

Minutes

SIGCSE October 2017 Board Meeting
Sunday, October 22, 2017
Miami, Florida

Attending

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

Meeting was called to order at 8:05 AM

The minutes for the August 14, 2017 meeting were approved with one correction - names of board members not present were added

Activities since the last Board meeting:

- Zach Dodds will co-lead the New Educators Workshop with Andrea Danulyk at the 2018 Symposium
- Joe Bergin will be organizing a group of SIGCSE members to blog for ACM Inroads
- The Technical Meeting Request Form (TMRF) for ITiCSE 2018 was approved
- Daniel Toll, Linnaeus University, Sweden will be replacing Joan Lucas on the Special Projects and Travel Grants review team.

Awards

- The 2018 SIGCSE Award for Lifetime Service to the Computer Science Education Community will be awarded to Eric Roberts
- The 2018 SIGCSE Award for Outstanding Contribution to Computer Science Education will be awarded to Tim Bell

Symposium event management contract

- The Board selected C&LC and approved a contract for three years. C&LC will start with the 2019 Technical Symposium.
- The option for partial support for registration will be included in the contract starting in 2019. This option will be piloted for three years.

New global computing education conference

- The Board unanimously approved the introduction of a fourth SIGCSE conference.
 - The conference will meet the need for an ITiCSE-like global conference outside Europe or the US.
 - As a pilot, the global conference will be held three times and then the Board will assess the wisdom of continuing to offer the conference.

- Initially the conference will be offered every other year (2019, 2021 and 2023).
- S. Fitzgerald, S. Rodger and M. Craig will draft a proposal for ongoing organization and oversight of the conference. The Board will review an early draft before their next face-to-face meeting in February. Issues to be considered include:
 - What is the composition of the steering committee and how will members be chosen? What is the length of the term of service?
 - How will sites be chosen?
 - What feature could uniquely distinguish this conference?
 - China and India previously submitted proposals to host ITiCSE and will be invited to revise and resubmit their proposals.

Treasurer's report

- A. Decker shared a new format for reporting financials at the SIGCSE Business meeting. The Board encouraged the Treasurer to use visual aids such as pie and bar charts, as appropriate.
- Past practice has been to allocate the costs of producing conference proceedings to the SIG rather than to individual conferences. The Board passed a motion to add the cost of proceedings to conference budgets effective immediately. This was already in place for ICER and proceedings costs will be applied to ITiCSE 2017 and the 2018 Technical Symposium. Publication costs for ACM Inroads will remain under the SIG budget.
- A. Decker and B. Morrison will investigate alternatives to using Sheridan for publishing proceedings

SIGCSE organizations's 50th anniversary in 2018

- Bulletin co-editors, L. Porter and M. Doyle will feature historically important SIGCSE leaders in each issue of the Bulletin in 2018. Jane Prey is producing a special anniversary issue of ACM Inroads. Coordination will take place to avoid overlap.
- During 2018, B. Morrison will post historical notes (year by year) to the SIGCSE listserv on a weekly basis. A permanent webpage will be created to preserve these historical notes.
- B. Morrison will push the same notes to Twitter and Facebook
- Work is progressing on the redesign of the SIGCSE logo

Ideas for Technical Symposium 50th anniversary celebration in 2019

- The Board discussed a number of ideas
 - Schedule a track or a couple of select sessions at the Technical Symposium
 - A particular style of keynote that might utilize an historical perspective
 - Organize a dinner of past chairs (without SIG/conference funding)
 - Offer a special registration rate for old timers, past chairs
 - Offer a very nice reception
 - Offer 50% off registration for students
 - Bring a student, get a reduced registration rate
- The 2019 Symposium chairs will be asked to put together a proposal for activities, costs and benefits before the February Board meeting
- A. Decker will follow up with the ACM as a possible funding source
- The Board plans to provide some funding for anniversary activities

ACM Inroads advertising

- M. Weiss and S. Rodger are investigating ways to increase advertising in ACM Inroads

Volunteer positions and web pages

- The Board clarified intended term limits for volunteer positions. The web pages will be updated.
- List of volunteer names and terms will be posted to web site so it is clear when a term is over and when a new person starts

Computer Science Teachers Association (CSTA)

- SIGCSE will pilot the staffing of a booth at the CSTA conference. B. Morrison will staff a booth in Omaha in 2018. A. Decker will reserve a booth. A. Settle will request that CSTA avoid scheduling CSTA and ITiCSE at the same time

Unified COI policy for all SIGCSE conferences

- The Board approved a conflict-of-interest policy for all SIGCSE conferences. The new policy will be posted on the SIGCSE website and conference liaisons, B. Morrison, A. Decker and J. Sheard will inform the current and future conference steering committees.

Problems with the new ACM proceedings Word template

- A. Decker will send specific complaints about the template and suggestions for corrections to A. Settle.
- A. Settle will follow up with ACM with complaints about technical difficulties with the Word template and quality of technical support.

Technical Symposium updates

- The SIGCSE Board approved a motion mandating that reviews for all SIGCSE conferences will be double blind for papers, including protection of the complete anonymity of the APC's and reviewers during the discussion phase. Conference policy does not allow for revising and resubmitting papers.
- The number of parallel tracks increased this year. Supporters complained about lack of attendance at their sessions so this should be monitored carefully.
- Workshop grant funding
 - A number of workshops have grant funding and offer reimbursements to participants
 - The Board thinks it is inappropriate to put this information into the Digital Library.
 - Solutions:
 - Web page abstract can be different from the abstract in the DL
 - Web abstract can include a link for more information.
 - Additional information about reimbursement can be posted to the SIGCSE list.

ITiCSE site selection and steering committee

- The Board is working with ITiCSE leadership to develop a more formal leadership structure through the formation of a steering committee.
- Anna Eckerdal and Archie Korhonen were selected to serve on the ITiCSE steering committee. The term will be 3 years.
- Current ITiCSE chairs will not be voting members of the steering committee.
- Informatics Europe (an independent organization) and ACM Europe have expressed interest in engaging in the leadership of the ITiCSE conference. A. Settle will seek additional information about what is permissible from the ACM point of view. The Board will continue discussions about this request.

ICER updates and the Doctoral Consortium

- The leaders for the work-in-progress session at ICER do not require approval by the Board because this is a conference session
- Andy Ko was approved as co-leader of the 2018 and 2019 Doctoral Consortia
- A. Decker will provide a spreadsheet template to the Doctoral Consortium leaders to help them with financial planning and to provide information about expected budget line items and limits. DC leaders and participants do not receive free conference registrations.
- The Board recommends the following schedule for finding new ICER conference chairs
 - The junior conference co-chairs will issue a call for nominations for new chairs in early October with nominations to close at the end of November
 - The four conference and program co-chairs will review and send all applications and a recommendation to the Board by February 1
 - The Board will review the applications by their February/March meeting
 - J. Sheard will post this process on the conference chair selection web page
 - The Board plans to establish a similar process for the Symposium
 - A. Decker and S. Rodger will write job descriptions for the Symposium conference and program chairs in consultation with experienced chairs
- An evaluation of the new ICER review process was shared with the Board

ACM policy against harassment and discrimination

- One or two slides about unacceptable harassment and/or discrimination and how to report incidents will be shown during the opening session for all conferences.
- A. Settle will write an article on this topic for the January Bulletin

Recruiting and utilizing volunteers

- The Board is committed to continuing to foster a strong SIGCSE volunteer cadre. The Board discussed ways to identify and integrate volunteers.
- A Bulletin article was published
- A Jotform allows people to volunteer and select interest areas
- Most registration forms for conferences now have a volunteer checkbox
- There is a need to identify some low and medium stakes volunteer tasks for new volunteers
- A. Decker will ask the Symposium co-chairs to schedule a session during the Symposium – “So You Want to Volunteer – What Now?”. B. Morrison will lead the session.
- Idea: Set up a web page with names of people to contact to volunteer for specific jobs
- Idea: Post volunteer opportunities to the listservs
- Idea: Collect names at the Symposium booth for the upcoming conference; have new Program Chairs at the booth; perhaps have ITiCSE/ICER representatives at the booth
- Conference chairs will be encouraged to recruit new volunteers for roles on conference committees to develop new leadership ongoingly

Support for CRA-W workshop

- The Board approved a motion to become a Bronze sponsor (\$5,000) of the CRA-W Grad Cohort Workshop to support scholarships for female computer science education research graduate students nearing the completion of their degrees

A. Settle reported on the last meeting of the SIG Governing Board (9/19/2017)

- The publications board is

- Working to standardize citations of web sites
- Encouraging ORCIDs for authors: <https://orcid.org/>
- Discussing a partnership for a pre-print server with arXiv
- Requiring conferences to have published COI policies
- Best practices
 - “Tracks” at conferences
 - Abstract-only submissions: outreach to non-CS people who require journal publications for promotion and tenure
 - Chair of SIGCAS provided tips on utilizing social media effectively
 - Chair of SIGMIS talked about a repository for SIG experiences
- Carbon calculator tool: <http://co2calculator.acm.org>
- New conference on AI, Ethics and Society (<http://www.aies-conference.com/>) coming in February

The next face-to-face Board meeting will be Wednesday, February 21st in Baltimore, MD

The meeting adjourned at 3:53 PM

Respectfully submitted,
Sue Fitzgerald
SIGCSE Board Secretary