SIGCSE Board Meeting Minutes
October 26, 2013
Chicago, Illinois

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

Susan called the meeting to order at 8:25am CDT

- Introductions

- Approval of August 21 Board Minutes will be done by e-mail
    - **ACTION**: Judy to email minutes to Board members.

- Publish separate updated list of sub-committee membership
    - **ACTION**: Judy to produce separate updated sub-committee membership list

- Items approved since last board meeting:
    - SIGCSE 2016 co-chairs - Jodi Timms and Carl Alphonce.
    - Incoop requests approved for CCSC-NE '14, CCSC-SC '14, CCSC-CP '14, CCSC-SW '14, HILT 2013, CCSC-MS '14.

- CSTA – Susan
    - CSTA held a workshop at SIGCSE 2013 for about 40 teachers, but they are not planning on running such an event at SIGCSE 2014.
    - Thank you letter received from CSTA for providing $5000 in funds for their workshop at SIGCSE 2013.

- Terms for the SIGCSE Bulletin and other SIGCSE positions were discussed
    - SIGCSE Bulletin editorship will be a 3 year term, with a possible one year renewal. The aim will be to make sure the co-editor terms are staggered.
        - **ACTION:** Susan to inform Christine of term and limits
    - It was decided to establish a Committee on Committees. This committee will consider consolidation of committees, term limiting of committee positions and transition plans for committee membership.
        - **ACTION**: Sue, Susan and Tiffany to form this committee

- Management of Symposium
    - Various issues concerning the organization of the Symposium were discussed.

- ○ **ACTION**: Susan to approach SIGCHI and SPLASH to see how they manage selection of sites and management of their Symposiums.

- ● Treasurer's Report
  - ● Amber presented the SIGCSE budget
  - ● Amber clarified the deficit for ICER 2012 ($6,143).

- ● Revival of the SIGCSE Chairs Workshop
  - ○ Sandra DeLoatch will run the SIGCSE Chairs Workshop in 2015. Another person will be found to co-chair the workshop. The workshop will run biennially. The aim will be to stagger the co-chairing positions in future workshops.
  - ○ **ACTION:** Renee to find another co-chair and propose a rotation scheme for the chair positions.

- ● New Educators Workshop – Susan Rodger
  - ○ David Reed and Andrea Danyluk will run this workshop in 2014. The workshop will run biennially, alternating this with the CRA-W workshop. The aim will be to stagger the co-chairing positions in future workshops.

- ● SIG Governing Board (SGB) meeting and training
  - ○ Susan and Paul reported on the SIG Board Orientation.
  - ○ Susan and Renee reported on the SGB meeting.
  - ○ Susan mentioned Ideas for getting the public involved in events to learn about computer science:
    - ▪ **ACTION:** Susan to talk to the 2014 Symposium chairs about possible ideas for public involvement
  - ○ SIGCSE Viability – SIG viability is assessed every four years. SIGCSE viability is due to be assessed on Friday, March 21, 2014:
    - ▪ **ACTION**: Amber to attend the SIG viability meeting

- ● Special Projects committee – Sue Fitzgerald
  - ○ Special Projects review team was formed. Sue appointed Chair; members – Amber, Judy, Tiffany, Guido Rossling (external reviewer).
  - ○ Application process:
    - ▪ apply@sigcse.org updated to include the review team.
    - ▪ Online application process now replaces Word/pdf submissions.
    - ▪ **ACTION:** Paul to add link to the application on the SIGCSE website.
  - ○ Review process:
    - ▪ Shared review form prepared by Guido as a Google Doc – separate individual reviewer worksheet and a combined summary sheet.
  - ○ Promotion:
    - ▪ Messages posted to SIGCSE-ANNOUNCE, SIGCSE-MEMBERS, and the SIGCSE Bulletin.
    - ▪ There was discussion about promotion of the Special Projects at the Symposium.

- **ACTION**: Sue to contact Symposium chairs to ask for one slide during opening session on Thursday or Friday or at lunch on Saturday.
- **ACTION**: Sue to send the list of winners to Symposium chairs.
- **ACTION**: Sue to give a short presentation during the business meeting.
- **ACTION:** Susan to add special projects to the business meeting agenda.
- Abstracts of Special Projects awarded will be published in the SIGCSE Bulletin.
- **ACTION**: Sue (or delegate) to work with Bulletin – intro/summary + abstracts, deadline Jan 1.
- **ACTION**: Sue to email previous special project recipients to encourage them to do posters at Symposium, ITiCSE or ICER.
- **ACTION**: Tiffany to add new expectations of grant winners to the application form.
- **ACTION:** Sue to change the introduction to the Special Projects information on the SIGCSE website.

- Awards Committee – Paul Tymann
    - A winner for the Outstanding Contribution for Computer Science Education Award and a winner for the SIGCSE Award for Lifetime Service to the Computer Science Education Community were selected.
    - **ACTION**: Paul to inform the winners and all nominators and cc Symposium Chairs.
    - **ACTION**: Paul to prepare a notice for the Bulletin.
    - The process for award nominations was discussed:
        - **ACTION:** Paul, Alison, Susan to set up an Awards Nominations Committee to discuss the process of nominations for the Awards
    - **ACTION**: Paul to send out notices on a regular basis to encourage nominations for Senior member, Distinguished member and ACM Fellow and other ACM Awards

- ACM Education Council – SIGCSE Representative
    - Barbara Owens is going to the meeting in November.
    - Sue Fitzgerald will replace Barbara as the SIGCSE representative on the Council:
        - **ACTION:** Susan to notify Andrew McKettrick

- Informatics Europe (IE) and ACM Europe committee updates – Renée and Susan
    - There was discussion on the future siting of ITiCSE in places outside Europe.
    - Committee membership
        - 3 SIGCSE /ACM Europe representatives: Michael Casperson (Denmark), Guido Rossling (Germany), Serdar Tasiran (Turkey).
        - 3 Informatics Europe representatives: Barbara Demo (University of Turin), Antoine Petit (Inria), Jan Vahrenhold (University of Munster).

- Conferences updates
    - SIGCSE 2014 – Atlanta Georgia, March 2014, Co-Chairs: JD Dougherty and Kris Nagel
        - A conference management service will be used.
        - Moving to OpenConf for submissions.

- A printed proceedings will not be produced for Symposium participants but can ordered online at http://librarians.acm.org/order-print-conference-proceedings
- Papers will be available for free in the Digital Library for 2 weeks before and 2 weeks after the Symposium.
- Kids Camp event has been removed from conference budget. Now separately paid for by SIGCSE Board (6K).
- Food costs will be (40K) higher than estimated.
- The names of Publication chair, Program and Symposium chairs will be included on the program cover.
- **ACTION**: Susan to recommend to Conference Chairs that five reviewers plus a meta reviewer are assigned per paper.
- **ACTION:** Paul to update SIGCSE Symposium Chair duties on SIGCSE website to clarify that four reviewers plus a meta reviewer are required per paper.
- A proposed Symposium Fee Schedule was reviewed. All changes were accepted except for an increase in the High School teacher and student rates.
- **ACTION:** Tiffany to be the Board representative to help with SRC advertising.
    - ○ Future Symposiums:
        - SIGCSE 2015 – Kansas City, Co-chairs: Adrienne Decker and Kurt Eiselt.
        - SIGCSE 2016 – Memphis, TN, Co-chairs: Carl Alphonce and Jodi Tims.
        - SIGCSE 2016 co-chairs have been requested to submit their program chairs for approval at the March 2014 Board meeting.
        - Possible locations for SIGCSE 2017 were discussed.

    - ○ ITiCSE 2014 – Uppsala, Sweden, June 2014 – Chair: Mats Daniels
        - Registration will be raised due to VAT charge.
        - Registration rates will be increased by $5 per person to cover the cost of OpenConf . In 2012 and 2013, this was paid by the Board but in 2014 this cost will move into the conference budget.
        - A charge will be made to working groups members for catering during the two days of the working group prior to the conference $20.
        - **ACTION**: Alison to suggest how to present the fee on the conference registration.
    - ○ Future ITiCSE sites:
        - ITiCSE 2015 – Vilnius, Chair: Valentina Dagiene
        - ITiCSE 2016 – site visit will be made early next year to Peru.
        - Suggestions for ITiCSE 2017 and ITIiCSE 2018 were discussed.
    - ○ ICER 2014– Glasgow, Scotland, August 2014 – Chair: Quintin Cutts
    - ○ Future ICER sites:
        - Omaha, Nebraska, 2015 - Brian Dorn
        - Melbourne, Australia, 2016 - Judy Sheard
        - Suggestions for ICER 2017 were discussed

- ICER 2013
    - ○ Alison presented a summary of attendees' evaluation of ICER 2013.

- ○ There was discussion of issues with the reviewing process.
  - ○ There was discussion of the future of ICER and the importance of ICER as the premium computing education research conference. It was suggested that a growth plan for the conference is needed to broaden and increase participation.
  - ○ **ACTION**: Alison to submit a BoF session for SIGCSE 2014 titled "How to grow ICER?"

- ● Symposium Oversight/Steering committee
  - ○ **ACTION**: The Committee on Committees will decide whether a Symposium Oversight/Steering committee is needed.

- ● ITiCSE Steering Committee
  - ○ **ACTION**: The Committee of committees to recommend term limits for the ITiCSE Steering Committee.

- ● ICER Steering Committee
  - ○ It was decided to rename the ICER Oversight Committee to ICER Steering Committee.
  - ○ **ACTION**: The Committee of committees will recommend term limits for the ICER Steering Committee.

- ● SIGCSE membership fees
  - ○ There was a discussion about SIGCSE membership fees which have not been raised since 1999. It was suggested that there could be two different fees based on whether a print copy of Inroads was requested.
  - ○ **ACTION**: Amber to lead a sub-committee to investigate SIGCSE fees – membership of the committee: Amber, Renee, Tiffany, Paul.

- ● SIGCSE Website – Paul Tymann
  - ○ Paul gave an update on the website.
  - ○ Paul is checking on Google analytics.
  - ○ **ACTION:** Paul to update the history
  - ○ **ACTION:** Susan to send best paper awards to Paul
  - ○ **ACTION:** Judy to send updates to Paul on Chapter pages

- ● ACM Learning Webinars
  - ○ Advertise and encourage SIGCSE members to participate/give webinars
  - ○ http://learning.acm.org/webinar/
  - ○ contact: Will Tracz SIGSOFT <will@TRACZ.ORG>
  - ○ the series has been growing in popularity with close to 3000 registrants and over 1500 **live** attendees (depending on topic/speaker).
  - ○ **ACTION**: Susan to announce and encourage members to participate/give webinars via the SIGCSE listserv.

- ● SIGCSE Social Media
  - ○ Facebook, Twitter, LinkedIn, etc.

- Discussion about how we could increase our social media presence and who could be responsible for this. Currently Barbara Owens is doing this.
  - **ACTION**: Paul to approach someone to do this role
  - **ACTION**: Susan to then discuss with Barbara Owens

- Travel Grant
  - The new Travel Grant Program policy was reviewed and some changes made.
  - The Travel Grant application was reviewed. It was decided to shorten the essay on why they want to come to the Symposium from 500 to 100 words and require an additional 100 word explanation of how they will bring back what they have learnt to their institution.
  - **ACTION**: Renee to talk to Barbara and Henry about the changes
  - **ACTION**: Tiffany to prepare a web form for online applications
  - The Special Projects and Speaker Fund Committee will look after the assessment of applications for this grant
    - **ACTION**: Amber

- Volunteer Travel Policy
  - **ACTION**: Renee to revise the New Faculty round table policy, remove the $25 for the award winners.

Susan closed the meeting at 4.55pm

End of minutes, October 26, 2013, SIGCSE Board Meeting.

Judy Sheard, Secretary