differences between the contents of the newsletter and the contents of the SIGCSE Spotlight. The former should feel more like "news" and the latter should feel more like "research". Possible contents of the Spotlight section include
    - letter from the chair
    - report of highlights/hot topics from the Symposium, ITiCSE, ICER meetings
    - historical best papers (reprints)
    - best papers from Symposium, ITiCSE, ICER (reprints)
    - listserv hot topic summaries
    - SIGCSE history
  - We discussed the plan to print the ITiCSE Working Group reports within Inroads. John pointed out that page limits will not permit us to publish every report. The Board's ACM Publications Committee (Doug, Renée, and Dan) are supposed to discuss this problem and make a suggestion to the Board by April 1<sup>st</sup>. Possibilities include publication of the reports on a CD with perhaps the "best one to four" reports appearing in different issues of Inroads.  
*Action: Doug, Renée, and Dan*
  
- ITiCSE
  - 2010 Bilkent, Turkey: John reported on the status of ITiCSE 2010. He also submitted a written report. Of note is that they hired a local event organizer which was very cost effective and very convenient. They also used RegOnLine successfully for registration. They believe they will need 116 attendees in order to break even. They will have 2 keynotes, 60 papers (out of 117 submitted), 2 panels, 2 exhibiter presentations, a Tips & Techniques session, and approximately 40 posters. Additionally there are 8 Working Groups. It sounds like it will be a wonderful conference.
  - 2011 Darmstadt, Germany: Guido Roessling is starting on the TMRF.
  
- ICER
  - Alison reported that she is waiting to get a final report from ICER 2009 (Berkeley, California, USA).
  - Alison recently received a report from Michael Caspersen about ICER 2010, to be held in Aarhus, Denmark, which she shared with the Board. Highlights include a reduction of the page constraint from 12 to 8 and the formation of the program committee.
  
- Symposium Site Coordinators Visit
  - Bob Beck and Scott Grissom joined the meeting for a discussion of site selection issues.
  - We discussed the site selection process, in particular the parameters used to select sites and the process used to generate potential sites and then ultimately choose a site. We discussed the difficulties of obtaining some indication of the costs for food, AV, and wifi at the time of site selection. Bob and Scott will see what they can do to improve this intelligence.

- Bob provided a first pass list of potential cities for 2013: Atlanta (two separate locations), Austin, Phoenix, Jacksonville, Denver, Memphis, Albuquerque, and Houston. Someone suggested Sandestin, FL, also be considered.
- Apparently a new approach to contracts was initiated by ACM this year, with the Symposium chairs being asked to sign the contracts. Additionally there were some last minute contract issues with the Milwaukee convention center that caused problems. Since Symposium chairs are not familiar with contracts we are instituting the following process: When the Symposium chairs are asked to sign the contracts they should first discuss the contracts with the Site Coordinators and the SIGCSE Chair. Doug will add this information to the conference wiki.

*Action: Doug*

- Update on Disciplinary Societies Forum (DSF): Bob Beck reported that the DSF is currently "dormant". There is some idea it should be revived. If an agent is needed for sharing "Computational Thinking" with other disciplines then the DSF could act as that agent. At this time Scott and Bob left the meeting.
- Special Projects
  - Alison submitted and discussed a Special Projects update. During the August round there was one project submitted, which was funded for \$4,800. The November round saw three projects submitted with one funded for \$5,000. There is still one more round left for this fiscal year. The budget for this project for the next fiscal year is set at \$15,000. Three projects are being presented at this year's symposium, and one at this year's ITiCSE. Information about supported projects is available on our web site.
- Conference Leadership Visits
  - Gary Lewandowski and Steve Wolfman (SIGCSE 2010), Ellen Walker and Tom Cortina (SIGCSE 2011), Dave Musciant (SIGCSE 2012), and Susan Rodger (Exhibits Liaison) visited the meeting for a discussion of issues related to the SIGCSE Symposium.
  - Gary and Steve described the last minute problems they had with contracts, penalties built into contracts, missing insurance documents, and communication with ACM HQ.
  - Susan reported on the future outlook for exhibitors and supporters, which appears to remain good. She has several ideas for new companies that may be able to be brought into the picture for the Dallas meeting.
  - We discussed symposium budget issues as already noted above under the "Profit Expectations for Symposium" bullet.
  - Issues, concerns and strategies for setting and meeting room block contract numbers were discussed.
  - Gary and Steve reported on new initiatives used for 2010:
    - The use of RegOnLine was an almost unmitigated success.
    - Although the electronic Connect program saw some concerns raised by membership on the SIGCSE mailing list, once the online search capabilities were removed things seem to settle down, and Gary and Steve hope that it will provide a useful service for the conference attendees.
    - Keynotes and a few selected sessions will include Interpreting and Captioning. Although this did, in the final analysis, cost about \$5,000 (it was originally thought that a grant would pay for most of it), Gary and Steve feel it is worth it and they are happy they put in the effort to set it up.

- Gary and Steve thanked Susan Rodger (volunteer) and Dorothea Heck of our exhibits management firm (D. Lawrence Planners LLC) for the great job they did raising support.
- Gary and Steve shared ideas, hints, and warnings with the upcoming chairs. Communication issues with ACM HQ were also discussed.
- All conference leaders are encouraged to make use of, and add to, the information in our conference management wiki.
  
- Business Meeting – We set the agenda for the upcoming Business meeting on March 13.
  - Barb will announce the results of the viability review.
  - Barb will announce the expected increase in Symposium registration fees and reasons for the increase.
    - Note: at the actual meeting this generated discussion, with some attendees expressing concern and asking if alternatives had been considered.
  - Renée will present an overview of budget information.
  - Doug will describe and discuss the new Newsletter.
  - John will describe and discuss the new Inroads magazine.
  - Henry will describe the nomination process for the upcoming election, and the current slate of nominees.
  - Alison will report on Special Projects.
    - Note: at the actual meeting there seemed to be some sentiment to discontinue this initiative, seeing that finances are tight.
  - Alison will report on upcoming conferences.

**End of Minutes, March 10, 2010 SIGCSE Board Meeting in Milwaukee, WI, USA**

**Dan Joyce - Secretary**