SIGCSE Board Meeting Minutes  
March 2, 2016  
Memphis, Tennessee

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 unable to attend.

Susan called the meeting to order at 8.45am Central Time

- January 27 2016 Board meeting minutes were approved.  
  o ACTION: Paul to post January 27 2016 Board meeting minutes to the SIGCSE website.

- Items approved since last SIGCSE Board Meeting:  
  o PAF for ICER 2016  
  o In-cooperation with CSERC 2016

- Thank you cards for SIGCSE conference chairs were signed.

- Susan showed the meeting ribbons that were made for the Technical Symposium participants.

Ernesto Cuadros-Vargas joined the meeting

- Alison presented an update on planning for ITiCSE 2016:  
  o 54 papers have been accepted with a 38% acceptance rate.  
  o 8 working groups and 3 panels have been accepted.  
  o A draft program has been prepared.  
  o The issue of low numbers at ITiCSE paper sessions due to working group participants not attending was discussed.  
  o ACTION: Alison to inform working group participants they are expected to attend the conference sessions.  
  o ACTION: Alison to prepare an article on “Making the most of Peru and ITiCSE“ for the SIGCSE Bulletin.  
  o ACTION: Ernesto Cuadros-Vargas to prepare a preview article on ITiCSE 2016 for the SIGCSE Bulletin.  
  o ACTION: Alison to send to the Board a breakdown of paper acceptances according to country.  
  o ACTION: Alison to send a budget to Amber.

Ernesto Cuadros-Vargas left the meeting
• Judy presented an update of planning for ICER 2016:
  o Conference on Sept 9-11, Doctoral Consortium on Sept 8, Work-in-Progress on Sept 11-12.
  o Website has been set up with a timeline, CFP, and submission guidelines.
  o Program committee of 53 members has been established.
  o Two Associate Program Chairs have been appointed. The Associate Program Chairs will work with three of the Conference Chairs as meta-reviewers during the research paper reviewing process.
  o A single track format is planned. Feedback from ICER 2015 showed strong support for the single track format.
  o Submissions are sought for research papers, lightning talks, and posters.
  o A new submission category for this year is a lightning talk accompanied by a poster.
  o Lightning talks, posters and lightning talk plus poster will undergo a lightweight reviewing process.
  o The research paper length is 8 pages plus 2 additional pages for references.
  o The reviewing process will incorporate a discussion phase monitored by five meta-reviewers.
  o **ACTION:** Judy to prepare a preview article on ICER 2016 for the SIGCSE Bulletin.
  o **ACTION:** Judy to send a budget to Amber.

• Amber gave the Treasurer’s report:
  o **ITiCSE 2015 closing report:**
    - ITiCSE 2015 returned a surplus of $3,534.
    - Surplus was less than expected because of extra unanticipated VAT charges.
  o **ICER 2015 preliminary closing report.**
    - ICER 2015 is expected to return a surplus of around $3700.
  o Slides for the Business meeting were reviewed.
    - SIGCSE is in good financial shape
    - In FY 2015 there was a surplus of $35,998
    - In FY 2016 there is projected surplus of $94,604
    - 20 applications were received for the SIGCSE Travel fund. Six awards were made with one person declining to take up their award.
    - Two awards were made for the Speakers funds in FY 20015 and there have been two awards so far in FY 2016.
    - Membership numbers are stable
  o **ACTION:** Susan to follow up on PAFs and TMRFs for ITiCSE and ICER.

• Ideas for a new international SIGCSE conference were discussed:
  o Alison tabled a document that outlined a proposal for an international SIGCSE conference that would be run in collaboration with other ACM SIGs that had education arms.
  o Although the Board saw benefits in working with other SIGs some felt that it could be difficult to coordinate the running of such a conference across different SIGs.
  o The purpose of the proposed new international SIGCSE conference is to service regions that currently do not have a SIGCSE conference and where there is strong interest in
running such a conference. It was proposed that the conference could move around to different regions and run at times that suited each region.

- “SIGCSE Global Computing Education Conference” was proposed as a possible name for the conference with “SIGCSE Global” as a short version of the name.
- Possible locations for SIGCSE Global were discussed.
- It was decided to begin with one conference and see how it goes.
- **ACTION:** Susan to form and lead a committee to put together proposal for a “SIGCSE Global Computing Education Conference”.

- Susan gave an update on Symposium Supporters:
  - There are concerns about low attendance at some previous Symposium Supporter events.
  - At the 2016 SIGCSE Technical Symposium a Supporter liaison person will attend each Supporter event to introduce the supporters and provide any assistance they need.

*Carey Laxer and Larry Merkle joined the meeting*

- SIGCSE Technical Symposium registration team members (Carey Laxer and Larry Merkle) gave a report:
  - The registration team raised a concern that the conference management team had access to the conference registration system without the knowledge of the registration team.
  - The registration team stated that the conference management contract is not clear on who should have access to the registration system.
  - The team requested an opportunity to provide input on future conference management contractual arrangements.
  - The team suggested that at least three people were needed on the registration team.
  - Transitioning of the registration team to new membership was discussed.
  - The team proposed that more than one year was needed to learn the registration process.
  - The registration team feel they provide a welcoming face to the Symposium. They also feel that their knowledge of the community is valuable when helping people who approach the registration desk.
  - The Board recognised that registration for the Symposium was a huge task and decided to explore the possibility of outsourcing the Symposium registration while at the same time retaining familiar faces at the registration desk.
  - **ACTION:** Susan to request that the Symposium registration team document their tasks and then she will seek estimates for the cost of outsourcing these tasks.
  - **ACTION:** Susan or another Board member to attend the Executive Events debrief meeting.

*Carey Laxer and Larry Merkle left the meeting*
• Renée gave an update on the forthcoming SIGCSE election.
  o Candidates will be introduced at the opening of the Symposium and at the SIGCSE Business meeting.

*The Board joined the New Educator’s Workshop for lunch*

• Sue gave a report on the new SIGCSE committee on Instructional Practices
  o Survey has been conducted to gather data on instructional practices common to computer science educators in the USA.
  o 366 invited to participate and so far there has been a 28% response rate.

*Dan Garcia joined the meeting*

• 2018 SIGCSE Technical Symposium Chairs, Dan Garcia and Tiffany Barnes, gave a report on planning for the 2018 Symposium to be held in Baltimore:
  o Dan commented that a list on what to do for the Symposium would be helpful.
  o **ACTION:** Susan is to forward the list of conference chair tasks to Dan and Tiffany.
  o The Chairs are investigating the possibility of videoing sessions.

*Dan Garcia left the meeting*

*Michael Caspersen and Stephen Edwards joined the meeting*

• 2017 SIGCSE Technical Symposium Chairs, Michael Caspersen and Stephen Edwards, gave a report on the 2017 Symposium to be held in Seattle:
  o The TMRF is in preparation.
  o The conference venue will be the Washington State Community Centre.
  o It is planned to incorporate a discussion phase monitored by meta-reviewers into the paper reviewing process.
  o **ACTION:** Michael Caspersen to prepare an article on the new paper review process for the SIGCSE Bulletin.

*Michael Caspersen and Stephen Edwards left the meeting*

*Jodi Timms and Carl Alphonce joined the meeting*

• 2016 SIGCSE Technical Symposium Chairs, Jodi Timms and Carl Alphonce, gave an update on the 2016 Symposium in Memphis:
  o There was an issue with the rooms allocated to the Symposium not matching the original request.
  o There was an issue in that the ACM did not request the rooms needed/wanted by the Symposium when the contract was issued.
Jodi and Carl proposed changing the current progression of program chairs to conference chairs to a model where the Conference Chair and Program Chair roles are separate and would each be a two year position.

**ACTION:** Susan to seek feedback on this proposal from the Business meeting and the SIGCSE community.

The cost of the conference management was discussed.

**Jodi Timms and Carl Alphonce left the meeting**

**Mark Bailey joined the meeting**

- Mark Bailey (new ACM Inroads editor) gave a report on ACM Inroads:
  - Two new co-editors: Mark Bailey and Laurie Smith King.
  - Some changes have been made to the format of ACM Inroads.
    - New graphic design and fewer sections.
    - New fun back page – cartoons, puzzles, etc.
    - Added some new columns to give voices to different communities – e.g. NSF, K-12.
  - Expanding the size of the editorial board. Reaching out to different communities requesting names to be put forward.
  - A new website is under design.
  - Seeking ideas for special sections and guest editors.
  - Seeking suggestions for a third co-editor.

**Mark Bailey left the meeting**

- Federation of conferences
  - **ACTION:** Susan to seek an update on the Federated conference from Michael Caspersen.

- SIGCSE Bulletin
  - Maureen advised that David Kauchak’s term as co-Editor of the SIGCSE Bulletin was ending.
  - Suggestions were offered for the new co-Editor.

- Next meeting will be a phone meeting in April or May.

The meeting concluded at 4.50pm Central Time.

**End of minutes, March 2 2016, SIGCSE Board Meeting**

Judy Sheard, Secretary