

SIGCSE Board Meeting Minutes

August 18, 2014

Phone Meeting

Participants: Susan Rodger (chair), Renée McCauley, Judy Sheard, Amber Settle, Tiffany Barnes, Alison Clear, Sue Fitzgerald, John Impagliazzo (Editor-in-Chief of ACM Inroads), Christine Alvarado (co-Editor of SIGCSE Bulletin) and Irene Frawley (ACM). Paul Tymann and David Kauchak were not able to attend.

Susan called the meeting to order at 4.30pm EDT

- June 13 2014 Board meeting minutes were approved.
ACTION: Judy to upload June 13 2014 Board minutes to Google Drive.

- Items approved since last Board meeting in April:
 - ICER DC Co-chair for 2015 and 2016 is Anthony Robins.
 - PAF approved for ITiCSE 2015.

- Action items from the last meeting were reviewed:
 - Special Projects guidelines on the SIGCSE website have been updated (Sue Fitzgerald).
 - PAF for ITiCSE 2016 is in progress (Alison Clear).
 - Board members have given feedback on the draft of a Memorandum of Understanding between IEEE and ACM. John will discuss the draft with representatives of IEEE.
 - SIGCSE Annual Report was submitted in July.
 - **ACTION:** Paul to put SIGCSE Annual report on SIGCSE website

- Susan informed the Board that the ITiCSE 2016 report has been resubmitted with an addendum which includes information about travel to Arequipa and an estimate of the number of new Latin American attendees.

- A decision was made to remove the requirement from the Speaker's Fund obligations that SIGCSE materials sent to the funded conference chair one week before conference are to be distributed at the conference. It was decided to instead require that a link to the SIGCSE website is placed on the funded conference website.
ACTION: Amber to ask Paul to reword the Speaker's Fund obligations on the SIGCSE website.

- Volunteer Signup form – update from Tiffany
 - two submissions of the Volunteer Signup form
 - **ACTION:** Tiffany to ensure that notifications of submissions of the Volunteer Form are emailed to Sue Fitzgerald at: Sue.Fitzgerald@metrostate.edu
 - An announcement about the Volunteer Signup form has been placed in the SIGCSE Bulletin and was mentioned at ITiCSE and ICER.

- **ACTION:** Sue to put an announcement on the SIGCSE Announce and SIGCSE Members listservs.

Renee joined the meeting

- ACM Student Research Competition (SRC) – update from Tiffany
 - Laurie Williams is new ACM liaison person for the SRC.
 - Ann Sobel is the SIGCSE 2015 SRC Chair.
 - Deadline for submission of abstracts has been announced as September 29 2014.
 - **ACTION:** Tiffany to check with Ann Sobel to see if the deadline for abstracts can be extended to October 27 or later.
- SIGCSE Award Nominations – Susan gave an update
 - **ACTION:** Paul to send out a call for nominations and email previous nominators.
 - Everyone encouraged to think of possible people to nominate.
- ICER 2014 – Susan gave a report
 - DC had 17 participants – largest ICER DC to date.
 - Grant from the Scottish government allowed 13 high school teachers to attend the conference.
 - A few technical difficulties experienced – e.g. no wireless for the first day.
 - Attendance was around 79 including 13 high school teachers.
 - Several expressions of interest for hosting ICER in 2017 and 2018.
 - Request to update list of Schools doing CSEd research on SIGCSE website with a contact person.
 - **ACTION:** Sue to find someone to take responsibility for updating the lists of Schools/Institutions doing CSEd research and the list of places to publish CSEd research.
 - Susan gave a brief overview of the history of ICER.
 - The future of ICER was discussed. Concerns were expressed that the conference had not grown over its first 10 years and was not attracting new people.
 - Paper reviewing process is now more transparent. Names of the Program Chairs and Associate Chairs are listed on the website.
 - **ACTION:** Susan to request names of paper award winners to be put on ICER 2014 website.
 - **ACTION:** Susan to request names of participants of critical paper review sessions and lightning talks on the ICER 2014 website.
 - **ACTION:** Susan to get the ICER 2014 final evaluation and make it available to the Board.
 - **ACTION:** Judy to approach Brian Dorn and Josh Tenenberg about proposing a BoF titled “How can we increase attendance at ICER?” at SIGCSE 2015.
- FY 2014 report and initial numbers from the 2014 Symposium – Amber reported
 - Preliminary budget for 2014 Symposium was presented and discussed.
 - Financial report for FY 2014 was presented and discussed.
- Expectation for Conference and Program Chairs to not publish at their own conferences was discussed.
 - Do we want a common policy on Conference and Program Chairs publishing for SIGCSE, ITiCSE and ICER?

- **ACTION:** Susan to put on the agenda for discussion at October meeting the issue of SIGCSE, ITiCSE and ICER Conference and Program Chairs publishing at their own conferences.

John left the meeting

- Inclusion of references in the conference paper page limits was discussed and several options were proposed:
 - Include references in the page count as is the current practice.
 - Add a “meta paper” category that will allow more references.
 - Do not include references as part of the page count.
 - **ACTION:** Irene to find out if increasing the page length affects the cost of publishing in the Digital Library.
 - It was agreed that a paper should be published in the Digital Library complete with all references and the practice of providing a link to a reference list within a paper should not be allowed.
 - **ACTION:** Susan to put on the agenda for further discussion at the October meeting the issue inclusion of references in the conference paper page limits.

ACTION: Susan, Sue and Paul to meet about the contract for Exhibits/Supporters for SIGCSE 2015.

ACTION: Susan to review Committee of Committees document.

ACTION: Everyone to submit TAFs to Amber ASAP.

Next Board meeting will be in October 19 in Atlanta, Georgia.

The meeting was concluded at 6pm EDT.

End of minutes, August 18, 2014, SIGCSE Board Meeting

Judy Sheard, Secretary