SIGCSE Board Meeting
October 4 &5, 2008
Keystone, Colorado, USA

Present: Doug Baldwin, Wanda Dann, Dan Joyce, Renée McCauley, Barbara Boucher Owens (chair), Ingrid Russell, Henry Walker, Alison Young and Ginger Ignatoff (ACM SIG Activities Program Director). John Impagliazzo sent his regrets for not being able to make the trip, and was present via conference call for much of the meeting.

Board Actions/Decisions Since Previous Meeting not Covered Elsewhere

- 04/02/2008 Decision: We approve the in-cooperation request of the 21st annual conference of the NACCQ (National Advisory Committee on Computing Qualifications - New Zealand)

- 04/02/2008 Decision: The next board meeting will be held on Saturday afternoon and Sunday morning, October 4th and 5th, in Keystone, Colorado immediately following the Grace Hopper Celebration of Women in Computing 2008.

- 05/04/2008 Action: John Impagliazzo distributed the responses received from the membership with respect to the "new directions" for inroads to the Board.

- 05/15/2008 Decision: We approve the in-cooperation request of the Western Canada Conference on Computing Education.

- 06/10/2008 Action: We created a "deadbeat" policy describing how we handle absentee conference presenters, at the request of the current Symposium leadership.

- 07/18/2008 Decision: We approved a Doctoral Consortium budget of $16,800 as proposed by Alison Young.

- 07/18/2008 Decision: We approved Dallas as the Symposium site for 2011 based on the recommendations of the symposium site selection and review committee.

- 08/04/2008 Decision: We approve the in-cooperation request of the Software Engineering Educator's Symposium.

Visitors

At the start of our meeting we were pleased to share lunch and hold an approximately 90 minute conversation with Wendy Hall, recently elected president of ACM, and Chris Stephenson, CSTA Executive Director.

- With Wendy we discussed SIGCSE, ACM publications especially the Digital Library, internationalization, and her vision for the future of ACM. Some specific items of interest were:
  - During a discussion of the issues related to creating/maintaining SIGCSE chapters we learned that ACM is taking a close look at its chapter organization policies – hopefully this will help us in this area.
  - Barb expressed her concern that SIGCSE no longer has official representation on the ACM Education Board – Wendy suggested we talk to Andrew McGettrick, Ed Board chair, about this concern.
    ACTION: Barb
  - Henry expressed his concern about the pricing policy of the Digital Library specifically that the institutional cost is not pro-rated based on the size of the institution, i.e. that small schools must pay the same rate as large schools.
  - The possibility of creating an ACM sponsored digital-library-like resource containing information about computing programs across the world.

  We appreciated the chance to have a candid conversation with Wendy – this was a nice bonus from our decision to hold our meeting in conjunction with Hopper.

- Chris gave an update on CSTA activities. Some specific items of interest were:
  - The Road Show Workshop co-sponsored by CSTA, SIGCSE and Google was a great success, based on immediate participant feedback after the event and as measured by a post-workshop survey. Dan, who also attended the workshop, agreed that the workshop was a success and explained how the attempt to award a SIGCSE membership as a door prize was foiled by the fact that most of the attendees were already SIG members – therefore the half dozen non-members were awarded free memberships. We need to make sure that those people did actually receive their promised memberships.
    ACTION: Dan and Ginger
  - The Leadership Cohort program has started well and continued success is expected – this program matches secondary school educators with university level educators for mutual benefit.
  - An effort is being made to expand the focus of the organization beyond the US.
  - Most recent symposium attracted 180 teachers.

Wendy and Chris left the meeting.

We are also most happy to have our ACM Program Director, Ginger Ignatoff, with us for our entire meeting, and appreciate her participation and dedication.

Approval of Previous Minutes
The minutes of the March 12, 2008 meeting, which had been distributed in late March and amended in April, were accepted, and will be posted on the SIGCSE web site at sigcse.org.
      ACTION: Dan

SIG Governing Board (SGB)
Ginger reported that most SIGs are moving to three year terms for their officers (which is what SIGCSE uses). She also reported that the SGB is considering how to provide orientation to conference and program committee chairs.

Barb reported on her experiences at the SGB meeting in mid-September. The meeting was "standard". Minutes of that meeting are public and were distributed.

Rebooting Computing Initiative
Barb discussed this initiative. See http://www.rebootingcomputing.org/ for more information. We agreed to fund Barb's travel to the January 12 - 14, 2009 meeting in Mountain View, CA.

Activities Spreadsheet
Last year, in response to a SGB initiative to identify education-related activities pursued by SIGS and other ACM entities (e.g. CSTA), we created an activities spreadsheet that lists our various activities in an organized fashion. Barb and Doug have been maintaining this spreadsheet. Dan will replace Barb on this team, which will continue to keep the spreadsheet up-to-date.
      ACTION: Dan and Doug

Conference Memory
Doug demonstrated the conference memory wiki that his subcommittee (Doug, Dan, Wanda, Ingrid) have started. The idea is for the SIG to use this wiki to "record" information about planning and running a conference. The site currently contains a basic overall structure plus some detailed information, for example committee roles information. Access to this wiki will be password protected. The committee will continue to add information based on their collective memory. Doug will invite all recent and upcoming conference chairs to contribute.
      ACTION: Doug, plus the entire subcommittee

ITiCSE
- Barb announced that she has added Michael Goldweber to the ITiCSE Site Evaluation committee. The committee previously consisted of Bruce Klein and Mats Daniels. Bruce is expected to "retire" from the committee sometime in the next few years, so Michael is being groomed to replace him.

- We agreed that we should add another member to the ITiCSE Site Evaluation committee, and that this member should be a European. However, only two committee members should participate in any site visit. The addition of another member to the committee is to allow some flexibility in scheduling visits, and in particular to help ensure that for any site visit at least one of the evaluators will be a European. Barb will ask the current committee to suggest a list of candidate names.
    ACTION: Barb

- Based on the recommendation of the ITiCSE Site Evaluation Committee we approved the proposal from Darmstadt to host ITiCSE 2011. Barb will let the appropriate people know about this decision.
    ACTION: Barb

- Based on an ITiCSE hosting proposal from Dubrovnik we decided to NOT approve a site visit. The proposed costs for the conference were too high.

- We discussed site visits to Israel and Ireland as possible venues for ITiCSE 2012 and agreed that they should proceed, but weren't urgent at this time.

- We briefly discussed the possibilities of holding some sort of an event (maybe an ITiCSE or maybe something else) in India and/or South America and/or other places where we do not have much visibility. Alison will create a report enumerating some options.
    ACTION: Alison

- We discussed concerns/issues related to running ITiCSE with two currencies involved: US dollars and the local currency. Ginger explained that one of the management goals should be to minimize the number of currency exchanges that are incurred. Ginger and Ingrid will discuss the issues and attempt to arrive at a sound approach for ITiCSE 2009.
    ACTION: Ginger and Ingrid

- The Board members who attended ITiCSE 2008 in Madrid reported that it was a wonderful conference and we thank the organizers for an incredible job. It was noted that there were 78 participants in Working Groups alone. Alison, ITiCSE 2008 Program Co-Chair, reported that the paper quality was high and that the reviewing process proceeded smoothly.

- The Board previously suggested that every year at least one of the upcoming ITiCSE conference co-chairs be given a position of some import on the current year's committee, for example Panels or Posters coordinator. It is also suggested that said person attend the current year's planning meeting. This person's travel expenses to both the "current" planning meeting and conference should be supported by the current conference. In some sense, each ITiCSE conference is helping to support the following year's conference. Because this is a new policy and so as to alleviate an undue expense for ITiCSE 2009, the Board has agreed that to help get things started, the SIG (and not the conference) will bear the cost of the selected 2010 conference co-chair (Reyyan Ayfer) to attend the 2009 planning meeting and conference.
    ACTION: Ingrid and Renée

SIGCSE Symposium

- Sites: We are looking forward to Chattanooga (2009) and Milwaukee appears to be all set for 2010. Dallas was recently selected for 2011. Beyond that we do not have a definite plan at the moment but we need to at least start thinking about 2012. It was mentioned that Pittsburgh might make a good site now that they have their new convention center operational. So, in general, we thought that the Northeast US would probably be the region to consider for 2012.

- Exhibits Management Policy: Dan reported that with the help of input from Cary Laxer, Larry Merkle, and Susan Rodger, he and Bob Beck (SIGCSE Exhibits Liaisons) recently rewrote and simplified the Symposium Exhibits Management Policy. This policy will be sent to the exhibits management company, added to the conference memory wiki, and posted to the SIGCSE website.
    ACTION: Dan

- Exhibits Management Contract: Dan reported that with the help of Donna Cappo from ACM SIG Services, a call was made for exhibits management bids. Two bids were received and after some deliberation the sub-committee (Dan, Bob Beck, Susan Rodger, Henry) were happy to suggest the retention of the services of our current management firm, CLC, for another three years. The Board agreed to this recommendation. Dan will inform Donna of our decision.
    ACTION: Dan

- Chairs Roundtable: Frank Young is stepping down from his role leading this pre-conference event. The Board thanks him for his great service to this worthwhile event. Sandra DeLoatch will take over as coordinator (co-coordinator?) of this event with assistance from Joyce Currie Little and Diane Martin. Barb will contact these people to determine exactly who is coordinating this event and to inform them that coordinators will receive two free nights at the Symposium.
    ACTION: Barb

- New Faculty Day: Because the SIGCSE Doctoral Consortium will no longer be held with the Symposium (it will be co-located with ICER instead) we hope to create a new pre-symposium event for new faculty. Alison will approach several candidates with ideas for such an event and attempt to find two volunteers to act as coordinators. Attendees would receive a "free" lunch and the cost of the event to Symposium attendees would be minimal, possibly free. Coordinators will receive two free nights at the Symposium. Alison will also inform the SIGCSE 2009 chairs that we do intend to hold the event.
    - *ACTION: Alison*

ICER
- Alison and Barb reported about the successful ICER Workshop held in Sydney, Australia in September 2008.

- Alison submitted a well organized report about the future of ICER created by herself, Sally Fincher, Mike Clancy, and Michael Casperson at a meeting in Sydney. The Board agreed to the following recommendations from this report:
  - That the dates for the ICER 2009 workshop are Monday and Tuesday 10th and 11th August 2009 and the venue is Berkeley University with the DC being held on Sunday 9th August 2009.
  - That the dates for the ICER 2010 workshop are Monday and Tuesday 18th and 19th October 2010 and the venue is University of Aarhus, Denmark with the DC being held on Sunday 17th October 2010.
  - That the three chairs of the conference rotate starting in 2010 and that the new chairs are identified now. We discussed potential incoming chairs.

  Alison will continue working on identifying the incoming chairs.
  ACTION: Alison

Doctoral Consortium
We discussed difficulties in providing funding for DC participants, especially since the move to have the DC outside the USA every other year, which complicates using NSF as a funding source. Renée will work on obtaining funding, with help from Ginger.
ACTION: Renée and Ginger

Submission Policy for Conference Committee members
We discussed the unwritten policy concerning conference committee members submitting to a conference. In general we agreed that one should not submit within their area of influence (panels chair should not submit a panel, etc.). We also agreed that the conference chairs should not submit at all. Finally we agreed that these policies do not directly apply to ICER since it is a smaller, more research focused event – but nevertheless we believe that ICER committee members should be sensitive to the perception that they might receive special treatment. We decided that some "direction" related to this topic should be added to the conference memory wiki.
ACTION: Conference Memory Committee (Doug, Dan, Wanda, Ingrid)

Travel Remuneration Policy
We spent a long time discussing our policies for travel remuneration for volunteers, including board members, conference leadership, and special event coordinators. We decided that a clearly written policy should be created and posted on the sigcse.org page. Renée will lead this effort, assisted by Dan and Henry. They will create a draft policy to be discussed at the next Board meeting.
ACTION: Renée, Dan, and Henry

Treasurer's Report
Renée reviewed SIGCSE's income and expenses for the past few years. As in recent years the SIG ended the 2008 fiscal year with a surplus of about $30,000 for the year. There was some discussion concerning the difficulty in teasing out detail from the various information sources, especially concerning travel expenses. We decided that Renée should create a summary version of her report, with personal details removed, for posting on the sigcse.org web site. Additionally Renée and Ginger will create a report for the Board dealing specifically with volunteer travel costs, attempting to identify and calculate the cost of sub categories (such as site visits, conference planning).
> *ACTION: Renée and Ginger*

During the discussion of the Treasurer's Report we also received updates about Special Projects from Alison and Outreach from Ingrid. Both programs are still active although the number of requests for support is down from previous years.

At this point John Impagliazzo joined the meeting via conference call from Qatar.

inroads
John discussed the updated proposal (as of October 5, 2008) regarding the elevation of inroads, within ACM, from Newsletter to magazine status. In particular, he reviewed the nine "points" for elevating the quality of papers for all four quarterly issues and he discussed the major differences between the current version of inroads and the proposed version. The Board thanked John and his subcommittee (Renée, Alison, Henry) for their work on this project and agreed to support the proposal. John will submit the proposal to ACM shortly. Barb will send a letter of support from the Board.
> *ACTION: John and Barb*

JERIC Name Change
The editors of JERIC (*ACM Journal on Educational Resources in Computing*) are proposing, to ACM, a name change for their electronic publication to *ACM Transactions on Computing Education*. They have asked for SIGCSE's support. After reviewing their proposal we agreed to support their request. Barb will send a letter of support.
> *ACTION: Barb*

40th Anniversary Celebration of SIGCSE at SIGCSE 2009
John had been "volunteered" to work on this, although nothing specific was ever nailed down. Now that he has moved to Qatar, and with his multitude of other obligations, it is difficult for him to participate in any planning related to the celebration. He will construct a note with some suggestions to be sent to the conference chairs and to some of the SIG "pioneers" – he will first send the note to Barb for her input.
> *ACTION: John and Barb*

The call with John ended.

Web Site
Barbara reported on her visit with the student working on a new web site prototype. Doug and Dan will evaluate the work to determine what can be learned from it and how to move forward.
　　　ACTION: Doug and Dan

Wanda will "grab" the Board related photos that are available from the Portland conference site and "standardize" them.
　　　ACTION: Wanda

Awards
We discussed the fact that management of "awards" is too much work for one person to handle and that we should consider the creation of an awards committee. Such a committee would be charged with all aspects of awards management, including soliciting and evaluating nominations for SIGCSE awards, promoting nominations of SIGCSE members for other awards (for example the Karl Karlstrom award), and encouraging SIGCSE members to apply for higher grades of ACM membership.

We discussed, evaluated and voted on the nominations for the 2009 SIGCSE Awards. Results will be posted eventually through the standard channels.
　　　ACTION: Alison

Posted Mission Statement, Bylaws, etc.
Dan reported on his charge of getting properly worded mission statements, bylaws, and any other SIGCSE related description up on our web site, the ACM web site, and the Digital Library site. Most important is to work with Ginger to get our recently improved Bylaws posted on the ACM site. If this continues to be difficult to accomplish we may simply post them on our own web site with the caveat that they have not yet been officially approved by ACM. This is important because some SIG members are asking to see the Bylaws.
　　　ACTION: Dan and Ginger

Membership
The Membership Committee (Doug, Ingrid, Henry) presented their report. Membership numbers had held steady for about five years at around 2550 but a small spike in this past year finds us at 2671 members, our highest ever as far as we can tell. The Board approved the committee's suggestions that they
1. Try to improve the turn around time for entering new members who join at a SIGCSE conference into the ACM system.
2. Create and send a "welcome" letter to new SIG members – this letter should include an informative description of the Listserv.
3. Send a welcome letter to all conference "first-timers".
4. Distribute ACM/SIGCSE information flyers at events other than SIGCSE, such as CSCC conferences. There may be some nominal production/distribution costs associated with this effort, which the Board approves.
ACTION: Doug, Ingrid, Henry

Listservs
There continues to be much confusion about the status, content, and use of the SIGCSE Listservs. Henry, working with the SIGCSE Information Directors (Frank Young and William Turner), will devise a plan of action to straighten out the lists.
     ACTION: Henry

SIGCSE Elections
We discussed ways to make the SIGCSE Board election process more public/open. One of the inhibitors is the fact that we are having trouble getting the revised Bylaws posted at ACM (see Posted Mission Statement, Bylaws, etc. above). We resolve that when elections next roll around we will work to announce procedures as best we can, for example by sending a note to SIGCSE-Announce and by including a letter from the chair in *inroads*. Also, note tha for the past several elections the tradition has been for the elections committee to consist of the previous two chairs (and this has worked well) - Barb intends on adding a few more members to the committee.
     ACTION: Barb et al

Conference Call
Renée proposed that we try a between meetings conference call, to communicate about ongoing projects and, truth be told, to provide an impetus to Board members to make progress on initiatives. We will have a conference call on Friday, December 5th, at 4 PM EST.
     ACTION: Barb et al

End of Minutes, October 2008 SIGCSE Board Meeting
Dan Joyce - Secretary