SIGCSE Board Meeting Minutes
October 19, 2014
Atlanta Meeting

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

Susan called the meeting to order at 8.30am EDT

- August 18 2014 Board meeting minutes were approved.
    - **ACTION:** Paul to upload the August 18 2014 Board meeting minutes to the SIGCSE site.
    - **ACTION:** Judy to check that all the meeting minutes for the current Board are published on the SIGCSE website.

- Items approved since last Board meeting.
    - In-coop requests: HILT 2014, WiPSCE 2014
    - ITiCSE 2015 budget

- Action items from the last meeting were reviewed and all had been completed.

- SGB Meeting – Susan and Renée reported
    - Renée has been appointed vice chair of operations for SGB.
    - Susan mentioned a "Blue Sky Ideas" initiative from the Computing Community Consortium (CCC) of Computing Research Association (CRA) to sponsor paper tracks of papers that "present ideas and visions that can stimulate the research community to pursue new directions".
    - **ACTION:** Judy to send Brian Dorn (Chair, ICER 2015) the link to information about the "Blue Sky Ideas" track funding opportunity for computer science research conferences from CRA: http://www.cra.org/ccc/visioning/blue-sky
    - A retiree rate for the SIGCSE Symposium registration was discussed.
    - **ACTION:** Susan to propose to the Symposium 2015 Chairs a $100 discount on Symposium registration for current SIGCSE members that have had 15+ years SIGCSE membership and are officially retired.
    - Susan reported that ACM India has approved iSIGCSE.

- ACM Ed Council meeting – Sue presented a report
    - ACM Europe is working with Informatics Europe to organize a conference in Europe in 2016.

- ○ ACM China has grown hugely and is very active.
    - § CS2013 is being translated into Chinese.
    - § Lots of MOOC activity in China.
- ○ **ACTION:** Susan to organise a SIGCSE representative to liaise with ACM China.
- ○ **ACTION**: Susan to put on the next Board meeting agenda an item for discussion – level of control or cooperation of SIGCSE with other conferences.
- ○ Tiffany was nominated to be the SIGCSE liaison with the Learning @ Scale steering committee.
- ○ **ACTION:** Susan to put on the next Board meeting agenda an item for discussion – recommendations for incoming editors of TOCE.
- ○ **ACTION:** Susan to put on the next Board meeting agenda an item for discussion -- collaboration between TOCE and SIGCSE.
- ○ **ACTION:** Susan to put on the next Board meeting agenda an item for discussion -- recommendations for incoming editor-in-chief of ACM Inroads.
- ○ **ACTION:** The Board to look into using some of the ideas from SIGCHI for our website, for example, fireside chats and recorded courses.

Paul joined the meeting

- • In-cooperation status requests for conferences
    - ○ There was discussion about the type of conferences that the Board would be prepared to offer in-coop status.
    - ○ Conferences that deal with the use of computers in education can be advised to contact SIGITE for in-coop status.
    - ○ To assist in assessment of an in-coop status request, the applicant may be asked to provide a reference from a SIGCSE member who could vouch for the relevance and quality of the conference.
    - ○ **ACTION:** Paul to modify the guidelines for in-cooperation status on the SIGCSE website to include a requirement that applicants submit a website URL for their conference, a description of their reviewing process, and a brief explanation of why their conference is relevant to SIGCSE.
    - ○ **ACTION:** Paul to change all mention of "support" to "in-cooperation status" in the guidelines for in-cooperation status requests on the SIGCSE website.

- • SIGCSE Awards
    - ○ **ACTION:** Paul to specify under the SIGCSE Awards guidelines on the SIGCSE website that any Board members who are nominators of awards will recuse themselves from any discussion of assessment of these awards.
    - ○ A winner for the "SIGCSE Lifetime Service Award" was selected.

Paul , Tiffany, and Christine left the meeting for the discussion of the "Outstanding Contribution to CS Education" award

- A winner for the "Outstanding Contribution to CS Education" was selected.

Paul , Tiffany, and Christine re-joined the meeting.

- **ACTION:** Paul to contact nominees and winners of the "SIGCSE Lifetime Service" and the "Outstanding Contribution to CS Education" awards and CC 2015 Symposium chairs.
- There was a discussion about establishing an award for broadening participation.
- **ACTION**: The Awards committee to propose new SIGCSE awards for the Board's consideration.
- **ACTION:** Paul to modify Award guidelines wording and send to the Board for consideration.

- Conference Management contract for SIGCSE Symposium 2016-2019 – Susan, Paul and Sue presented the proposals for consideration.
  - The proposals were discussed.
  - A decision was made to use the Executive Events system for the 2016 Symposium. A one year contract will be offered.
  - The Executive Events system also has the capability to handle registrations – this could be a consideration for the future.
  - **ACTION:** Susan to inform the current conference management people and then notify ACM about the choice of Executive Events for the conference management contract for SIGCSE Symposium 2016.

- SIGCSE Symposium 2014 final report – Amber presented the report
  - The Symposium returned a large profit.
  - **ACTION:** Susan to send a note of appreciation to the SIGCSE Symposium 2014 organisers for the large profit that was achieved.

- Amber presented a summary of YTD expenses/income

- Amber presented a summary of YTD membership

- Travel Grant Program – Amber gave an update
  - Submission date for Travel Grants was moved back to October 31 to allow time for international applicants to book travel and organise visas.
  - Strong interest in the latest round of the Travel Grant program.
  - Supporting funding for K-12 teachers was discussed.

- SIGCSE Symposium 2015 – report from Adrienne Decker (Symposium 2015 Co-Chair) was presented.
  - The reviewing process for the Symposium was discussed.
  - **ACTION**: Alison (convenor) and Tiffany to form a working group to look at the reviewing process at the Symposium and make recommendations.
    - Current, former and future program chairs will be invited to join.
    - Others will be invited to join.
    - Make a recommendation for policy on conference chairs submitting to their own Conference (discussed later in meeting)
  - **ACTION**: Paul to prepare a proposal for the process of appointment to and membership of the Symposium Site Visits team for the Board's consideration. One suggestion was for a four year term and for a committee of two plus one of the program chairs.
  - **ACTION:** Susan to make sure that the two SIGSCE membership options (print and online) are offered on the registration form for the Symposium.

- Chair's Workshop for SIGCSE Symposium 2015 – Renee gave an update
  - Co-organisers for the next chairs workshop are George Berg, Mary Lou Maher, Aurelia T. Williams.
  - Proposal to charge $100 for the Chair's Workshop.
  - **ACTION:** Renee to inform Brian Dorn (Symposium 2015 Pre-Conference Events Liaison) about the co-organisers for the next Chair's Workshop (George Berg, Mary Lou Maher, Aurelia T. Williams) and the charge of $100 for participants.

- ITiCSE 2015 – Susan gave an update
  - Conference website is up and running
  - Conference management system is established
  - CFP is nearly finalised
  - Conference registration will be presented in Euros.
  - **ACTION**: Alison to check with Valentina Dagienė if there is a DC planned for ITiCSE 2015 and, if so, ensure that the name does not conflict with the ICER DC.

- ICER 2015 – report from Brian Dorn (ICER 2015 Chair) was presented
  - Proposal for a page limit for papers which will be 8 pages for content and 2 pages for references.
  - Lightning talks and/or posters will be included.
  - Proposals for workshops at ICER will be considered.
  - **ACTION**: Judy to discuss with Brian Dorn and Quintin Cutts (ICER 2014 Chair) the promotion and management of workshops at ICER.

- ICER 2014 feedback and discussion:
    - The ICER 2014 end-of-conference survey results were discussed. It was noted that:
        - attendees preferred to keep a single track for the conference
        - the quality of papers was considered more important than quantity
        - there was strong support for keeping the paper acceptance rate low
    - Suggestions for ways of growing ICER were discussed.
    - **ACTION:** Judy to discuss the following suggestions with Brian Dorn (ICER 2015 Chair):
        - Schedule ICER at a consistent time each year, perhaps in September or early October.
        - ICER budget for each conference should break even
        - The ICER conference organisers should aim to grow attendance of the conferences. The Board set a goal of growing ICER to 150 in five years.
    - **ACTION:** Judy to investigate ICER program committee composition and changeover.
    - **ACTION**: Susan to email previous ICER steering committee about the ICER 2017 Conference Chair.
    - **ACTION:** Judy to discuss ideas for the ICER 2017 Chair with Brian Dorn (ICER 2015 Chair) and Quintin Cutts (ICER 2014 Chair) and put forward name(s) for the Board's consideration.

- Conference Chairs publishing at the conferences they are running: (SIGCSE Symposium, ICER, ITiCSE)
    - The Board members agreed that a transparent policy is needed for each conference.
    - The issue of conference chairs submitting to their own conference will be considered by the Symposium reviewing process working group. Included as Action item under SIGCSE Symposium 2015 item.

- SIGCSE Bulletin – Christine gave an update
    - Ideas for articles were discussed and suggestions were made, including a new column on broadening participation to start in January.
    - **ACTION:** Tiffany to write the first column on on broadening participation for the SIGCSE Bulletin and suggest authors for future issues.

- Renée reported on the Partnership for Advancing Computing Education workshop (PACE) workshop that she had attended.

- Volunteer recruitment program – Sue gave an update
    - Only a few people have volunteered so far.
    - **ACTION:** Sue to invite one or two volunteers to be Special Projects grant reviewers.
    - **ACTION**: Paul to put a note on the PhD Programs and Places to Publish CSEd Research pages of the SIGCSE website to advise that the pages are out of date and request a volunteer to help with the updates.

- o **ACTION**: Sue to work with Boots Cassel to find curators for Ensemble.
- o **ACTION**: Tiffany to take on the management of the Volunteers list and responding to volunteers. Task include:
  - ▪ develop a process for forwarding volunteer details to people;
  - ▪ respond to volunteers;
  - ▪ generate reports of volunteers;
  - ▪ investigate a tool that will do volunteer/opportunity matches;
  - ▪ send quarterly reminders to coordinators of activities about availability of volunteers;
  - ▪ send quarterly notes to SIGCSE lists asking for volunteers;
  - ▪ write an annual article in the SIGCSE Bulletin; and
  - ▪ edit the notification sent to volunteers to tell them how they can contact organizers.

- Tiffany is the co-chair of 2015 IEEE STC Broadening Participation.
  - o 1st workshop/conference: RESPECT: Research on Equity and Sustained Participation in Engineering, Computing, and Technology to be held in Charlotte Aug 14, 2015.
  - o Tiffany is interested in establishing an MOU between SiGCSE and IEEE STC-BP.

Tiffany left the meeting

- Request for SIGCAS track at SIGCSE from Mikey Goldweber (SIGCAS Chair) was discussed:
  - o **ACTION**: Susan to contact Mikey Goldweber to offer SIGCAS the option of a co-located conference on the day before the 2016 Symposium on a once-off basis. Susan will also suggest contacting SIGITE as another option**.**

Paul left the meeting

- Request for Community College track at SIGCSE was discussed.
  - o **ACTION**: Susan to inform Beth Hawthorne that the CFP for the Symposium includes a broad range of areas and there is no guarantee for paper tracks.

- SIGCSE Board input into the process of choosing new editors for ACM Inroads and TOCE was discussed.
  - o **ACTION:** Susan to contact ACM Pubs to request input into the process of choosing new editors for ACM Inroads and TOCE.

- A request for funding Critical Research Review workshops at ICER was discussed and it was decided that the Board would not fund these activities at present.
  - o **ACTION**: Sue to respond to a request for funding to support Critical Research Review workshop.

- Special Projects – Sue reported that Tiffany had updated the web pages and forms.

Next Board meeting will be in December or January.

The meeting was concluded at 5pm EDT.

End of minutes, October 19, 2014, SIGCSE Board Meeting

Judy Sheard, Secretary