

SIGCSE Board Meeting Minutes

October 24, 2015

Minneapolis, Minnesota

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 not able to attend.

Susan called the meeting to order at 8.45am CDT

- The minutes from the September 2 2015 SIGCSE Board meeting were approved with one small edit.
ACTION: Judy to send approved September 2 2015 Board meeting minutes to Paul to upload to the SIGCSE website.
- **ACTION:** Paul to put the minutes from the May 2015 Board meeting on the SIGCSE website.
- **ACTION:** Susan to check on the status of the ITiCSE 2016 TMRF and ICER 2016 PAF.
- Items approved since last SIGCSE Board meeting:
 - In Coop with CCSC-MS'16, CCSC-NE'16, CCSC-SW'16, CCSC-CP'16, CCSC-SC'16
 - In Coop with WCCCE'16
- SIGCSE Awards selection
Those members with conflicts left the room for award discussions.
 - Jan Cuny was selected as winner for the "Outstanding Contribution to CS Education" award.
 - Barbara Owens was selected as a winner for the "SIGCSE Lifetime Service" award.

ACTION: Paul to notify Award winners and nominators.
The Awards nomination process was discussed and it was decided to specify in the guidelines that all documentation for a submission must be made by the nominator to the Awards committee chair.

ACTION: Paul to revise nomination process guidelines.
- **ACTION:** Amber to draft a revised Travel policy.
- **ACTION:** Sue will forward to the SIGCSE listservs information about the Karlstrom Outstanding Educator Award, IEEE Teaching Award, Taylor L. Booth Education Award, and Grace Hopper Award.
- Amber (SIGCSE Treasurer) presented a report on the budget:

- The FY 2015 summary was discussed.
- **ACTION:** Amber to check correct attendance numbers for the SIGCSE Symposium 2014.
- Conference financial updates:
 - SIGCSE Symposium 2015 closed with a large surplus.
 - ITiCSE 2015 is pending more information.
 - ICER 2014 is pending final transfer of funds and is expected to close with a surplus.
 - ICER 2015 had a record attendance and is expected to close with a surplus.
- SIGCSE membership statistics were presented:
 - Concerns were expressed about the falling SIGCSE membership.
 - **ACTION:** Susan to suggest to the Symposium chairs that the conference registration information highlight the contributions to the community that the SIGCSE membership fees enable rather than the benefits that are gained.
 - **ACTION:** Amber to draft a new a benefits page for the SIGCSE website and send to the Board for their consideration.
- 2016 SIGCSE Symposium updates:
 - A report from Jodi Tims and Carl Alphonse on the 2016 SIGCSE Symposium was discussed.
 - **ACTION:** Susan to send Jodi and Carl a note to:
 - commend them on the organisation so far;
 - remind them that the SIGCSE Business and CCSC Business meetings should be put in the program; and,
 - request that the SIGCSE proceedings are available as a single download.
 - A suggestion that the Symposium CFP include a statement about IRB (Institutional Review Board) was discussed and was not supported.
 - **ACTION:** Susan to suggest IRB as a topic with the New Faculty workshop coordinators.
 - **ACTION:** Maureen to ask Matt Jadud to write an article for the SIGCSE Bulletin about research with human subjects (IRB) in computing education research.
- Community Colleges at the 2016 SIGCSE Symposium
 - SIGCSE will provide a room at the Symposium for the Community College reception.
 - Reduced registration rate for community college attendees was discussed and it was decided not to offer this.
 - **ACTION:** Susan to ask Cary Laxer to include a check box on the registration form to identify community college people.
 - **ACTION:** Susan to organise extra ribbons for the Symposium attendees to identify groups such as: Student, Community College, Award Winner, K-12, "I am going to ITiCSE in Peru", "I am going to ICER in Melbourne", "Ask me about RESPECT".
- ACM Ed Council
 - The ACM Ed Council has requested a report on the educational activities of the SIGs.

- **ACTION:** Sue and Renee to produce a draft of SIGCSE educational initiatives and plans for 2016 and send to the Board for feedback.
- ITICSE updates:
 - Alison gave an update on organisation for ITiCSE 2016. Conference venue, excursions and conference dinner have been organised, hotels have been decided, transport to hotels have been worked out. The paper submission date will one week later than usual.
 - ITiCSE 2017 is planned for Bologna, Italy. A site visit is planned for November.
 - **ACTION:** Alison to check with Michael Goldweber and Mats Daniels if the site visit to Bologna has been organised.
 - **ACTION:** Susan to check with Michael Caspersen about status of proposal to co-locate ITiCSE with other European conferences.
 - The location of ITiCSE in 2018 and later years was discussed. The Board approved a site visit for Cyprus. Sites in France will be explored.
 - **ACTION:** Alison to notify Aberdeen (Scotland) and Helsinki (Finland), and let each know that the Board is enthusiastic about their proposal and will consider a site visit for the future.
 - **ACTION:** Alison to notify China and India and let them know that the SIGCSE Board is investigating international conferences.
 - There was a discussion about where ITiCSE should be located in the future and a broader discussion about the possibilities for running SIGCSE conferences in other regions.
 - The following motion was proposed: "ITiCSE will remain in Europe for the next five years starting with 2017". The Board passed this motion. One Board member abstained from voting.
 - **ACTION:** Paul, Alison and Tiffany to form a sub-committee to explore possibilities for future SIGCSE conferences and propose a model for establishing SIGCSE conferences in different parts of the world.
- ICER updates
 - **ACTION:** Judy to work with other ICER Chairs to specify requirements for a proposal to chair ICER.
 - Judy gave an update on planning for ICER 2016.
 - Lauri Malmi was approved as the Chair for ICER 2018.
 - **ACTION:** Susan to notify Lauri Malmi that he has been approved as Chair for ICER 2018.
- Renee gave an update on the 2016 SIGCSE Board Election nominations.
- Institutional membership of SIGCSE:
 - Currently there is one SIGCSE institutional member.
 - **ACTION:** Susan to find out from Irene who the institutional member is and what institutional membership entails.
 - **ACTION:** Susan to put on the agenda for the next meeting a discussion of ways to promote SIGCSE and to encourage more faculty to join SIGCSE and attend events.
- **ACTION:** Amber to put on the agenda for next meeting a discussion of the analysis of FY 2013,

2014, and 2015 publication costs.

- The new selection criteria for the Microsoft Graduate Women’s Fellowship were brought to the Board’s attention. The SIGCSE Board has concerns about the selection criteria.
- The policy for choosing chairs for SIGCSE conferences was discussed. Some suggestions were made to improve the transparency of and consistency between the processes.
 - **ACTION:** Sue to edit the Chair selection document that Susan has prepared.
- **ACTION:** Susan to send out Doodle to schedule the next meeting in December or January.

The meeting was concluded at 4.30pm CDT.

End of minutes, October 24, 2015, SIGCSE Board Meeting

Judy Sheard, Secretary