

Meeting Date: Wednesday, March 11, 2020

Meeting Time: 8:00am-5:00pm (Pacific)

Location: Oregon Convention Center, Room: Oregon B117
And online via webex

Attendees:

Adrienne Decker, Chair (in-person)
Dan Garcia, Vice Chair (remote)
Andrew Luxton-Reilly, Treasurer (remote)
Leo Porter, Secretary (remote)
Mary Anne Egan, Member At-Large (in-person)
Laurie Murphy, Member At-Large (remote)
Manuel Perez-Quinones, Member At-Large (remote)
Amber Settle, Immediate Past Chair (in-person)
Karen Davis, Bulletin Co-Editor (in-person)
Jeff Miller, Bulletin Co-Editor (remote)

Minutes

Activity since the last meeting

- The following conferences were approved for in-cooperation status:
 - WiPSCE '20
 - CMCS '20 <https://cmcs.wmi.amu.edu.pl/>
- Separate awards for the ITiCSE Top 5 Papers for a working group report and regular paper were approved. One person from each top paper will receive a complimentary registration and a supplement for travel to the conference (up to \$2000 per paper). The travel money can be split amongst the other authors of the paper as well, but the total amount of reimbursement cannot exceed \$2000.
- Agreed to fund ITiCSE DC participants for travel to participate in the DC (\$5000)
- PAF approved for ICER 2021 to take place in Charleston, SC, USA, Aug 8-12, 2021
- PAF approved for ITiCSE 2021 to take place in Paderborn, Germany, June 26-30, 2021
- Approved Lauren Margulieux as co-chair for the ICER Doctoral Consortium in 2020 and 2021
- New look and feel to sigcse.acm.org website

Meeting Symposium Management Team

- There were many challenges due to COVID-19. It was difficult to cut costs as attendee numbers dropped and no cancellation clauses were available.
- We are below our hotel blocks after cancellation this weekend at all hotels.
- In the future, we should review arrangements for cost sharing for Pre-symposium events with affiliates.

Approval of Minutes from the January Meeting

- Motion to approve the minutes of the January Meeting is approved

All Conference Business/Updates (Issues Impacting All Conferences)

Action Items

- Statements/policies about coronavirus
 - The ITiCSE steering committee and 2020 conference committee would like to have a statement about the impact of the coronavirus on their web site. We will have a common statement for both ICER and ITiCSE.
 - We discussed offering remote conferences if there appears to be a need to do so.
- Board discussed the current COI for General/Symposium Chairs for all conferences.
 - Motion to modify the COI so that General Conference chairs can submit to their own conference is approved.

Symposium Business (Liaison: Manuel)

Action Items

- The SIGCSE volunteer session is at 1 pm on Friday, March 13th in room C122.
 - Current volunteers for the session
 - Amber Settle is leading, Sarah Heckman is representing the Symposium, Steve Cooper is representing CompEd, Amy Ko is representing ICER
 - Look into a representative for ITiCSE and other SIGCSE activities (grants, Special Projects, listserv, social media, etc.)
- Discussion on the Symposium Buddy Program for global attendees

ITiCSE Business (Liaison: Amber)

Informational

- The Steering Committee meets once per month and shares meeting minutes with the board.
 - The next meetings are scheduled for March 9, 2020, April 21, 2020, and May 25, 2020.
- ITiCSE Doctoral Consortium (DC)
 - There are ongoing funding discussions with Informatics Europe and ACM Europe.
 - The ITiCSE SC currently plans to offer a DC in 2021.

Action Items

- The ITiCSE SC recommends Dublin for the 2022 conference
 - Board reviewed the site visit report, proposal from organizers, and budget.
 - Motion to hold ITiCSE 2020 in Dublin is approved.
- Proposal from the 25th anniversary committee
 - Multiple proposals submitted on how to celebrate the 25th anniversary
 - Motion to hold celebratory dinner, including a \$1000 budget, to celebrate the 25th anniversary is approved.
- Anna Eckerdal will be leaving the ITiCSE steering committee in July 2020
 - Send CFP in April for a replacement.
- Information about ITiCSE tracking of reviewers:
 - The current organizers reported back on measures to control the quality of reviews.
 - ITiCSE has guideline for reviewers of papers:
<https://iticse.acm.org/paper-review-process/>
 - Discussion in the group about working with all conferences to produce guidelines for reviewers and APCs. Liaisons will work with their respective conferences to determine current practices and inform future guidelines.

ICER Business (Liaison: Leo)

Action Items

- The board reviewed a proposal to create an ICER Steering Committee based on an original proposal from the ICER Program Committee Chairs.
 - Motion to create the ICER Steering Committee is approved.
- The board reviewed a proposal to create reviewer rewards at ICER Review and created feedback to be given to the ICER PC Chairs.

- The Board discussed plans for oversight of the ICER 2020 review process as it considers the plan for handling COI concerns this year and in the future.

CompEd Business (Liaison: Dan)

Informational

- Site Visit informational document prepared by Brett Becker

Action Items

- Discuss Hyderabad as CompEd 2021 site.
 - Motion to hold CompEd 2021 in Hyderabad, India is approved.
- Approve positions for CompEd 2021
 - Motion to approve Michelle Craig as Program Jr Chair is approved.
 - Motion to approve Cary Laxer as Registrar, with the suggestion that he train someone for the future, is approved.
 - Motion to approve Simon as Database Chair is approved.

Business Meeting

- Board prepared slides and materials for presentation in the Business Meeting, Friday at 5pm

Treasurer's Report (Andrew)

- Board reviewed our financials for FY 2020 with concerns about the impact of limited SIGCSE Technical Symposium attendance. We will monitor closely over the upcoming weeks.

Additional Agenda Items

- Diversity & Inclusion Task Force Scholarship Committee
 - Asked to be part of initiative by ACM-W chair Jodi Tims because of our expertise in travel grants
- We had [19 members volunteer for positions](#) in the most recent general call

Board Meetings with Various Groups

- 11:00-11:20 - Symposium site selection chairs (Tracy Camp)
 - Discussed possible sites for upcoming symposiums as well as how to make conferences more sustainable
- 11:20-12:00 - Symposium Registration team (Larry Merkle, Cary Laxer, Sarah Heckman)
 - We have roughly 900 attendees
 - Team has been working on a consolidation of rooms for remaining events

- 1:40-2:00 - SIGCSE Historian (Briana Morrison)
 - Briana is continuing in her role and is planning on monthly mailings to the SIGCSE mailing list with historical background.
 - General appreciation for Briana's ongoing work was expressed.
- 2:00-2:40 - Symposium leadership (Jian Zhang, Mark Sherriff, Sarah Heckman, Pam Cutter, Alvaro Monge)
 - Large discussion about ongoing developments and changes due to the travel situation. Key points:
 - We would have exceeded 2020 attendees in 2020 if not for cancellations
 - Continued discussion on conference accessibility
 - Over 1000 submissions this year was clear sign of growth
 - Continue to work to improve reviewing standards in light of challenges with the open-reviewer policy
 - Consider moving into a full 3rd day of the conference in the future
- 4:00-4:20 - CompEd (Brett Becker)
 - Discussion of CompEds growth and future plans.
- 4:20-4:40 - ICER (Amy Ko and Anthony Robbins)
 - Notified them that the steering committee proposal was approved.
 - Discussed how we might handle ICER 2020 if travel restrictions get worse and how we might hold ICER remotely.