SIGCSE Board Meeting
Wednesday, February 27, 2018
8 am – 4:20 pm Central time
Minneapolis, MN

MINUTES

Attending:
- M. Craig, At Large
- K. Davis, Bulletin Editor
- A. Decker, Treasurer
- S. Fitzgerald, Secretary
- L. Porter, Bulletin Editor
- B. Morrison, At Large
- S. Rodger, Immediate Past Chair
- A. Settle, Chair
- J. Sheard, Vice-Chair
- M. Weiss, At Large

Activity since the last meeting
- The following conferences were approved for in-cooperation status and reminded about the Speaker's Fund:
  - CCSC-NE '19
  - CCSC-MS '19
  - CCSC-SC '19
  - CCSC-CP '19
  - CCSC-SW '19
- Jeffrey Miller was appointed as the SIGCSE co-editor replacing Leo Porter. He will start after the next issue of the Bulletin has been published.
- Manuel Perez Quinones was appointed to the ACM committee looking to revise the ACM demographic questions included on conference registration forms.
- Rachelle Hippler was approved for a three-year term as Symposium registrar beginning in 2020.

Transition to New Board
- Board members were reminded to add to the list of items that will require attention from the new Board in July, 2019.

Minutes
- The January 20, 2019 minutes were approved

Historian
- The Board approved Briana Morrison as the SIGCSE historian.
- A. Decker and B. Morrison will examine articles about the Symposium that have been produced by historian Kristine Wenc. A. Decker and B. Morrison will make recommendations to the Board about how to use these articles.

ACM Global Computing Education Conference (CompEd)

- The CompEd Steering Committee and other Board members are actively seeking proposals for hosting the next CompEd conference.
- S. Rodger arranged for a grant from the US National Science Foundation to support travel to CompEd. Fifty travel grants have been awarded. Applications are still being considered. The awardees include a few high school teachers and a few people remain on the wait list. The grant has been helpful with increasing registration for the conference. S. Rodger will publicize the results of the grant.
- Because of external support, two hotel nights are included with registration.
- github is a platinum supporter ($15,000) and is providing the conference bags.
- Travel to China has been discouraged by some governments. As a consequence, some authors are unable to attend. The following response was drafted in response.

  Authors who cannot travel due to university travel restrictions (specifically affecting travel to China) will be permitted to have their paper published at CompEd and presented via a pre-recorded presentation, provided the following conditions are met.

  1. Affected authors should contact the CompEd Steering Committee Chair, Brett Becker (brett.becker@ucd.ie) explaining the particulars of their situation (paper including title and easychair submission number, authors including home institutions, and nature of travel restrictions).
  2. Upon request, all authors on the paper should provide a letter from their universities stating that they can't travel to China due to a university-imposed travel restriction, not lack of funding or other reasons. The letter should be from the department responsible for the travel restriction such as Human Resources, Registrar, Director of Research, etc., generally not the head of the authors' academic faculty.
  3. At least one author must register for CompEd for the presentation to take place and for the paper to be published in the proceedings.

  Upon meeting the above conditions, and final approval by the CompEd steering committee which will be communicated by email, the authors must submit a pre-recorded presentation video or powerpoint with embedded voice-over with their camera-ready copy. Technical details (e.g. mp4, slide format, etc.) will be agreed and provided to the author by the CompEd Steering Committee in consultation with the CompEd Program Chairs.

- The note will be amended to permit an official government warning in lieu of a letter from the participant's university. Substitute presenters are permissible. However, at least one author must register even if not attending.
- The Board endorsed this approach.

Innovation and Technology in Computer Science Education Conference (ITiCSE)
- Under the guidance of its new steering committee, ITiCSE has moved to a new model involving two-year appointments for two program chairs. One of the two program chairs will be appointed each year.
- Andrew Luxton-Reilly was approved as ITiCSE program co-chair for 1 year (2020).
- Monica Divitini was approved as ITiCSE program co-chair for 2 years (2020 and 2021).

Technical Symposium (SIGCSE)

- The Technical Symposium is transitioning to new model with separate program and conference chairs. The Board is currently seeking 2021-2022 chairs.

2020:

	Symposium Chair	Program Chair
Senior	Jian Zhang	Sarah Heckman
Junior	Mark Sherriff	Pam Cutter & Alvaro Monge

2021:

	Symposium Chair	Program Chair
Senior	Mark Sherriff	Pam Cutter & Alvaro Monge
Junior	TBD2122	TBD2122

2022:

	Symposium Chair	Program Chair
Senior	TBD2122	TBD2122
Junior	TBD2223	TBD2223A & TBD2223B

- The Board liaison to the Symposium (currently A. Decker) will keep and update a list of prospective Symposium leaders.
- The Board expressed its appreciation to Lynn Degler for many years of service on the Symposium registration team.
- In honor of its 50th anniversary, 50 travel grants to the Symposium were awarded

Branding
- The Board briefly discussed messaging about the four conferences we offer. In particular, the Technical Symposium is often misperceived as equivalent to the SIG. This item has been placed on the agenda for the next Board.

SIGAI
- SIGAI is interested in collaborating with SIGCSE. A. Settle will ask Casey Fiesler (Colorado Boulder) and Karla Carter (Bellvue) find a few people with interests in ethics and/or machine learning and to brainstorm with SIGAI.

Volunteers
- In its ongoing commitment to develop leadership and involve more people as volunteers, the Board decided to create a SIGCSEVolunteer listserv. B. Morrison will take appropriate actions to establish the listserv and inform the SIGCSE members. She will also ask the conference leadership/liaisons to post openings to the listserv. Related information will be posted on the

SIGCSE web pages.
- A. Settle will draft an article about volunteering for the next issue of the Bulletin.
- A. Settle and S. Fitzgerald will lead a session on volunteering for SIGCSE during the Symposium. Board members are encouraged to attend. Presentation slides will be posted on the SIGCSE website.

Checking Volunteers against ACM Harassment Database
- The Board approved a motion that folks considered for or appointed to these positions will be checked against the ACM database for a history of harassment. A history of harassment will make folks ineligible to hold these positions. The Board Secretary has been charged with checking candidates/appointees against the ACM harassment database. (All appointees listed in these minutes have been checked against the ACM harassment database.)

  o Nominees for the SIGCSE Board
  o Award winners
  o All SIGCSE volunteer positions requiring Board approval (see https://sigcse.org/sigcse/policies/approval)
    o *Conference organizers:*
      ▪ Technical Symposium Conference and Program co-chairs
      ▪ ITiCSE Conference and Program co-chairs
      ▪ ICER Site and Program co-chairs
      ▪ CompEd Conference and Program co-chairs
    o *Event organizers*
      ▪ DC Coordinators
      ▪ New Educators' workshop organizers
      ▪ Chairs' Roundtable organizers
    o *Other positions*
      ▪ Symposium Site Selection committee chairs
      ▪ Symposium Site Selection pool members
      ▪ Symposium exhibitor liaisons
      ▪ Symposium Registrar
      ▪ ITiCSE Steering Committee members
      ▪ CompEd Steering Committee chair
      ▪ CompEd Steering Committee members
      ▪ Bulletin editors
      ▪ Communication administrators for: listservs, ICER submission/database, SIGCSE Technical Symposium submission/database, sigcse.org
      ▪ Social media coordinator
      ▪ Special Projects/Speaker's Fund/Travel Grant reviewers

- A. Settle will add harassment checks for the Symposium registrar and possibly the registrars for other SIGCSE conferences to the list of items for the new board to consider.
- A. Settle will add discussion of requiring Board approval for ICER, ITiCSE and CompEd registrars to the list of items for the new board to consider.
- A. Settle will ask the ACM to provide legal language for rejecting a volunteer for a documented history of harassment.
- B. Morrison will draft recommendations for best practices for Kids Camp volunteers (SIGCSE

members and student volunteers) with respect to working with minors.

Budget report
- ICER 2018 had a small expected deficit. ICER 2018 paid for the Doctoral Consortium and Board travel on a one-time basis.
- The ACM conference calendar ends Feb. 28th. As a consequence, both the 2017 and 2018 Technical Symposia appear in the FY18 budget and there is no Symposium in the FY19 accounting. There will be one symposium in FY20.
- SIGCSE will be a bronze sponsor for the CRA-W Grad Cohort ($8,000).
- SIGCSE has a strong positive fund balance.

Preparation for Business Meeting
- The Board discussed the preparation of slides for the annual business meeting.
- The Board will thank Mikey Goldweber for his many years of service with the ITiCSE conference.
- The Board will thank the 50th anniversary team.

New SIGCSE Awards Committee
- A new awards committee has been formed to encourage nominations for ACM and other awards. Members of the committee will be ACM Distinguished members.   The committee will report the number of nominations to the Board, but will not identify individuals by name.
- Current members: Mark Weiss, Renee McCauley, Susan Rodger

Four-digit Years
- To prevent another Y2K incident, Simon requests the use of four digits to represent years for all SIGCSE conferences and encourages ACM to do the same.
- SIGCSE Board conference liaisons will ask conference organizers to adopt this standard. A. Settle will raise the issue with the ACM and other SIG chairs
- A. Settle will add this issue to the list of items for the new board to consider.

Special Projects call for the May 15 Round
- A 50th Anniversary theme has been adopted: SIGCSE: 50 Years and Beyond. Preference will be given to projects that address the theme. Projects are not required to address the theme.
- In recent history, awards have been funded at the $10,000-$15,000 level per round of applications
- $25,000 has been allocated for the May 15 round of projects.

Updates to sigcse.org Website
- Conference liaisons were asked to review these sections of the website before the next Board meeting:
  - Conference Chair Selection https://sigcse.org/sigcse/policies/chairs
  - Program Chair Responsibilities https://sigcse.org/sigcse/policies/pcr
  - Committee Remuneration Guidelines: https://sigcse.org/sigcse/policies/remuneration

CSTA
- EngageCSEdu will be invited to share ACM/SIGCSE booth at CSTA 2019. B. Morrison will ask NCWIT to pay for half the booth.
- SIGCSE does not plan to exhibit at the CSTA conference after 2019.

Carbon Offsets
- ACM is supporting the purchase of carbon offsets for SIG conferences. A. Settle will report back to the Board the results of bringing this to a meeting with SIG leaders.

Blind Review of Conference Papers
- After discussion, the Board elected not to make changes to the current blind review policy.

Symposium Site Selection
- Tracy Camp reported on potential 2021 sites.
- Tracy Camp reported on potential 2022 sites and requested permission to start site visits.
- A. Settle will convey to the site selection committee and the next Board this Board's recommendation to look for warm and western sites.
- Conference manager Dorothea Heck recommends that we make some changes to the RFP to make the conference more appealing. Suggestions include raising the limit on the acceptable hotel prices, increase the requested room block, and include the pre-symposium/in conjunction with (ICW) events. A. Settle will work on involving Dorothea with writing the next RFP.

Recruiting Sponsors Collectively for All Conferences
- Conference manager Dorothea Heck endorsed the idea of talking to sponsors about exhibiting at all SIGCSE conferences collectively rather than conference by conference.
- The Board discussed a new position, similar to the Technical Symposium exhibitor liaison position, that would recruit sponsorships for all four conferences collectively. Action on this item will be deferred to the new Board.
- Acknowledgement of sponsors will be added to the Bulletin. Bulletin editors will consider free ads or articles. K. Davis will arrange for a January preview of Symposium exhibitors/sponsors in the Bulletin for the 2020 Technical Symposium and a retrospective review in the April 2019 issue of the Bulletin for the 2019 Technical Symposium.

Top 10 Symposium Papers
- The top 10 symposium papers were selected and have been posted.
- Those involved with selecting the 25 top ITiCSE papers are encouraged to consult with those who worked on the Top 10 Symposium papers about the process.

SIGCSE Promotional Items
- Although the ACM provides generic promotional items, none are specifically SIGCSE branded.
- The Board approved $10,000-$15,000 SIGCSE branded promotional items and shipping, to be handed out at appropriate events such as CRA-W Grad Cohort, the CSTA conference, SIGCSE-sponsored conferences and the like.
- A. Decker will investigate the cost and selection of appropriate items. S. Rodger offered to store the items.

Symposium Registration Report
- Larry Merkle reported record registration numbers – 1,750 to 1,800 registrants (the final count was over 1,800).
- The transition from regonline to the Cvent registration system was described as nightmarish.
- The stuffing of envelopes with ribbons and name tags was done by the events management

company, DLPLan, this year.
- Lynn Degler is retiring. She has worked SIGCSE registration since 1999.

Symposium Conference Chairs Report
- Beth Hawthorne and Manuel Perez Quinones, 2019 conference chairs, reported.
- Attendance is poised to break last year's record. Record submission numbers and the 50th Anniversary Celebration may be contributing factors.
- Assigning co-chairs for all areas of responsibility worked well for continuity.
- The events management company, DLplan, worked out well.
- Weekly phone calls between conference chairs and others were recommended as a best practice.
- Moving the Saturday keynote to the morning rather than at lunch was perceived to be an improvement.
- Keynote speaker Freeman A. Hrabowski, III was too ill to attend. Marie desJardins gave an introduction, showed Dr. Hrabowski's TedTalk and added comments on mentoring.
- Data synchronization (EasyChair, ACM DL, WhoVA, Ccontractor for printed program and signage) emerged as a time-consuming problem.
- Manuel recommended renaming the handoff dinner to Party! and moving it back to Saturday night at the conference space to better handle the large group
- The additional of a conference communication coordinator position was recommended.

Symposium Program Chairs Report
- 2019 Symposium Program Chairs, Sarah Heckman and Jian Zhang, reported.
- The expansion to a one page abstract for posters has been well-received.
- They will be working to expand the reviewer pool and will revise the descriptions of the tracks over the summer
- They are working to consolidate and streamline the handling of data.

ICER Report
- Andrew Petersen and Robert McCartney reported.
- The 2019 website is under construction.
- Andy Ko was approved as program chair for 2020 and 2021.
- Renee McCauley was approved as site chair for 2020 and 2021.
- Every position has moved to a two-year, two-person model.
- A new position was created. The registration chair will serve as backup for the site chair.
- Issues of growth were discussed.

ITiCSE Report
- Michael Kölling reported
- The steering committee is exploring sites for 2021 and beyond
  - ○

CompEd Report
- Boots Cassel and Ming Zhang reported
- Conference planning is proceeding well

ACM Inroads

- Laurie King and Mark Bailey reported
- New editors, Margaret Hamilton and James Harland, have been appointed for a 3 year term

Meeting adjourned at 4:20 pm

Respectfully submitted,
Sue Fitzgerald
SIGCSE Board Secretary