

CCSC Steering Committee Meeting
Sam Houston State University

Lemit Building
Pope Room
Friday, December 3, 2010

Attendees:
Rajan Alex
Laura Baker
William Denny

Ken Hartness
Shyam Karrah
Michael Kart
Kay Kussman

Tim McGuire
Michael Scherger
Phyllis Tedford

- Minutes approved from last meeting (April 24, 2010)
- Future Conference:
 - 1) Tim: Need to report dates to National
 - Action: Rajan get dates to Tim ASAP
 - Usually 2nd half of April - avoid Easter
 - National wants to avoid reg. conf. conflicts
 - 2) Tim: Typical database issues with National
 - Do registration manually this year
 - Status of database:
 - i. Throw out current
 - ii. Start from scratch
 - iii. New database might have paper management
 - 3) Rajan: Needs detailed info about registrants (student vs. prof. ST vs. AT)
 - Leslie has info
 - 4) Registration Form Review
 - Action: Ken will send updated form to Phyllis ASAP
 - 5) Tim: Future conference locations
 - 2012 West Texas - Canyon
 - 2013 LSU-Shreveport
 - 2014 UT-Dallas
 - Action: Talk to Sam about UT-Dallas
 - 6) Where will next year's Steering Meeting (Amarillo) be?
 - Action: Rajan will check with hotel and confirm
- Steering Committee Elections
 - Note: William Denney is retiring May 2011
- This Year's Conference:
 - 1) Student Awards
 - Tim: Easiest thing to do is gift cards

- Action: Treasurer gets gift cards (8 \$25 gift cards from Best Buy)
 - Amounts to be distributed will be determined at conference
- 2) Papers
- Laura: 22 papers came in this year vs. 23 or 24 last year (~50% acceptance rate last year)
 - Scherger: 2 student papers came in (only one is accepted)
 - 2 workshops submitted
- 3) Ways to increase number of papers submitted in the future:
- Action: Publication chair to:
 - i. update mailing list
 - ii. include other regions in mailing list?
 - iii. Starting August 31st send out call for papers every two weeks
 - iv. Include SIGSE listserv
 - v. Include community colleges
- 4) Final list of accepted papers determined
- Action: Laura to send list of accepted papers to Phyllis
- 5) Proposal to include student papers in journal
- Laura: National has decided against that
 - Student can submit paper as a professional paper
 - Student papers will be published in e-journal
 - Action: Scherger will email student with rejected student paper and encourage them to submit a poster
 - Action: Scherger to come up with standard citation for student publications in e-journal
- 6) Tutorials/Workshops
- Two submitted and accepted
- 7) Conference schedule determined
- Action: Phyllis produces word document of schedule; sends to Ken
- 8) Moderators
- Action: Kay to send email to rejected paper authors to be moderators
 - Phyllis volunteered to be a moderator
- 9) New locations for future conferences
- Tim: New locations (UH - Clear Lake)?
 - Need to find new people from institutions which would be good hosts
 - San Antonio?

- TCU?