Virtual Meeting
Meeting Date: Monday, May 4, 2020
Meeting Time: 7:00-9:00pm (EDT)

Attendees:

Adrienne Decker, Chair
Dan Garcia, Vice Chair
Andrew Luxton-Reilly, Treasurer
Leo Porter, Secretary
Mary Anne Egan, Member At-Large
Laurie Murphy, Member At-Large
Manuel Perez-Quinones, Member At-Large
Amber Settle, Immediate Past Chair
Karen Davis, Bulletin Co-Editor
Bary Lunt, SIGITE Chair

Welcome Guest: Barry Lunt, Chair of SIGITE

- Attending as a guest/observer.

Approval of Minutes

- Motion to approve March 11th minutes is approved.
- Motion to approve March 16th minutes is approved.
- Motion to approve March 18th minutes is approved.

Activity since the last meeting

- In-cooperation conferences:
  - CMSC '20 [but they may postpone until 2021]
  - CCSC-MW '20
  - CCSC-EA '20
  - CCSC-NW '20
  - CCSC-RM '20
  - CCSC-SE '20
- Conference Closings:
  - SIGCSE Technical Symposium 2019 - surplus of $144K
  - ICER 2019 officially closed - surplus of $6K

- CRA-WP support for grad cohorts
  - CRA-WP grad cohort gathering for URM took place at the beginning of March
  - CRA-WP grad cohort gathering for women was postponed to April 2021.
- ICER Reviewer Recognition Award approved

All Conference Business

Informational Items

- ACM has a Zoom license
  - SIGCSE now has an account on that license
  - Seems we are able to support meetings as well as webinar
- **Virtual Conferences: A Guide to Best Practices** available from ACM website
- ASPLOS recap (conference that went online)
- Webinar put on by the Society for Learning Analytics which reviewed their experience in putting on the LAK 2020 conference virtually (https://www.youtube.com/watch?v=JzLcotqt7B4)
- Registration rates for "member" must be the same whether the members are ACM or ACM+SIGCSE or just SIGCSE. Cannot have a lower rate for SIGCSE members.

Action/Discussion Items

- Based on experiences this year, the following will be added to conference terms & conditions (near cancellation policy): "The organizers are not liable for any claims for damages and/or losses if the entire conference has to be cancelled due to a force majeure incident."
- Coordination of supporters across all conferences
  - We discussed the potential to have multi-conference support packages and will look into this more in the future.
- Continued work on a policy/procedure for affiliated and pre-conference events requests to ensure approval goes through the board and that costs are managed by conference organizers.
- Ongoing reorganization of website for conferences
- The SIGCSE Board agreed to form a SIGCSE-wide task force to produce guidelines for all reviewers and APCs.
  - Amber, Leo, Dan, and Manuel are all serving on the task force.
  - A call for applications to serve on the task force will be sent in mid-May.

ITiCSE Business (Liaison: Amber)

Informational Items

- Steering Committee news:
  - Last met: April 21, 2020
  - Call for ITiCSE Steering Committee went out - applications due May 15
  - Call for applications for a supporter liaison will go out the week of April 27th
  - Call for applications for the Working Group task force will go out the week of May 4th
- Report from Registration:
  - ITiCSE registration rates are set:
    - ACM and/or SIGCSE member*: US$60 early (through May 31), US$80 late (on or after June 1 until June 10).
    - Non-Member: US$110 early (through May 31), US $135 late (on or after June 1 until June 10).
    - Student (full-time): US$25 early (through May 31), US $30 late (on or after June 1 until June 10).
- Report from database/web or program:
  - ITiCSE Organizational planning update (from Michail)
    - Collected responses from all the paper authors on preferences for live, prerecorded, or asynchronous discussions for papers. This information will be taken into consideration when organizing the program.
    - We are currently setting up a Moodle space to host the asynchronous communication space.
    - By May the 1st we will have a preliminary program ready, attendee information page, presenter information page.
    - By May the 5th we will send an update to SIGCSE mailing list with this information.
- ITiCSE 25th anniversary celebrations largely postponed to 2021
  - There is a proposal out to ACM Inroads for a special issue dedicated to the 25th anniversary of ITiCSE
    - Submitted by Boots Cassel, Judith Gal-Ezer, and Francesco Maiorana
    - Manuscripts due: December 14, 2020; First round of reviews: March 31, 2020; Acceptance: ITiCSE 2021; Publication: September and December 2021.

Action/Discussion Items

- None at this time

ICER Business (Liaison: Leo)

Informational Items

- Steering Committee news:
    - Call for ICER Steering Committee to be sent soon (currently posting SC rules on website) - applications due May 22
    - Report from Registration:
        - Conference leadership working through new registration rates/budget
- Report from database/web or program:
    - ICER submissions under review (142 submissions)
- Ongoing plans for a remote conference going well

Action/Discussion Items

- Data collection for COI
    - Adrienne, Laurie, and Leo will attend some of the synchronous PC meetings to observe.
    - Plan to reach out to meta-reviewers (and reviewers) for their feedback on the process
    - Leo and Adrienne will be leading this until the formation of the Steering Committee
- Delaying the booking of physical spaces for Charleston (ICER 2021) to avoid paying cancellation fees. The chairs should investigate what fees are associated with booking and (if needed) cancelling.

Symposium Business (Liaison: Manuel)

Informational Items

- Report from Registration:
    - Status of refunds for attendees:
        - All those who filled out form indicating that they would like refund have been refunded
        - Thank you notes will be sent to those who chose to donate to SIGCSE.
- Report from database/web or program:
    - Online content collected from authors
    - Website to go live soon

Action Items

- Already looking ahead to the TS 2021
    - Key concerns are handling of financials.

- ○ Initial discussion seems to lean toward a decision as soon as possible to have the symposium online so authors can decide whether they can submit. At minimum announced that there will be a way for authors to participate virtually so they can feel comfortable submitting knowing they will be able to participate no matter what the final form of the conference is.

CompEd Business (Liaison: Dan)

Informational Items

- Steering Committee news
  - ○ Last met: 2020-03-03 a week before SIGCSE, will regroup in May
  - ○ Announcements
    - Brett has talked to Venkatesh, no major news. Venkatesh wanted an update on the status of other SIGCSE f2f-vs-virtual conference plans, agreement is to proceed with flexibility in mind.
    - Moving to switch website from acmcomped.org to comped.acm.org.
  - ○ Care will be taken on incurring costs for CompEd as we watch the situation globally.

Action/Discussion Items

- None at this time

Add Agenda Items Here

- CCECC Proposal
  - ○ Discussed proposal to reserve a single spot for a CC member.
  - ○ We will continue to prioritize applications from folks who lack travel support which would include faculty from CC
- SIGCSE Business Meeting
  - ○ We are looking into when to hold our annual Business Meeting.

Financial Report

- Due to the exceptional work of all involved, the SIGCSE TS 2020 has not been as costly as originally anticipated. Total estimated loss is approximately $115K. The close of SIGCSE TS 2019 at a surplus of $144K and ICER 2019 at a surplus of $6K has balanced the loss.
  - ○ Projected surplus for FY 2020 is approx $20K

- - Every year we have made a surplus without conferences, so reduced conference income for 2020/2021 should have limited impact, but we may need to be conservative about the number of special projects supported in the near term.

Additional Committees/Outside Collaborations Business

- ACM Ed Board
  - Supposed to meet during the symposium, cancelled with no virtual meeting
  - As far as I know, meeting is still on for first week of August in Vancouver
- Historian
  - Historian is working to have symposium 50th anniversary materials posted
- Social Media Director
  - Zahra Atiq and Amber met on March 24, 2020
    - Amber gave an overview of the organization and answered questions
    - Zahra produced a draft of tasks/responsibilities for the role found in the Other Business folder and seeks feedback.
- Travel Grant
  - Twenty awards were given in 2020
    - Of these, seven elected to defer their award to 2021