Consortium for Computing Sciences in Colleges

South Central Region

CCSC-SC Steering Committee Meeting
April 6, 2018

7:15 pm

Attendees:

Anjum Chida, Laura Baker, Eduardo Colmenares-Diaz, Anne Marie Eubanks, Tina Johnson, Shyam Karrah, Michael Kart, Tim McGuire, Vipon Menon, Abena Primo, Mike Scherger, Bilal Shebaro, Bingyang Wei

Dates for Next Year (CCSC-SC 2019 @ UT Dallas)

Thursday, November 8, 2018 – Professional papers due
Monday, November 12, 2018 – Papers to reviewers
Monday, November 26, 2018 – Paper reviews due
Monday, November 26, 2018 – Deadline for tutorials and workshops
Friday, November 30, 2018 @ 2:00 – Steering Committee Meeting
Monday, December 3, 2018 – Notification of acceptance / rejection
Monday, April 2, 2019 – Posters due
April 5, 2019– Conference @ UT Dallas

Cost for 2019 conference: $130/$140, $50 for student & retirees

- $130 1/15 – 3/15
- $140 3/16 (or 2 weeks prior to the conference)

Many thanks to Mike Scherger and Gail Tubbs for all their work – great job!

Discussion about tutorials not registering and attending; notification will be sent to the Chair & Dean of each regarding this.

- Very hard to pull papers from the digital library
    - This is a proceedings Journal and need to present as part of the acceptance

Registrar will put notifications out and make certificates for all Student & Faculty Poster participation

Discussion ensued regarding this conference:

- good turn out
- Student Poster time worked well
- Lightening Talks were well received and will continue; now that conference participants know what to expect, should be more active participation

Tina Johnson – National rep

- Will remark at the national meeting about Laurie White from Google did not attend, nor notify any member that she will not be attending
- No news regarding electric publication only

Clarification is needed for the duties of each chair / member–
Committee Members Duties:

At Large:
- assist with chair elections and elsewhere as needed

Conference Site Chair:
- hosting requirements:
    - rooms for paper presentations, workshops/tutorials, opening session, and dinner banquet, space for snacks during breaks
    - food and beverage accommodations for breaks and dinner banquet
        - need to include choices for vegetarians
    - name tags and printed program schedule
    - visible signs for parking notification conference area
    - printing the poster certificates

Lightening Talks Chair:
- organize the topics for presentation

Moderator Chair:
- find individuals to effectively keep the presentation time and eliminate the distractions

National Board Representative:
- Communicating of Board actions/directives to the regional governing bodies and other regional officers as appropriate.
- Communicating regional actions and concerns to the Board.
- Attending Board Meetings.
- Serving on CCSC committees
- Continually monitor potential National Partners for CCSC.
- Actively solicit potential National Partners at national conferences.
- Monitor the CCSC web site for accuracy and completeness of National Partners roster and visibility, notifying the CCSC Webmaster and the CCSC Publications Chair of needed updates.
- Make recommendations to the CCSC Webmaster and the CCSC Publications Chair regarding visibility of National Partners.
- Monitor CCSC regional web pages and publications to ensure that National Partners are appropriately represented.
- Provide ongoing assessment for minimal commitments to National Partners [on the part of] the individual regions.
- Provide regular reporting to the Board regarding both successes and challenges for the National Partners program.
- Maintain relationships with current National Partners.

Professional Papers Chair:

- once authors have been notified, check to ensure that the author has registered for the conference come January 15th

Publicity Chair:

- send out requests for submissions for professional papers, student and professional posters, tutorials/panels/workshops, and lightening talks

Registrar:

- print receipts for the participants
- check to ensure that the authors for professional papers and tutorial/workshop representative have registered for the conference
- send accurate participant statics in a timely manner to the Conference Site Chair
- send checks or cash received to the Treasurer
- Assist conference chair at registration for help with on-site registrations and receipts

Treasurer:

- Submit proposed Conference Budgets to the Comptroller in sufficient time for CCSC Board approval one year in advance of the region's conference.
- Submit all expense and reimbursement requests to the CCSC Treasurer.
- Report, and submit for deposit to the appropriate CCSC financial account as designated by the CCSC Treasurer, any income collected regionally.
- Reconcile local records of income and expenses with the CCSC financial accounting system by timely communication with the CCSC Treasurer

Tutorials/Panels/Workshop Chair:

- Check to ensure that presenters for the tutorials have registered for the conference come January 15th

Webmaster:

- Update the website with conference information in a timely manner
- Provide information on the website regarding an upcoming conference
- Be the point of contact with the Internet Service Provider hosting the official CCSC web site and centralized repository of financial and publications records.
- Maintain the CCSC web site, providing timely updates as information is made available by regional and national officers.
- Maintain the centralized repository, including providing access to the appropriate CCSC officers.