Minutes
SIGCSE Board Meeting
22 October 2016
8 am - 5 pm Central Time
243 S. Wabash Avenue, room 723
Chicago, IL

Meeting called to order at 8:33 am CDT

Attending:
- Michelle Craig, At Large
- Adrienne Decker, Treasurer
- Sue Fitzgerald, Secretary
- Brianna Morrison, At Large
- Leo Porter, SIGCSE Bulletin editor
- Susan Rodger, Immediate past chair
- Amber Settle, Chair
- Judy Sheard, Vice Chair
- Mark Weiss, At Large

Activity since the last meeting
- ITiCSE 2017 PAF approved
- SIGCSE 2019 PAF approved
- SIGCSE chapter in China approved
- A number of board members attended ICER

August phone meeting minutes - Approved

Report about July workshop in China (S. Rodger)
- One day summit in China - Susan, Dan Garcia, Steve Edwards attended and gave talks
- Strong interest in computer science education

Chapters
- China SIGCSE chapter approved
  - Chapter website to be up by end of October
  - Link to Chinese Chapter to be added to SIGCSE website when available (J. Sheard)
- SIGCSE Chapters to be asked for status reports; reports to be posted on the SIGCSE website (J. Sheard/B. Morrison)

ACM SIG Governing Board meeting report (A. Settle)
- June 23-24, 2017 there will be a Turing Award 50th Anniversary Celebration in San Francisco: http://www.acm.org/turing-award-50
  - We are requested to link to the video and/or show it at our conferences: https://www.youtube.com/watch?v=oOQDEqtcSnI
  - Ask Symposium chairs if they can show it during/before a plenary (A. Settle)
  - Post link on SIGCSE website (J. Sheard)

- o All SIGs that contribute $25K can send 10 students to the celebration
- ACM Future of Computing Academy
    - o Up and coming professionals (includes academics) in 20s and 30s who will find ways to engage other young professionals with the ACM
    - o First meeting at Turing Award celebration
    - o Application deadline: January 2017
    - o ACM is providing some support for this activity
- Nomination of papers for the CACM research highlights
    - o Best papers from all conferences should be submitted
        - ▪ Only research papers should be submitted, so the best papers will be filtered using this criterion
    - o ICER and ITiCSE chairs will be asked to forward best papers (J. Sheard)
    - o Symposium chairs will be asked to forward best papers after the Symposium
- Standardization of papers for reproducibility:
    - o http://www.acm.org/publications/policies/artifact-review-badging
    - o Each journal/conference would develop its own process
    - o Shows up in digital library
    - o Reach out to TOCE (A. Settle)
    - o Discuss with ICER (B. Morrison)
    - o Forward the contact information (A. Settle)

EAAI-17 (Educational Advances in AI) asked about best practices for education conferences
- The Board will provide some advice including ways to observe the SIGCSE conferences (A. Settle)
    - o Attend Technical Symposium
    - o Submit Birds of a Feather proposal
    - o Organize a pre-symposium event
    - o Post to the SIGCSE mailing list
    - o Reach out to other SIGs and conference organizers
    - o Send conference announcements out to their group
    - o Send calls for participation out to their group

Encouraging collaboration between SIGs
- SPLASH-E has an education workshop
- Software Engineering has an education workshop
- Org/Arch has an education workshop
- Possibly reach out to make links to these other communities
- Send our call for participation to these folks, reciprocity
- Come up with a list of places to send calls (A. Settle and A. Decker)

SIGCSE awards
- Discussion and selection of Contributions to Computer Science Education nominations: Gail

Chapman
- Discussion and selection of Lifetime Service nominations: Mats Daniels
- A Board subcommittee will come to the next meeting with recommended changes to the documents, requirements and statements about awards and changes to the rules (S. Rodger, M. Weiss, J. Sheard)

2019 Technical Symposium - 50th anniversary
- Will there be a special award? To be discussed at next board meeting

TOCE proposal to guarantee presentation of TOCE papers at one or more of the SIGCSE conferences
- Reception to this idea was mixed
- Board members agreed the conference program committees must be included in the decision-making process
- Possible implementation ideas were discussed
  - Is there an alternative such as a poster session?
  - A special session at the Symposium?
  - An announcement/short summary presentation?
  - A special session/panel from several journals?
- A pilot approach may be considered for this year's Technical Symposium
- Advice will be sought from the Symposium chairs/program chairs (A. Settle)

Treasurer's report (A. Decker)
- FY 2016 report - positive balance about $95,000
- Closing reports for recent conferences
  - Symposium 2016 - profit of $57,000, applied to FY17 revenue
  - ITiCSE 2016 - not final, applied to FY17 revenue
  - ICER 2016 - small profit, applied to FY17
  - The conferences are healthy
- The Board requested a comparison of this year's budget, expenses and revenues with last year's numbers and a report on the balance to be presented in March at the SIGCSE Business Meeting (A. Decker)

Technical Symposium
- Special ribbons (supporters/sponsors, past conference chairs, number of symposia attended, I heart ICER, I heart ITiCSE, Going to Melbourne, Going to Peru, Ask About Ethics, CS ED Week)) went over well last year. Ribbons should be added as a line item for the each conference (A. Settle)
- Site visits for 2019 were discussed
- Ask ACM to include AV costs and wireless costs with bids (A. Decker and A. Settle)
- Symposium site visit team - Board to consider multi-year volunteer rotation (A. Decker, S. Rodger, and A. Settle)
  - Volunteers to work on the bidding process for events beginning in 2017
  - The bid could include events and some aspects of registration
  - Contact site committee - need spreadsheet filled in (A. Settle)
- Costs
  - Costs have been increasing year over year
  - Events management company

- What is the appropriate role of the events management company?
- The contract for the events management company will be put out for bid in Spring 2017
- The board will look at what goes in the bid and will evaluate the bids (A. Decker, A. Settle, S. Rodger)
- The Board discussed the new Symposium review process.
  - Comments will be conveyed to conference program co-chairs (A. Settle)
    - Clear categorization of papers
    - Reviewers must sign up for a specific category and it must be clear what sort of papers they are reviewing
    - Guidelines for reviewing should be provided
    - Different review criteria for reviewing different categories should be provided (e.g., experience vs research)
    - Reviewers and meta-reviewers should be surveyed and results shared with the board; specifically ask about anonymity
      - An additional survey item will be added asking about offering Nifty Assignments as a plenary session and running 10 parallel tracks instead of 9
    - A decision on the review process will be made in consultation with next year's program chairs before the next year's call for participation is published
- The Board will discuss the identification of categories of Best Papers with the Program Committee (A. Settle)
- The Board will request that the program be posted on the website (A. Settle)
- Selection process for 2020 chairs - the Board will ask the program chairs to suggest names for 2020 chairs. 2018 Program Chairs should be in place well before the 2017 Symposium is held. (A. Decker)
- Co-location of other conferences with the Symposium require Board approval (A. Settle)

Proposal for a new computing education research conference
- The Board discussed a proposal from Andy Ko and Ben Shapiro to introduce or co-sponsor an additional computing education research conference
- The Board had a general discussion about co-locating with such a conference or adding another SIGCSE conference
- There was mixed support for the proposal with some Board members very supportive and others concerned about the financial viability of adding another SIGCSE conference
- The Board agreed that should such a conference start, it should be scheduled opposite to ICER so as not to interfere with ICER's timing or location (not on the same continent) in any given year
- Similarly, paper deadlines should be scheduled so as not to coincide with the Technical Symposium deadlines
- There was general agreement that more CS education conferences are a good thing
- There was some thinking that such a conference would be likely to have a different audience than the Technical Symposium although the Board was not in agreement on this point
- The Board will follow up with an expression of support for the idea and a request for further details (A. Settle)

ITiCSE
- ITiCSE 2017 will be in Bologna

- ITiCSE 2018 will be in Cyprus
- The Aberdeen and Trondheim site visits will be done by the end of the North American Winter break (e.g., by January 16, 2017) which will address needs for 2019 and beyond
- Simon has agreed to serve at the ITiCSE web site coordinator
- Mikey Goldweber will pilot the sponsorship position in 2017 with a goal of clarifying how the position would work in general
- Informatics Europe and ACM Europe will participate on the conference committee
- The Board discussed possible ways to get more exposure for ITiCSE working group reports and will follow up with the working group coordinators.
- It seems important to choose someone from Europe if/when we replace anyone on the site coordination team for ITiCSE
- At Koli Calling, the Board liaison to ITiCSE (J. Sheard) will talk to prospects about joining ITiCSE steering committee

ICER
- 2016 conference evaluations
  - Good evaluations
  - Participants request poster abstracts
  - The round table format continues to work well
  - Plan sufficient space for growth
- ICER Works in Progress
  - Participants will be asked to pay a fee to cover room and food
  - New leadership needed to replace leaders rotating off

New "world" conference
- The creation of another SIGCSE-sponsored ITiCSE-like conference has been under discussion by the SIGCSE Board for a number of years.
- European participants with ITiCSE have made it clear they wish to remain in Europe or nearby countries
- However, other areas of the world with growing SIGCSE membership are also seeking SIGCSE sponsored conferences which could be held in their own regions (South America, Australasia, China, India). Some of these regions have rapidly growing numbers of ACM members
- The Board discussed possibilities and concerns
  - Co-organize with IEEE/LATICE
  - Concerns about preserving the SIGCSE conference brand
  - Concerns about financials
  - Several Board members were charged with putting together well-focused ideas for a focused discussion leading to a decision about a SIGCSE "World" conference (M. Craig, J. Sheard, M. Weiss, L. Porter):

Other items
- Updates to the sigcse.org site
  - Timeliness of information updates was discussed. Specific concerns included
    - Where is the next XXX conference, especially rotating conferences like ICER (J. Sheard)
    - Put the follow year's web pages for each conference early, e.g., post 2017 at the time of 2016 (A. Decker, B. Morrison, J. Sheard)

- ▪ Suggestion: The call for participation can be used as a place holder for conference websites which are not completely ready

- Updates on action items from the August meeting:
  - o In the interests of recruiting and retaining new SIGCSE members as well as avoiding volunteer burnout, the Board generally appoints volunteers for a 3-year cycle with the possibility of renewing for 3 more years before the volunteer is encouraged to change volunteer roles. Ideas for continuously encouraging new volunteers include:
    - ▪ Ask people who received awards to review travel and special projects grants (S. Fitzgerald)
    - ▪ Be mindful of seeking out Europeans and other international reviewers (S. Fitzgerald)
    - ▪ Publish Bulletin articles on volunteering (L. Porter)
    - ▪ Write article on How to Volunteer for Bulletin (B. Morrison)
    - ▪ Collect business cards/volunteers in the exhibits hall at the Technical Symposium (B. Morrison)
    - ▪ Add a Want to Volunteer check box upon registration to Technical Symposium and other SIGCSE conferences (B. Morrison)
    - ▪ Provide volunteer recruitment flyers at all conferences (B. Morrison)
    - ▪ Send a note out to the SIGCSE list about every 3-4 months (B. Morrison)
    - ▪ Brainstorm list of things neophyte volunteers could do (M. Craig, B. Morrison)
  - o Roles, Committees & Responsibilities
    - ▪ Chair's Roundtable
      - S. Fitzgerald will act as the Board Liaison
      - Chair's Roundtables in 2017, 2019
      - Leaders must be chosen
    - ▪ New Educators Workshop
      - S. Fitzgerald will act as the Board Liaison
      - Next Educator's Roundtable will be in 2018, then 2020
      - Andrea will co-chair in 2018, locate co-chair (S. Fitzgerald)
    - ▪ Student Research Competition Liaison (M. Craig)
    - ▪ ABET Liaison (B. Morrison)
    - ▪ CSTA Liaison (A. Decker)
    - ▪ PKAL board liaison - discontinued
    - ▪ Chapter Development (B. Morrison, J. Sheard)
    - ▪ Communications committee - Frank Young has rotated off, Henry Walker rotated off
    - ▪ Roles, Committees document to be posted (J. Sheard)
    - ▪ Committee on committees remains unstaffed for the moment
    - ▪ Conferences steering committee (J. Sheard - ITiCSE, A. Decker - Symposium, B. Morrison - ICER)
    - ▪ DC Liaison (B. Morrison)
    - ▪ Board to write grant to fund DC participants (B. Morrison)
  - o Sam Rebelsky reports that there are no complaints about job postings to the SIGCSE mailing list - a separate jobs list will not be created
- Membership categories
  - o SIGCSE Lifetime membership - ACM does not permit lifetime membership options for

SIGs.
- o The Board Treasurer will set up a retiree option with ACM (A. Decker)
  - ▪ retiree membership (per ACM) - membership discount of 25%, apply annually, five year option OK
- o Board to investigate retiree benefit of staying on mailing list at no charge after 10 years of retirement (A. Settle)
- White House seeking accomplishments in K-12 CS Ed
  - o Board to share information about this with SIGCSE members as information becomes available (M. Weiss)
- ACM awards
  - o How do we get more SIGCSE nominations for ACM awards, e.g., Karlstrom award?
  - o Board members to encourage SIGCSE member applications to ACM awards/Karlstom award
  - o Senior, Distinguished member and ACM fellow
    - ▪ Board members to apply for Senior ACM Member
    - ▪ Distinguished members to be added to March agenda (A. Settle)
      - Encourage 4-6 SIGCSE member nominations every year
      - Obtain letters from Fellows and other senior members
      - Board to work on recommending a distinguished educator to sit on the ACM Distinguished Members selection committee (A. Settle)
- Database coordinator for SIGCSE and ITiCSE is ready to be replaced. Board to investigate time commitment and responsibilities (A. Settle)
- Inconsistent references to the SIGCSE mission statement. Board subcommittee will revise mission statement and send to board for comments (M. Weiss, M. Craig, J. Sheard)

Meeting in March and Symposium responsibilities
- Board meeting held the Wednesday before the Symposium: March 8, 2017, 8 am - 5 pm
  - o Board will lunch with the CRA-W attendees -- both mid and early career
- Board members reminded to attend
  - o Keynote talks in the mornings
  - o First-timer lunch
  - o Lunch on the final day
  - o SIGCSE Business meeting: March 10th after sessions but before workshops

Next phone meeting: January 2017