Minutes
CCSC Board Meeting Fall 2003
November 6-7, 2003
Recorded by Curt White, Past-President
(in the absence of Rob Bryant - President elect)

Present: Liz Adams, Anne Cable, Nancy Cameron, John Meinke, Will Mitchell*, Bill Myers, Paul Myers, Bob Neufeld, Kris Powers, Phil Prins, Bob Riser, Kevin Treu, Curt White, Richard Wyatt

Absent: Rob Bryant, Myles McNally
* non-voting attendee

I. Call To Order / Introductions / President’s Comments

Meeting called to order by Paul 7:20pm

1. Introductions were made

2. President's remarks

II. Routine Reports & Announcements:

3. Past-president report (Curt)
   Currently working on SIGCSE/CCSC in cooperation status.
   Will be working on spring elections.

4. President-elect report (Rob - Appendix 2 )
   Accepted Rob's report with 2 corrections
   Add the following 2 passed motions (these have been added to the report in the appendix):

   April 9, 2003, Motion: To accept the minutes of the spring 2003 board meeting as currently published on Paul's website.
   Yes: Bob R., Rob, Myles, John, Paul, Richard, Carl, Anne, Bob N.
   No: none
   Abstentions: Ingrid
   Not voting: Liz, Kris, Bill
   Motion passed.

   June 4, 2003. Motion: To have the Board's approval to open this [PayPal] account.
   Yes: Ingrid, Paul, John, Bill, Carl, Liz, Kris, Anne
   No: none
   Not voting: Bob R., Myles, Rob, Richard, Bob N.
   Motion passed.
5. Regional reports - reports accepted as submitted. No discussions; reports are attached (see appendices 3-10).

6. Membership report (Kris - appendix 13) - Numbers holding steady but Kris is not 100% sure of new database results. Also in appendix 13 is DB functionality report submitted by Kris.

7. Publications report (John - appendix 14) - Papers getting a little longer, possibly due to increased graphics. Different conferences have different "flavors" (some have more papers, some have more workshops, etc.). Will we have to limit paper size?

8. Treasurer report (Bill - appendix 15) - Need to deal with revenue from Mid-south conference. Board members should verify (with Bill) their names and address on IRS form.

III. OLD BUSINESS:

1. NECC (Kevin - appendix 11) - It appears the relationship between CCSC and NECC may be ending. Kevin will continue to talk with ISTE/NECC to see if there might be a future. He will present a report Spring 2004 with a recommendation. (SIGSCE has decided against a relationship with NECC.)

2. Regional Bylaws - Curt will see where we are with respect to regional bylaws (which region has not yet submitted regional bylaws) and will report on current status at the Spring 2004 board meeting.

3. Election Procedures - Kris and Curt will consider procedures and will report at the Spring 2004 board meeting.

4. Organization Audit - We need to approach an insurance company to see what is needed (audit-wise and cost-wise) to get insurance bonding. Paul will look into it.

Meeting was stopped at 9:30pm.

Meeting was called back to order at 9:08 Friday morning Nov 7

5. Database - The board will create a database committee, its purpose to be defined later in a draft from Paul. (Purpose could be 1. provide authority of the board rather than 1 person (Kris), and 2. consider options such as payment to Brent and professional registration company).
Board will consider some form of payment to Brent, and/or payment to Brent's student helpers. Committee will consist of Anne, Kris, Bill, Brent. Bill will be chair.

6. Conference Coordinator (Will - appendix 12) - Will presented status of Mid-south. They are going to continue on their own, separate from CCSC.

7. Paul created a task force to examine CCSC Growth Plan. Members include Myles, Will, John, and Nancy. Charge will be forthcoming from Paul and will reflect the issues presented in the agenda.

8. Paul created a task force to finish a revised set of bylaws for Spring 2004 board meeting. Members include Paul, Rob, Curt.

Straw vote: Should the consortium move to a 12-month calendar year: 7 in favor. Should consortium stay on current fiscal year schedule: 2 in favor. Paul asked Kris and Bill to work out the exact wording for this issue, to be presented to the bylaws task force.

Motion: The consortium support financially (as per our travel policy) each of the two task forces to meet face-to-face once, if needed, to address issues. Motion made by Nancy C., seconded by Richard. In favor: 9, opposed: 0

**IV. NEW BUSINESS:**

1. PayPal Status - Bill is still investigating costs. More details coming at or before Spring 2004 board meeting.

2. Budget Approvals -
   - Eastern needs to be redone.
   - South Central - approved
   - Midwest - approved with one modification
   - Rocky Mountain - approved

3. Bill made motion: Accept RM and SC budgets as is; Midwest with one modification; Eastern has to resubmit. John seconded. Passed unanimously.

4. Banking of regional profits - Bill said if a region creates a surplus, the region can draw upon the surplus (within reason) for future conferences. The region's future budget should reflect this previous year's surplus.

5. ICANN's Interim At-Large Advisory Committee - CCSC board will not take action.

7. Journal vs. Proceedings Issue - John asked if each regional rep would ask its school if it matters if Journal is electronic, CD-ROM, or paper.

    CCSC Journal should clearly state "Refereed".

8. Recommendation made by Liz that president of CCSC send a thank-you letter to each region's conference chair.

9. CCSC Mail List - This issue will be examined in the future.

10. Web Site Related Links issue will also be examined in the future.

Next Board Meeting:
Spring Board Meeting: Time?  Send suggestions to Paul.

CCSC Business Meeting: Will follow after SIGCSE Business Meeting on Friday at SIGCSE 2004.

Meeting adjourned: 12:09 pm.
REPORTS - Appendix table of contents

0. Agenda: Fall 2003 board meeting - See appendix 0.

1. Past President (Curt White): presented at orally, see minutes - Appendix 1.

2. President-Elect (Rob Bryant): See Appendix 2.

3. Regional Reports ... (See Appendices 3-10)
   Central Plains (Bob Neufeld): - See Appendix 3.
   Midwest (Myles McNally): - See Appendix 5.
   Northwestern (Phil Prins): See Appendix 7.
   Rocky Mountain (Anne Cable): See Appendix 8.
   Southeastern (Kevin Treu): See Appendix 9.
   South Central (Nancy Cameron): See Appendix 10.

4. NECC Representative (Kevin Treu): See Appendix 11.


8. Treasurer (Bill Myers): See Appendix 15.

9. Regional Budgets ...
   Rocky Mountain: See Appendix 16.
   South Central: See Appendix 17.
Midwest: See Appendix 18.
Eastern: See Appendix 19.
APPENDIX 0: AGENDA

CCSC Fall Board Meeting (2003)
Atlanta, Georgia
November 6-7, 2003

I. Call To Order / Introductions / President’s Comments

II. Routine Reports & Announcements:

1. Past-President (Curt White)
2. President-Elect (Rob Bryant)
3. Brief Regional Reports: Central Plains Eastern Midwestern
   Northeastern Rocky Mountain South Central Southeastern
4. Membership Report (Kris Powers)
5. Publications Report (John Meinke)
6. Conference Coordinator Report (Will Mitchell)
7. Treasurer Report (Bill Myers)

III. OLD BUSINESS:

1. NECC: our status was tabled by the Board at the Reno meeting.

2. Database:
   Reno Minutes:
   -- All future suggestions should be made directly to Kris Powers.
   -- Kris Powers will determine when the new Database will be operational.
   -- Cathy Bareiss needs to terminate her database by the fall conferences.
   What is the DB Manager’s status in the CCSC? This is a big project, done for
   virtually no recognition.
   Do we own a server?
   Do we need a permanent DB Committee (headed by the DB Manager)?

3. Are **regional bylaws/standing rules** still an issue?


5. Midsouth “region” **memberships**: how to handle for elections?

IV. NEW BUSINESS:

1. **ICANN's Interim At-Large Advisory Committee (ALAC)** is now accepting applications from existing or new groups that involve (or want to involve) individuals in Internet issues. [Bill Myers]

2. **PayPal**: status.

3. **Budget Approvals**
   - South Central
   - Midwest
   - Eastern
   - Rocky Mountain

4. **CCSC Email list**: jobs-related "spam," etc.?
   - Richard: However, I am inclined to support policy that allows the use of our member lists to send information that is:
     - clearly relevant to computer science and/or computer science education,
     - likely or very likely to be of interest to CCSC members,
     - from a non-profit organization.

5. **Website: “Related Links” policy.**
   - Criteria for a link to be posted, a board member must sponsor it along with, if appropriate, a length of time to keep it. That will allow an avenue for things to reach the webmaster via some person acting in a "formal" duty of the board. Obviously, outdated/non-working links can be trashed as they are found.

6. **Journal vs. Proceedings**

7. **Task-Force Creation**

A. **Bylaws** (Curt, Paul, Rob, …)
   - the Bylaws should reflect *regional concerns* in a meaningful way.
   - Kris: 1. Proposed *amendments* of these Bylaws may be submitted in writing to the President-Elect by any member of the Consortium. Proposed amendments will be presented to all members of the Board of Directors for consideration. All proposed amendments must be approved by the Board of Directors before being submitted to the membership; those approved by the Board shall distributed to the membership at least thirty (30) days in advance of the annual meeting of the Consortium.
   - --Kris: Under Article III membership, we have: 7. The *membership year* for the Consortium shall correspond to its fiscal year. I would like to propose that this be changed to: 7. The membership year for each individual shall correspond to a calendar year, beginning on the date that their membership application is processed.
   - -- Expansion of duties of the *Conference Coordinator*. It has occurred to me that this position is somewhat misnamed. The role has historically been that of conference creator and facilitator. Given the changes in the CCSC that have required a moratorium on growth and the creation of a task force (see 8B below), it is not clear how much additional conference creation needs to be done. And that that is to be done will require much more coordination with existing
conferences than in the past. I can envision new policies such as (and this is just a random example) “conferences within 300 miles of each other must occur in different semesters.” In other words: Coordination! The Growth Plan must reflect policies of this sort, it seems; and, therefore, the Bylaws must emphasize these sorts of duties as well.

B. Growth Plan (Myles, Will, John, …)
   -- ways in which the Board sees CCSC growing in future (Do we grow bigger regional conferences, or more regions? What's the desired size for each?)
   -- determine procedures/policies for the creation of new regions
   -- timing of contiguous conferences
   -- need assessment governing the creation of new regions

Reno Minutes:
We recommend that CCSC develop a comprehensive growth plan. The plan should include consideration of all aspects of CCSC business including:
- Density of regions;
- Number of regions the organization would like to have;
- Number of regions the organization could handle;
- Workloads of impacted positions: editors, treasurer, etc.;
- Who’s attending current conferences, number of presenters vs. non-presenters, etc.;
- Impact of neighboring regions; coordination of conferences;
- Budget considerations;
- Long range planning for CCSC.

Motion. (Myles McNally) The president is charged to form a Committee to develop a growth plan for CCSC. PASSED.

NOTE: I think that the Consortium should fully support the work of crucial committees such as these.

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Next Board Meeting
Reno Minutes: The next annual CCSC meeting is to be held after the SIGCSE business meeting at the SIGCSE 2004 symposium in Norfolk
Report of the President-Elect

CCSC
November 1, 2003

Robert Bryant.

1. April 9, 2003 (via fall 2003 board meeting addition)

Motion:
To accept the minutes of the spring 2003 board meeting as currently published on Paul's website.
Yes: Bob.R., Rob, Myles, john, Paul, Richard, Carl, Anne, Bob N.
No: none
Abstentions: Ingrid
Not voting: Liz, Kris, Bill
Motion passed.

2. May 16, 2003 (via email from Ingrid Russel)

Motion:
The board approves CCSC funds be used for expenses incurred to hold a meeting of the president's task force to work on CCSC bylaw revisions during the summer of 2003.

YES votes: (5) Paul, Bob R., Rob, Kris, Richard
NO votes: (2) John, Bob N.
Abstain: (1) Ingrid
Not Voting: (6) Carl, Liz, Anne, Myles, Bill, Curt

Motion fails (per action of the Board, an email motion requires 8 affirmative votes in order to pass).

3. June 4, 2003 (via fall 2003 board meeting addition)

Motion:
To have the Board's approval to open this [PayPal] account.
Yes: Ingrid, Paul, John, Bill, Carl, Liz, Kris, Anne
No: none
Not voting: Bob R., Myles, Rob, Richard, Bob N.
Motion passed.
4. July, 1 2003 (via email from Ingrid Russel)

MOTION:
The membership secretary be permitted to maintain a financial account through
his/her academic institution; any positive balance on said account to be
remitted to CCSC treasurer either:
- bi-annually or
- whenever the balance exceeds 2 * (an average conference registration fee
for the fiscal year) whichever is more frequent.

YES votes: (10) Rob, Bob N., Bob R., Liz, Anne, Kris, Bill, Ingrid, Paul,
Myles
NO votes: none
Not voting: (4) Curt, Carl, Richard, John

The motion above passed

5. October, 2003

A motion was made regarding a new non-CCSC conference. After much discussion,
the motion was withdrawn.

6. October, 2003

A motion was made regarding the definition of a "membership year". It was not
seconded. Discussion included putting this on hold until the bylaws are
revised.

Synopsis of CCSC board issues raised via email discussion since May 2003 (in
chronological order):

1. Bylaws revisions. - On board meeting agenda.
2. Organization Audit. - Bill sent a link to generally accepted practices.
   - Currently NOT on agenda.
3. Membership year definition. - On board meeting agenda.
4. DB status for registration use. - On board meeting agenda.
5. Proceedings on CD. - Currently NOT on agenda.
7. National vendor registration. - Webmaster not getting timely updates of
   who these are. - Currently NOT on agenda.
8. Election procedures. - On board meeting agenda.
9. ICANN. - On board meeting agenda.
10. MidSouth issue - On board meeting agenda.
11. Use of CCSC lists. - On board meeting agenda.
Personal comments to accompany my report.

**ISSUES:**

1. Implementing the DB using the proposed change to the bylaws regarding membership year definition should not cause anyone problems as we will only be "giving" extra membership time. So I think we should implement the DB using the new definition and work on getting the bylaws changed as appropriate. Until the DB is at a point of meeting our needs, I think it would be useful to have the DB manager working closer with the board members. Paul's idea of a DB committee might be the path to follow...

2. I would encourage the board to support the bylaws revision and growth plan efforts in terms of funding those that work on it to meet when needed. It will require face time. I am willing to serve an either or both efforts if more members are needed.

3. We should have a viable audit procedure in place. I think it would be worthwhile to have an assistant treasurer who runs it. Maybe we can get that effort done by funding airfare for the 2-3 people we normally support at the spring meeting? This will also help us obtain a backup person for the critical treasurer position.

4. A universal template for paper submission would be very helpful. Some of the regions have ones that work. John seems to like the South Central process. Let's pick one to make all the editing jobs easier. This includes making sure the system can be implemented by all the regions (national website hosted?)

5. Lastly, I quote from one of Paul's early emails about this fall's board meeting: "No one seems to think we have a particularly large agenda." Judging from the agenda Paul just sent his responses were limited... As you can see from the submitted reports list - there are a significant number of reports missing. This adds a significant amount of time to the meetings if members do not read these reports prior to the meeting. Most of the information is factual in nature and would be better digested in a pre-board meeting read.

   I would like to suggest that in the future, reports contain an "ISSUES" section at the bottom which would include topics the region would like the national board to address. These sections would then be the basis for building part of the board's meeting agenda. And of course - we cannot read what we do not have....

I am sorry I will not get to meet with you all this fall. I wish you good luck in continuing the worthwhile efforts of our fine organization.

Sincerely,
Rob
Central Plains Conference 2003
Our ninth annual conference was held April 25-26 at Emporia State University with Chuck Pheatt as conference chair. The spring regional report included paper count and other program information. We had four or five vendors.

There were 25 web projects submitted for the Student Web Page Contest. Twelve of those were selected for presentation at the conference.

- **Best Overall Web Site Winner ($400)** - Daniel Miller - Southwest Baptist University
- **Best Visual/Design Layout Winner ($200)** - Anthony Harris - Southwest Baptist University
- **Best Content Winner ($200)** - Nathan Welch - Northwest Missouri State University
- **Best Use of Technology ($200)** - Matthew Libertini, Joshua Rose, Nathan Sanders - College of the Ozarks

Other information about the contest can be found at [http://www.studentwebcontest.com/](http://www.studentwebcontest.com/).

Future Conferences
CCSC:CP 2004 is to be at Central Missouri State University in Warrensburg, Missouri, on April 2-3. Co-chairs are Mustafa Kamal of CMSU and Paul Wiedemeier of Columbia College of Missouri. New to that conference are a Student Programming Contest and “Nifty” Course Assignments. The CFP can be found at [http://www.ccsc.org/centralplains/](http://www.ccsc.org/centralplains/).

Washburn University (Topeka, KS) plans to host the 2005 conference with Bruce Mechtly as conference chair.

Web Site
The Central Plains regional web site is hosted permanently at [http://www.ccsc.org/centralplains/](http://www.ccsc.org/centralplains/). It now includes some history along with the usual regional information such as membership of the regional board and the current conference committee.

Regional Organization
Regional bylaws (available at our Web site) were adopted by the members present at our spring meeting and standing rules should be approved by the regional board before our 2004 meeting.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative
Eastern had a very successful 19\textsuperscript{th} annual Conference at Montclair State University in Upper Montclair, New Jersey. The Conference was held on October 17\textsuperscript{th} and 18\textsuperscript{th}, 2003. Dorothy Deremer was the Conference chair and did an outstanding job. She was ably assisted by the following:

- John Dougherty, Haverford College - Papers Chairperson
- Jennifer Polack-Wahl, Mary Washington College - Papers & Workshops Chairperson
- Hubert Johnson with James Benham - Vendors
- Dajin Wang with Edward Boyno - Registrar
- George Antoniou - Treasurer
- John Jenq - Student Posters
- Andreas Koeller with Angel Gutierrez - Programming Contest
- Carl Bredlau with Roman Zaritski - On site technical support
- Mark Hubey with Kossi Edoh - Publications
- Stefan Robilia - Advisor for programming teams
- Marinos Michael - Webmaster
- Beverly Macaluso with Al-Nesha Jones - Secretarial support

All from the Department of Computer Science at Montclair University.

The Conference keynote address was delivered by Dr. Dianne Martin, Professor and Chair of the Department of Computer Science at The George Washington University. The title of her address was "Awareness, Analysis, and Action to Activate the Ethics Radar". Turingscraft sponsored the keynote address of the Conference.

The after dinner presentation was given by Jeffrey L. Popyack and Nira Herrmann, both of Drexel University who repeated their presentation from SIGCSE 2003 entitled "The Good, the Bad and the Ugly: High-Tech Academic Fraud."

The Conference included 2 pre-Conference workshops, ___ paper sessions, ___ panel sessions, 1 special session, 1 tutorial session, a student poster contest (sponsored by UPE) and a programming contest (sponsored by Microsoft).

Next year's Conference, the Eastern Region's 20\textsuperscript{th}, will be held at Loyola College in Maryland which is located in Baltimore, Maryland. The Conference dates are October 15\textsuperscript{th} and 16\textsuperscript{th}, 2004. The call for participation was distributed at this year's Conference at Montclair University and is being distributed at Southeastern's Conference. Flyers will also be available at SIGCSE 2004. The deadline for paper submission is March 26\textsuperscript{th}, 2004. The deadline for Panels, Workshop and Tutorials proposals is also March 26\textsuperscript{th}, 2004. The deadline for Student Posters is May 28\textsuperscript{th}, 2004. The student programming contest will be held on Saturday, October 16\textsuperscript{th}, 2004 from 8:00 am - 12:30 pm.

The Conference website is http://justice.loyola.edu/~ccsce04
respectfully submitted by Elizabeth Adams, Eastern Regional Representative
Midwest Conference 2003
The Midwest Conference for 2003 was held October 3-4, 2003 at Denison University in Granville, Ohio. Deborah Hwang of the University of Evansville chaired the conference. The conference followed its usual format of three parallel tracks, with paper, panel, and tutorial presentations. There was a pre-conference workshop on Computer Security Laboratory Tools and post-conference workshop on Tools and Techniques for Teaching Object-Oriented Concepts. Our second annual programming team contest was also held. New this year was a pre-conference luncheon sponsored by Franklin, Beedle & Associates with a presentation by John Zelle entitled Simple, not Simplistic: Squeezing the most form CS1 With Python.

UPE awards were given to the best student papers, posters, and best in show. Awards were also given to the top three programming teams.

Attendance was 85, with 62 regular registrations, 19 student registrations, and 4 vendors.

A great time was had by all!

Midwest Conference 2004
The Midwest Conference for 2004 will be held October 3-4, 2003 at Kalamazoo College in Kalamazoo, Michigan. The conference chair is Cathy Bareiss of Olivet Nazarene University and Alyce Brady of Kalamazoo College will be the site chair.

Other Issues
• The region has adopted a set of bylaws, which are appended to this report. They are substantially the same as the draft set circulated to the National Board in my Fall, 2002 report.
• A steering committee for the region has been elected as specified in the region’s bylaws, and its membership will be posted to the region’s website.

Respectfully submitted by Myles F. McNally, Midwest Representative
BY-LAWS
Consortium for Computing Sciences in Colleges: Midwest Region

ARTICLE I - Name and Object
The name of the organization shall be: Consortium for Computing Sciences in Colleges: Midwest Region. The object of the organization shall be to provide one yearly conference in the Midwest Region of the United States that will be supported by and endorsed by the constitution and by-laws of the Consortium for Computing Sciences in Colleges hereafter referred to as CCSC.

ARTICLE II -- Membership
Members will be those persons who are members of the Consortium for Computing in Small Colleges who have selected the Midwest Region as their region for purposes of CCSC Voting.

ARTICLE III -- Governing Body and Duties
The governing body of the Midwest Region will be known as the Steering Committee. The Steering Committee shall consist of

• The Regional Representative to the Board of the CCSC (who chairs the Committee)
• Five duly elected members
  o Regional Editor (who also serves in that role on the conference committee)
  o Regional Membership (who also serves in that role on the conference committee)
  o Regional Webmaster (who also serves in that role on the conference committee)
  o Two At-large Positions
• The Current Conference Chair (who also serves as the Regional Treasurer)
• The Previous Conference Chair (who also serves as the Regional Secretary)

The term of the regional representative will be determined by the bylaws of the CCSC. The term of office for the other elected members will be three years or the remaining time of a vacated office. Steering Committee members must be members of the Midwest Region. Elections for these positions will be staggered and will be held at the annual business meeting in conjunction with the regional conference.

The responsibilities of the Steering Committee will include selecting the site and date of each conference, selecting the conference chair and associate chair, preparing the annual budget, insuring the publication of the proceedings, holding regional elections, and preparing amendments to the conference bylaws and standing rules.

ARTICLE IV -- Meetings
The Midwest Region shall support one annual conference at which the Steering Committee will also meet. In addition, the Steering Committee shall also meet in conjunction with the spring planning meeting for the next conference.

ARTICLE V -- How to amend the by-laws.
These by-laws may be amended by following the rules for amending the constitution and by-laws of the CCSC.

ARTICLE VI -- Standing Rules
The Steering Committee may formulate standing rules to supplement these By-laws, so long as they are not inconsistent with these By-laws. Standing rules may be adopted by a two-thirds vote of a quorum of the Steering Committee at any regular meeting. Each Standing Rule adopted shall become an addendum to these By-laws.
APPENDIX 6: NORTHEASTERN REPORT
(pdf image)

Northeast Report
Report from the CCSCNE to the CCSC Board

2003 Conference

The Eighth Annual NE conference was held at Rhode Island College in Providence, Rhode Island, April 25-26, 2003. It was another successful conference, with 169 regular (faculty) attendees, 31 programming teams, and 44 student posters.

There were 41 papers submitted of which 20 were accepted, thus giving an acceptance rate of 49%. There were four panels submitted with four accepted, five tutorials submitted with three accepted (though one of the accepted tutorials — the one from NSF, no less — failed to show up), and five workshops submitted with two accepted as workshops and a further one accepted as another tutorial.

Students posters were displayed and judged mostly during the social hours. The three best-paper awards (in the amounts of $150, $100, and $50) were given at the Saturday lunch, which marked the end of the conference.

There were two excellent plenary sessions: John H. Conway (John von Neumann Distinguished Professor of Mathematics, Princeton University) and Linda Stern (University of Melbourne, Australia).

There were four sponsors, who helped make the conference possible:

1. Microsoft Corporation gave a grant to help defray the costs of providing an affordable conference at the regional level, to support of the Programming Contest and the poster contest.

2. Upsilon Pi Epsilon also supported of the student poster contest .

3. Course Technology supported of the coffee breaks .

4. Turings Craft also supported of the coffee breaks.

Vendor participation was again very strong with eleven participants:

1. Apple Computer
2. Charles River Media
3. Computational Science Institute Course Technology
4. InterSystems Cache Campus.
5. John Wiley & Sons
6. Jones and Bartlett
7. McGraw-Hill
8. Metrowerks
9. Microsoft
10. Prentice Hall
11. Turing's Craft

The conference committee was introduced for the 2004 conference, which is to be held at Union College, Schenectady, New York, April 23-24, 2004. The conference chairs are: David Hennendinger, Union College (hennend@athena.union.edu) and Scott McElfresh, Carnegie Mellon University (scottm@cs.cmu.edu). The papers deadline is November 16, 2001. All are encouraged to submit.

Other Matters

1. The venue for the 2005 conference has been selected: it is to be again at Providence College in Providence, Rhode Island.

2. Since our last meeting in Reno, the following noteworthy matters have been dealt with or have arisen at CCSCNE:

   1. Online submission for processes have been greatly improved.

   2. The membership chair Danny was charged with adding the email addresses of all chairs of computer science departments at institutions likely to be interested in CCSC within our region.

   3. Conference registration into the database was done locally.

   4. There is a possibility that a one-time contribution of as much as $5000 might be made for the 2004 conference. The board is reluctant to set higher prize moneys or to lower the conference fee because they could not be continued in future conferences. There are no firm plans at present as to how such money might be spent.

Respectfully submitted (October 22, 2003):
Richard Wyatt
Chair of the CCSCNE Board
Department of Computer Science
410 Anderson Hall
West Chester University
West Chester, PA 19383
Work: (610) 436-3230
FAX: (610) 436-5530
wyatt@checkov.wcupa.edu
APPENDIX 7: NORTHWESTERN REPORT

CCSC – Northwestern Regional Report
October 27, 2003

Northwestern Conference 2003
The 2003 Northwestern Conference was held October 3 and 4 at Central Washington University in Ellensburg, Washington. Ed Gellenbeck was the Conference Chair. Grant Eastman, Site Chair, did both his and Ed’s job during the conference itself as Ed’s mother-in-law passed away unexpectedly in Wisconsin earlier in the week. 77 people attended the conference including 10 students and 3 guest speakers. The conference included:

- 12 accepted papers
- 4 panels
- 8 tutorials/workshops
- 4 student posters (students received cash prizes for 1st, 2nd, and 3rd place)
- 2 national vendors and 3 regional vendors displayed their products

Especially noteworthy was that authors came from many different states and South Korea.

The Keynote speaker was Joan Francioni of Winona State University speaking on Making Computer Science Accessible for Students with Visual Disabilities

The Banquet speaker, Steve Cunningham of the National Science Foundation spoke on grant opportunities.

Those in attendance gave the conference much positive feedback.

Northwestern Conference 2004
The 2004 Northwestern Conference will be held on October 8 and 9 at Willamette University in Salem, Oregon. Jenny Orr of Willamette will be the Conference Chair.

Future Conferences
The 2005 Northwestern Conference is scheduled for October 14 and 15 at the University of Washington, Bothell campus with Carol Zander of UWB as Conference Chair.
The 2006 Northwestern Conference is scheduled to be held at Eastern Washington University with Ray Hamel of EWU as Conference Chair.

Respectfully submitted,

Phil Prins
Northwestern Representative
APPENDIX 8: ROCKY MOUNTAIN REPORT

CCSC: Rocky Mountain Region Report
October 31, 2003

Rocky Mountain Conference 2003
The conference was held October 17 and 18 at Western New Mexico University in Silver City, NM. Peter Isaacson of University of Northern Colorado was Conference Chair. Richard Johnson and Ronald McFarland of Western New Mexico University were Co-Site Chairs.

- Presentations included 16 professional papers, 3 student presentations, 5 workshops, and 3 panels
- The UPE award for best student paper was given to Joshua Jowers from Eastern New Mexico University for his presentation: “Using Computer Simulation to Investigate the Effects of Territory Characteristics and Swimming Rules on Encounter Rates for Coral Reef Fish”. Tied for second place were: Coleen Anderson from University of Northern Colorado, who presented “XML and Schemas: DTD versus XSDL” and Brian Lain from New Mexico State University, who presented “An Approach to Automating Dynamic Web Site Design Using PHP and MySQL.”
- Attendees rated all aspects of the conference highly on the evaluation forms. They especially enjoyed the technical workshops, a workshop on CS education research, and a panel on grading.
- Although Silver City is a remote location, all who attended were glad they made the trip. The weather was beautiful. An excellent banquet was served in a historic opera house in a small mining town near by.
- Attendance: about 50 (including 11 students, 1 national vendor, and 2 invited speakers.)

Future Conferences
2004 University of Northern Colorado; Greeley, CO
Conference Chair: Richard Johnson, Western New Mexico University
Co-Site Chairs: Peter Isaacson and Terry Scott, University of Northern Colorado

2005 Utah Valley State College; Orem, UT
Site Chair: Ernest Carey, Utah Valley State College

Notes
1. It has been proposed that we make MS Word the official language for paper submission.
2. Peter Isaacson did an excellent job implementing our new on-line submission and refereeing system. Although it was advertised as a prototype, there were no major problems. We’ll continue to use and refine the system in 2004.

Respectfully submitted by
Anne Cable
Rocky Mountain Representative
APPENDIX 9: SOUTHEASTERN REPORT
CCSC-SOUTHEAST REGIONAL REPORT
Fall 2003

Fall 2003 CCSC:Southeastern Conference

The 17th CCSC Southeastern Conference is scheduled for Nov 7-8 at Georgia Perimeter College in Dunwoody, GA. Julia Benson and Priscilla Dodds are site co-chairs, Kevin Treu (Furman) is chairing the regional board; Laurie White and Andy Digh (Mercer) are program co-chairs. Other regional board members are Julia Benson (membership chair), Susan Dean (publicity, UMUC – Maryland in Europe), Dee Medley (treasurer, Augusta State University), Kris Powers (local registrar, Berry College), Bill Myers (at-large, Belmont Abbey College), Becky Tallon (secretary, Lipscomb University), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Joe Sloan (2004 site co-chair, Wofford College), David Sykes (2004 site co-chair, Wofford College), and Paula Gabbert (2002 site co-chair, Furman University).

For the first time in 2003, the Southeastern region mandated that a local conference committee be formed. The members of that committee are:

- Local Arrangements Co-chairs: Julia Benson and Tina Philpot
- Local Publicity Co-chairs: Dawn Zillich and Don Johnson
- Speakers Chair: Priscilla Dodds
- Vendors Chair: (unfilled)
- Corporate Sponsors Chair: Gene Sheppard
- Programming Contest Director: Lorie Moffitt
- Web Contest Director: Becky Tallon
- Student Paper Contest Director: Barbara Boucher Owens

The scheduled program includes 26 regular papers, 7 student papers, 1 panel, and 3 tutorials/workshops. A total of 38 regular papers were submitted of which 16 were accepted outright, 10 accepted conditionally, and 12 rejected (acceptance rate 68.4%). 11 student papers were submitted with 4 accepted, 3 conditionally accepted, and 4 rejected.

A pre-conference workshop entitled ”Human-Computer Interaction in the Classroom,” will be presented by Daniel D. McCracken of City College of New York (scheduled from 9 a.m. to noon on Friday, November 7).

Dr. Amy S. Bruckman of Georgia Tech will give the keynote address “Learning in Online Communities.” Dr. Irfan Essa of Georgia Tech will give the banquet address “Digital Video Special Effects, a Computer Science Perspective”. For the first time this year there will also be a luncheon speaker, Dr. Mark Guzdial of Georgia Tech, on the
topic “Introduction to Media Computation: A new CS1 approach that addresses women's interests”.

Student activities consist of a programming contest, a web design contest, and a student paper contest. A maximum of 25 teams is expected to register for our 10\textsuperscript{th} annual programming contest. 2 teams submitted entries to our 2\textsuperscript{nd} annual Web Design contest, and (as noted above) 7 student papers will be presented. Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 8. Web contest awards are funded through the UPE grant.

\textbf{2004 CCSC:Southeastern Conference}

Wofford College, Spartanburg, SC, will host the 2004 conference on Nov 5-6. Joe Sloan and David Sykes are site co-chairs.

\textbf{Other Regional Issues/Activities}

\textit{CCSC:SE Conference Hosting Manual} – Work is continuing on the development of a Conference Hosting Manual and a second draft is expected for review in spring 2004. This, together with the existing CCSC:SE Conference Host Proposal form, will provide detailed assistance to host sites.

\textit{Adjusting to CCSC:SE Regional bylaws} – The Southeast Regional Board voted unanimously to approve Bylaws and associated standing rules for the region at its February 2003 meeting. The document is helping the board work through some helpful “growing pains” with regard to defining new standing rules and writing down traditional practices in the form of standing rules.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative
The fourteenth annual CCSC South Central Conference was hosted by Millsaps College in Jackson, Mississippi April 11-12, 2003. The conference was chaired by R.W. McCarley. There were 52 participants of which 3 were student attendees. The keynote speaker was Kerry McKelvey, CEO for Skytel Communications Broadband Wireless Access. His keynote address was “Extending the reach of High Speed Internet Service”. Ernest L. McDuffie, Program Director of the Division of Undergraduate Education of the National Science Foundation was the banquet speaker. His topic was “NSF Programs to Support Undergraduate Education”.

There were 28 professional papers submitted. 18 of those were accepted giving us an acceptance rate of 65%.

Student papers were submitted from Trinity University, Sam Houston State University, Millsaps College, and Southwest Texas State University. Student paper winners were:

First prize: $100.00 Alexander Kolliopolus of Trinity University Paper: "Visualizing Trees with a Hyperbolic Projection in One Dimension".

Second prize: $50.00 Brian Culver of Sam Houston State University Paper: “Distributed Processing in Support of an Imaging Project"

Third prize: $25.00 Sarah A. Davis of Millsaps College Paper: "Campus Tour Scheduler".

Amardeep Kahlon, Austin Community College, Panels and Tutorials Chair, reported that two Panel proposals and two Tutorial proposals were submitted. One panel and one tutorial were accepted.

No national vendors attended the conference but we had one national registration fee reported as income. The 2003 CCSC:SC conference reported $6305.00 in income and $4569.71 in expenses giving us a net income in 2003 of $1735.29. The 2004 South Central Conference will be hosted by Austin Community College in Austin, Texas. The Fall Steering Committee meeting for that conference will be held in Austin, TX on November 2122, 2003. The Spring 2004 conference will be held on April
16-17, 2003.

The 2005 15th annual conference will be hosted by McNeese State University. The conference chair will be Kay Kussman.

Respectfully submitted by

Nancy Lee Cameron South Central Representative
APPENDIX 11: NECC REPORT

NECC REPRESENTATIVE REPORT
November 6, 2003

Background
For over ten years, CCSC has held "cooperating professional society" status with the National Educational Computing Association (NECA). Benefits of this association included:

- the opportunity to help plan the annual National Educational Computing Conference (NECC)
- the opportunity to present an annual panel discussion as a NECC "society session" at the conference
- the inclusion of the option to choose CCSC membership on the NECC registration form
- the opportunity to have a booth advertising CCSC at NECC
- the opportunity to submit proposals to the NECA Special and Collaborative Projects Grants Program

There was no cost to CCSC other than the cost of sending the NECC representative to the bi-annual meetings of the NECA board.

Two years ago, NECA merged with the International Society for Technology in Education (ISTE). That began a process of re-assessing and re-writing the organization's constitution and by-laws. The question of what to do about cooperating societies was left to a task force that deliberated for quite a while.

Currently
CCSC sponsored the society session “Encouraging and Keeping Female Students Interested in Technology” (presented by Paula Gabbert of Furman University and Suzanne Hoffman of the Sanford School) at the 2003 NECC conference in Seattle in June.

And in June the task force also reported its decision -- to do away with a formal structure for cooperating societies altogether. Instead, organizations have the option to explore custom-designed partnerships with ISTE if they so choose. CCSC has been officially invited to do so.

Future
It is questionable -- without having a conversation with ISTE -- how much benefit a continued partnership would be to CCSC. NECC has evolved into an almost exclusively K-12 conference. It is, however, a conference with as many as 15,000 attendees annually, so the visibility alone makes it worth looking into. I would recommend that the NECC representative have a conversation with the appropriate ISTE officials to find out what kind of partnership might be possible. It is important to note that there is likely to be a fee involved.

Respectfully submitted,
Kevin Treu
Observing the moratorium on new conference formation while the Growth Committee reaches a recommendation, the coordinator’s activities have been limited to insuring the successful execution of the first Mid-South Conference and the archiving of excess proceedings.

That being my report, I must explain that it is early due to the fact that an unwarranted ruckus has been raised by the Second Mid-South College Computing Conference. This is a separately incorporated non-profit corporation that produces an annual conference for computing faculty in the vicinity of Memphis, TN. There is a connection to CCSC in that CCSC sponsored the creation of this conference and provided services, including web services, mailing lists, publication services and financial services to the first conference. It was my understanding that this was done under the terms of our non-profit, public benefit incorporation charter in which we declared as our reason for existence “to promote the betterment of computer-oriented curricula in two- and four-year colleges; to improve the use of computing as an educational resource for all disciplines; and to promote a national liaison among the several local and/or regional organizations devoted to this purpose.” It is my belief that we all recognize the benefit of regional conferences and while we cannot afford to sponsor an unlimited number, we would certainly not impede or discourage those who feel the need to participate. There used to be an annual faculty conference in Arkansas supported by Acxiom corporation but due to cutbacks, this conference has been defunct for several years. The Mid-South is filling that void for many Arkansas faculty.

The steering committee of the Mid-South has difficulty understanding why CCSC Board members feel they have the sole right to franchise the country. Eastern got along just fine without the CCSC, even after the CCSC “moved into their territory” by sponsoring the Northeast and the CCSC stopped distributing their proceedings. The Small College Computing Symposium in the upper Midwest does not complain that CCSC created the Central Plains conference or when Rocky Mountain held a conference in South Dakota. The regional conferences exist to meet a demonstrated need—CCSC has created new conferences whenever a viable number of faculty indicated that they would support the conference. These same faculty may also support other conferences (we see this a lot between Eastern and Northeastern). The problem is that there is more felt need for regional conferences than CCSC has resources. We have taken as our mission the promotion of regional collaboration, but we are not obligated to sponsor and support more conferences than our resources allow. If new conferences can prosper without our assistance or with minimal assistance, we should be glad. This is not a zero-sum game.
CCSC has several new board members, so I would like to lay out the record of the Mid-South College Computing Conference and point out why the CCSC should be a good neighbor. I and Bill Myers explained to the Mid-South steering committee that CCSC would not sponsor a second conference because it might have reached the limit of its growth or would prefer to direct its resources to other needs. The committee decided that since CCSC could not meet its felt need for convenient access to an annual meeting, that it would continue independently, grateful for the help CCSC was able to provide. Nevertheless, the incorporation charter specifies that should the Mid-South College Computing Conference vote to dissolve the corporation, all of its assets would be donated to CCSC. We would certainly want the Mid-South to build up a nice nest egg and then give it to us. We would certainly want faculty from our schools or others (67% of Mid-South’s first conference had never attended a CCSC conference) to enjoy the fellowship and education that we enjoy in regional conferences. Mid-South has built into its conference fee a membership in CCSC (something we never convinced Eastern to do). Therefore 30 to 40 faculty will renew every year without the requirement of attending a (distant) CCSC conference that they never were motivated to attend before. Now some may even be motivated! We have certainly helped ourselves by helping these faculty form an organization that they can conveniently support.

I am dismayed by the tone of the complaints that have been circulated concerning this good work. The attitude is that its just too bad that faculty in Memphis can’t take the trouble to fly to Austin or Atlanta to attend a conference. It seems that people forget that the conferences were created so that people could carpool and arrive in half-a-day’s drive. When regions are large, faculty with small travel budgets attend less frequently, and in the case of Memphis a CCSC conference has come within a 4 hour drive only once each 5 years. Yet I hear the muttering “better that they attend my conference every three years than not at all.” There is no prize for large conferences. Rocky Mountain has never grown and it is smaller than all the others and it is still hanging in. All the conferences have a loyal support base large enough to make them viable. There is no basis for trying to penalize faculty would like to be able to afford to drive to a conference every year.

I am also dismayed by the continued allegations that the Mid-South was created illegitimately. Carl last fall in moving that we suspend formation of new conferences admitted that all existing procedures were following in creating the Mid-South—he just didn’t think the procedures in place were proper. Since not everyone has time to read the old minutes, I attach an appendix to document the steps in the conference’s formation. The Exhibits are in reverse chronological order, moving from the call for the second conference that was distributed using the mailing list that we assembled for the first conference, back through the reports that I gave to the board at each step, to the original solicitation to form a steering committee, outlining the CCSC requirements for sponsorship. You will find dated emails in which the officers and board were constantly informed and had the privilege of stepping in and halting the process up until the steering committee accepted the conditions of sponsorship. Nothing was done in secret and everything was done in the formation of Mid-South that was done for the formation of Northeast.

In summary, this report argues:

1. **In helping to launch the Mid-South College Computing Conference the CCSC was following it purpose for existence.**
2. It is to the benefit of the CCSC to encourage the Mid-South College Computing Conference because the first conference proved there was an unmet need that is now being met. It costs us nothing and serves computer educators in the region to put a link on our website that the Mid-South College Computing Conference is no longer affiliated with the CCSC, and points to www.msccc.net. **The more faculty that attend Mid-South, the more memberships CCSC receives.**

3. **There is no evidence that the Mid-South decreases the attendance of any other CCSC conference.** It will move to Oxford, MS next year, likely Monroe, LA, or Martin, TN in 2006. It will not be within 400 miles of any CCSC conference in the next few years.

4. **The conference was legitimately created following all the procedures established by the CCSC Board.** The Board has since rescinded those procedures.

5. It makes no sense to take offense at the Mid-South College Computing Conference. The Board should be spending its energies on finding ways to assist the Mid-South and to continue to expand the CCSC’s ability to promote regional collaboration of computing faculty. **We do not want the reputation that we try to undercut those we disagree with.** The Mid-South is independent not by choice but by the failure of the CCSC to grow its support resources. Once it is known that CCSC has reached its limit, the door is open for SIGCSE or SCCS or MSCC Inc., to step in and build a parallel organization to fill the gap. With the growth of IT there is room for several more regional conferences (I am on a committee to start a software engineering conference and we have started two regional research conferences here in Little Rock the past two years).

---

**APPENDIX**

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
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<tbody>
<tr>
<td>0</td>
<td>Call for Second Conference with no reference to CCSC</td>
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<tr>
<td>1</td>
<td>Response of next year’s host to SouthCentral’s Concerns</td>
</tr>
<tr>
<td>2</td>
<td>Financial Report of First Conference</td>
</tr>
<tr>
<td>3</td>
<td>Cathy’s report on MS registrations indicating 67% new to CCSC</td>
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<tr>
<td>4</td>
<td>Spring 2003 Report to Board indicating 2nd Mid-South conference likely</td>
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<tr>
<td>5</td>
<td>Request to host 2004 Conference from Alabama (fringe wants more ownership)</td>
</tr>
<tr>
<td>6</td>
<td>Fall 2002 report indicating issues that must be addressed for future growth</td>
</tr>
<tr>
<td>7</td>
<td>Procedure for establishing new conferences followed</td>
</tr>
<tr>
<td>8</td>
<td>Report to CCSC officers of the results of the organizing meeting</td>
</tr>
<tr>
<td>9</td>
<td>Scheduling of the organizing meeting (CCSC Board copied)</td>
</tr>
<tr>
<td>10</td>
<td>Notification to the President of the intent to schedule organizing meeting</td>
</tr>
</tbody>
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EXHIBIT 0

SECOND ANNUAL

MID-SOUTH COLLEGE COMPUTING CONFERENCE

**** Call For Papers ****
Papers
Panels
Tutorials
Workshops

UNIVERSITY OF ARKANSAS LITTLE ROCK
April 2 - 3, 2004
Little Rock, Arkansas
Statement of Purpose

The MSCCC seeks to provide a forum for the exchange of information on computing and computing education. It invites the participation of college faculty, students, and staff and other interested persons.

2004 Conference Steering Committee

Conference Chair
Donna Falconer
University of Arkansas at Little Rock
dfalconer@ualr.edu

Papers and Authors Chairs
Charlotte Owens
University of Louisiana at Monroe
owens@ulm.edu
David Naugler
Southeast Missouri State University
dnaugler@semo.edu

Panels/Tutorials/Workshops Chair
H. Conrad Cunningham
University of Mississippi
cunningham@cs.olemiss.edu

Speakers Chair
Jean Hendrix
University of Arkansas at Monticello
hendrix@uamont.edu

Participants Chairs
Edd Joyner
University of Tennessee Martin
ejoyner@utm.edu
David Sonnier
Lyon College
dsonnier@lyon.edu

Student Activities Chair
Robert England
Rhodes College
englandr@rhodes.edu

Publicity Chair
Debbie Woodall
Mississippi College
woodall@mc.edu

Vendors Chair
Dave Middleton
Arkansas Tech University
david.middleton@mail.atu.edu

Registration Chair
Valerie Chu
LeMoyne-Owen College
valerie_chu@loc.edu

Site Chair
William Mitchell
University of Arkansas at Little Rock
wmmitchell@ualr.edu

Webmaster
David Naugler
Southeast Missouri State University
dnaugler@semo.edu

Suggested Topics

- Multimedia
- World Wide Web
  - Ethics
  - Distance Learning
- Course Development
- Instructional Issues
Course Content
- Use of Technology Across the Curriculum
- Computer Lab Issues
- Wireless Campuses

Other topics welcome

**Submission Dates and Guidelines**

**Professional Papers**
Submission Deadline: December 6, 2003
Notification of Acceptance: January 17, 2004
Final Manuscript Deadline: February 1, 2004

Unpublished professional papers will be refereed. They will be published in the conference proceedings. Papers should be no more than 15 double spaced pages in length (including illustrations). There should be no references to yourself or your organization. Include a separate cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

E-mail cover page with abstract and paper (Word / ASCII format) to either:
Charlotte Owens owens@ulm.edu
David Naugler dnaugler@semo.edu

**Panels / Tutorials / Workshops**
Submission Deadline: December 6, 2003
Notification of Acceptance: January 17, 2004

Panels: Submit a detailed proposal (1-2 pages) including a description of the topic, a list of panelists, brief (2-3 line) biographies of the panelists, the panel format and, if possible, the position statement of each panelist. Include a cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

Tutorials/Workshops: Submit a detailed proposal including a description (1 page) of the topic and its suitability with a description (1 page) of the presenter’s background on that topic. Include a cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

E-mail proposal (Word/ASCII format) to:
Conrad Cunningham cunningham@cs.olemiss.edu

**Vendors**
Vendors are invited to purchase display table(s) at the conference. E-mail inquiries to:
Dave Middleton david.middleton@mail.atu.edu

**Programming Contest**
Entry deadline: December 6

A Computer Programming Contest for 3-person college teams will be held on Friday morning, April 2nd. Space is limited and pre-registration is required. The registration fee of $90 includes conference registration for the team members. A faculty sponsor is required and is encouraged to register and attend the conference. The computer lab will be available at 8:00 a.m. for teams to familiarize themselves with the equipment. The contest languages will be C, C++, and Java. Teams may use any or all of the languages and all programs will be doable in all languages. Rules will be similar to the ACM International Programming Contest rules. All judging will be done objectively using sets of data meant to test all cases. At 9:00, there will be a briefing on the contest rules and the computer system. At 9:30, the contest problems will be distributed. The contest will run continually until 12:30. Winners will be announced at the banquet. See the conference web site for further details.

Direct all questions to:
Robert England englandr@rhodes.edu
Registration Fee

Academic/Professional $120 by 2/28
$150 after 2/28
Students $35
(Does not include conference proceedings.)

Registration fee includes the Friday evening dinner, the luncheon on Saturday, admission to all sessions, and one copy of the conference proceedings.

Conference Agenda

All conference proceedings will be held on the campus of the University of Arkansas at Little Rock in Little Rock, Arkansas.

- Registration: Friday 9:00 am – 4:00 pm
- Programming contest: Friday 9:00 am – 12:30 pm
- Opening Session: Friday 1:00 pm
- Papers, Panels and Tutorial Sessions: Friday 2:30 pm – 5:15 pm
- Banquet: Friday 7:00 pm
- More Papers, Panels and Tutorial Sessions: Saturday 8:30 – 1:15 pm
- Closing Luncheon: Saturday 1:30 pm

MSCCC Request for Information

Please include my name on the mailing list for MSCCC registration materials:

Name: __________________________________________
Address: _________________________________________
City: _____________________________________________
State: __________ Zip: ______________
Telephone (Work): ______________________________
(Home): ______________________________
E-mail: ______________________________________
I would be willing to review papers in the ________
Conference web site: www.mscce.net

All presenters must register for the conference. Please complete and mail the above form, or e-mail your request, including with it the above information.

EXHIBIT 1
----- Original Message ----- 
From: "hcc" <hcc@ark.cs.olemiss.edu>
To: <owens@ulm.edu>; <clowery@muw.edu>; <dbrandon@cbu.edu>; 
< dnaugler@semovm.semo.edu>; <Woodall@mc.edu>; <dkfalconer@ualr.edu>; 
<ejoyner@utm.edu>; <JHenders@unanov.una.edu>; <hendrix@uamont.edu>; 
<englandr@rhodes.edu>; <valerie_chu@nile.lemoyne-owen.edu>; <wmmitchell@ualr.edu>
Sent: Monday, October 06, 2003 9:34 PM
Subject: Re: Update on CCSC

> > The folks in Texas are still upset with us. I will wait and see if
> > Bill Myers, who represented the Board at our conference has any response.
> > At the present time we have no affiliation with CCSC per Board action
> > that CCSC would sponsor only one conference. I would anticipate that
> > last year's website on the CCSC server could go away (we are building a
> > site at mscce.net). We are now incorporated as a non-profit corporation
> > in Arkansas and will apply for IRS 503(c) tax status. We have applied
> > for In-cooperation-with SIGCSE status.
> > Will
> >
> > Well, I find the discussion Will attached pretty interesting. :) I don't
> > know anything about the history of CCSC SC.
> >
> > I looked at the current steering committee:
> >
> > 9 from Texas
> > 3 Louisiana
> > 2 Oklahoma (this was an OR listing)
> > 1 Mississippi
> >
> > I think there were ten institutions listed:
All six Texas institutions and McNeese are relatively close. I don't see any people listed from north or west Texas and no one from New Mexico or Arkansas which they claim in their region.

Of the 16 conferences listed, 10 were in Texas, 1 will be in Texas, 1 was in Louisiana (guess Will did that one), 1 will be in Louisiana, and 1 in Oklahoma. 4 of the Texas conferences were in Austin (counting the 2004 conference). The conference sites do include north and west Texas locations.

It seems to me that if CCSC SC is having problems dwindling away, then they need to do some serious recruiting of people and institutions in Texas, including trying to get involvement of a few people from the larger institutions there.

It seems that voluntary organizations like these conferences have to be continually recruiting new people. The people involved get tired, want different experiences, change focuses of interest, move to different places, etc.

I looked at the southeast region. Their website accessible from the CCSC site does not have much but the current conference info. The focus seems to be much to the east of our region -- Georgia, the Carolinas, eastern Tennessee, southern Virginia, and maybe north Florida.

I looked at Central Plains. It seems to be focused in central and western Missouri and eastern Kansas.
I don't know what other people's experience is with any of the nearby CCSC regions, but until Will started recruiting me, I don't think anyone from a CCSC region had ever contacted me or anyone else at my institution as far as I know.

I looks like the CCSC SC is dead set against Mid-South being a CCSC region. So I think we have to consider going our own way indefinitely.

If we do so, then I think we have to decide if the standard CCSC formula is the right one for this region. It seems like a basically good formula, but might need a bit of modification for our region.

A few random observations and thoughts:

* Perhaps we have more involvement by some larger institutions than most CCSC regions. That might be important in sustaining the conference and in generating broader appeal.

* I notice that the people involved represent a number of different kinds of departments -- some in "engineering" school settings, some in arts/sciences schools settings, some in business school settings.

* I do not know what the norm is in CCSC regions.

* Some of the institutions have masters programs in the field. A couple at least have doctoral programs.

* Instead of a national link to CCSC, I was wondering if there might be some regional link that would help us have a regional identity, rather than specifically an education identity. That is, are there some small regional computing research-oriented conferences we could join hands with and share some services?

  For example, it seems to be important whether or not the papers are published in a "journal or "proceedings". Could we perhaps go in with some other regional conference and publish a Journal of Computing in the MidSouth that would essentially be like the CCSC "journal", with issues devoted to the various conference proceedings.

Just a few thoughts...Maybe none good.
EXHIBIT 2
----- Original Message -----  
From: Dr. William Mitchell
To: William Myers
Sent: Thursday, May 01, 2003 2:42 PM
Subject: MidSouth Done

The last check has arrived and been deposited. I am now ready to pay your invoice for 6355 which with the $980 you collected at the conference brings our gross to $7335. Could you send back a final budget for the committee that itemizes all the expenses that were deducted from this gross (the charge for memberships, proceedings, meal at Christian Brothers, food at Rhodes, and the various bills for supplies, printing, and postage)?

I will propose to the Board that the surplus be used to fund an extra issue of the Journal next year that George Benjamin has volunteered to put together. It would pay for printing and postage over what conference pays for the first 80.

Dr. William Mitchell, Associate Dean  
Cybercollege of Arkansas  
Professor of Information Science  
University of Arkansas at Little Rock  
2801 S. University Ave.  
Little Rock, AR  72204-1099  
501 683-7117  fax 501 569-8002  
www.ualr.edu/~wmmitchell  
wmmitchell@ualr.edu

EXHIBIT 3
----- Original Message -----  
From: Cathy Bareiss
To: kpowers@berry.edu ; cwhite@cti.depaul.edu ; wmmitchell@ualr.edu
Sent: Saturday, March 22, 2003 1:09 PM
Subject: Initial quick analysis of MS with rest of data

SC data is not completely in and there may yet be more of MS but I have the majority of MS and thought some initial data might be of help.

Report 1:
As I entered the data, in kept track of who was new, and other interesting data that stood out to me

new - not attended a CCSC conference in the last 5 years

McMath - new  
Joyner - new  
Gathers - new  
Britton - new  
Kraft - new
Sherrell - new
Satterfield - new
Schultz - new
Schmitt - new
Aflaki - new
Woodall - new
Townsend - new
Plyler - new
Kirts - new
Owens - new (new to CCSC and wanted to be included in SC, SE, and MS)]
Smith - but choose SC for voting (new to database)
Wampler - new
Dahl - new
Cunningham - new (wants SC, SE)
Lawhead - new
Mason - new (wants SC, SE, MS and SC for voting)
Vest - new (wants SE mailing)
Martins - new (already on lots of mailings lists but first conference) (NE voting)
Hopkins - new
Moseley - new
Hill - new
Ford - new (sc, SE mailing lists)
Minsker - new (SC, SE mailing lists)
Sonnier - new (SC and SE mailing lists)
Lyon - new
Naugler - new (cp, SC, SE mailing lists)

Arnow - RM (2002-2003), NE (2001-2002) - appears to be founder of company
Whitson - SC (almost all conferences)
SC in 1999-2000 and 1997-1998 - Kammerdiener (wanted to be in NE and SC mailing lists)
CP in 2000-2001 - Middleton
SE in 2002-2003 and 2001-2002 - Brandon

Will Mitchell - class by himself!

Report 2:
I then issued the following query in the database (after entering all data) - finding out who had never attended a CCSC conference AT any time

SQL> list
1  select per_first_name, per_last_name, inst_state
2  from person, institution, attends
3  where per_inst_id=inst_id and att_per_id=per_id and att_reg_id='MS' and
4     per_id not in (select
5                    att_per_id
6*                   from attends
7                     where att_reg_id not in ('MS'))
SQL> /

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<tr>
<th>PER_FIRST_NAME</th>
<th>PER_LAST_NAME</th>
<th>INST_STATE</th>
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</thead>
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<td>Edd</td>
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<td>TN</td>
</tr>
<tr>
<td>Emery</td>
<td>Gathers</td>
<td>TN</td>
</tr>
<tr>
<td>Otha</td>
<td>Britton</td>
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<tr>
<td>Margaret</td>
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Report 3:
Finally, I asked what conferences each person who had attended a CCSC conference before attended

```sql
SQL> list
   1 select rpad(per_first_name||' '||per_last_name,40)||'   '||inst_state||' '||a2.att_conf_date
   2   from person, institution, attends a1, attends a2
   3   where per_inst_id=inst_id and a1.att_per_id=per_id and a1.att_reg_id='MS' and
   4      a2.att_per_id=per_id and a2.att_reg_id not in ('MS')
   5* order by per_id, a2.att_conf_date, a2.att_reg_id
SQL> /
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Quick Analysis:
Of the 49 registered for MS - 33 are NEW - 67%
Of the 16 that have attended other conferences -
   5 have not attended a conference since 2000 - (10%)
   5 attended a number of different regions and like to travel, (10%)
   3 have concentrated in SC (6%)
   2 have concentrated in CP (4%)
   1 is a vendor from NY that likes to present (2%)

I will try to do some more analysis after all data from MS and then again after all data from SC.

Forward whatever you want to the board. I thought also that each of you might be in a position where some initial data might help.

Cathy
Per Board action, no efforts have been made to organize additional conferences since the last report.

The MidSouth conference has produced a program and distributed its call for participation. It accepted 21 or 26 submitted papers after a blind refereeing process and structured 7 paper sessions, 2 pre-conference workshops, a post-conference workshop, 6 tutorial sessions, one panel, and one BOF session to fill three tracks. There are 32 authors and committee members who will register and so far seven additional registrations have been received. Of these only three are current consortium members.

The University of Mississippi has two members on the steering committee and that institution provided four papers and a tutorial. UALR had two members on the steering committee (counting me), and that institution provided 2 papers, a panel, and a BOF session. UL at Monroe had one steering committee member and that institution provided two workshops, two papers and one tutorial. Presenters farther than 200 miles from Memphis were two papers from Pittsburg State University (CP), a paper from West Texas A&M, a paper and tutorial from UT Tyler, a paper from Centenary of Louisiana, and a paper from Southeastern Louisiana (SC), a paper from University of So. Alabama, and a tutorial and a panel from NCSI.

The committee has not settled on a keynote nor its slate of vendors, but it will include those in a second call for participation to be mailed the first of March.

The steering committee intends to plan a second conference. I have informed them that CCSC has not committed to sponsoring a second conference. This produces a novel situation where CCSC has started a conference and set it free instead of building a region around it, hence creating a situation identical to that of the first 20 years of the Eastern Small College Computing Conference. The steering committee desires that each of its attendees join CCSC for 2003-2004 and will forward $40 of its $120 registration fee and a membership application for that purpose. Further, the steering committee will reimburse CCSC for any start-up expenses that CCSC has incurred in its behalf. I propose to hold the remainder of the MidSouth funds in an agency account at UALR once the conference is disassociated from CCSC, awaiting the time when CCSC will be able to expand. I will continue to keep the Board informed of the places and times of the future conferences. It is likely that if the Journal is not interested in distributing the conference papers to the CCSC membership, the next conference will publish its proceedings on CD.
Thanks for the offer. The steering committee has made no decision about the next conference (we want to be sure the first one is successful), but we have had other invitations. We decided to headquarter in Memphs because the SE regions is so large that there is a huge amount of fringe, but Memphis is also on the fringe of three other regions. Our steering committee represents schools who consider themselves on the fringe of MW, Central Plains (me), and South Centeral. We will have the opportunity to visit many states in this hinterland.

---Will

----- Original Message ----- 
From: "Dr. Dennis S. Martin" <dmartin@jsucc.jsu.edu>
To: <wm.mitchell@ualr.edu>
Sent: Tuesday, November 12, 2002 10:58 AM
Subject: Midsouth Conference

Will:

Martha says that Midsouth is welcome to come to JSU in Spring 2004.

Since we are at the periphery of Southeastern, they will not meet here. That may influence you also. Also SE is in the Atlanta area next Fall.

But we would love to sponsor the conference.

Dennis

Dr. Dennis S. Martin
Mathematics, Computing and Information Sciences Department
Jacksonville State University
Jacksonville, AL 36265

---
A. Progress of the initial MidSouth Conference. Attached is the first call for this conference. The second call for papers is going out this week to nearly 500 individuals. The mailing list began with CCSC members in the region combined with an list of IT faculty maintained by the Business College at the University of Mississippi. The website is present on the CCSC server (http://www.csc.org/midsouth) and at Rhodes College (http://www.mathcs.rhodes.edu/~ms). The Vendors chair is working on bringing in vendors (Memphis has many possibilities) and is to contact the national committee to determine the potential for having national vendors present (because this is an experimental conference, it is not promised to national vendors). The paper submission deadline is December 6, so no papers have been received to date, but several promises have been received. Only one panel has semi-officially submitted but the panels chair hopes to have a couple of others. The Student Activities committee is working on details for the logo contest and student participation. The French Quarter Inn on Overton Square has quoted us a $59 per night conference rate. The Steering Committee continues to be enthusiastic about the prospects for a successful conference and a new region.

B. The Board’s Standing Rules commit the CCSC to supporting the initial conference once the Steering Committee has been formed and accepted the conditions imposed on conferences by the Board. The CCSC will publish the conference proceedings as an issue of the Journal as a consequence of the refereeing processes being followed. However, the Board needs to approve the proposed conference budget (attached), and the Board may wish to stipulate any conditions that must be met to continue under CCSC sponsorship and to join the CCSC as a new region. Taking these matters serially, I move that the proposed budget be approved.

C. As Conference Coordinator my role is to support existing conferences and to organize new ones. As presented to the last board meeting, a Memphis area conference has been in the making for several years, and I believe that a MidAmerica region is feasible in another few years. I think that with the addition of Eastern we have begun to downplay the role of state boundaries in describing a region (at least in terms of a partition). Eastern overlaps both NE and SE. I describe MidSouth as a 200 mile radius around Memphis. It will pick up western TN and KY, northern AL and MS, Northeastern LA, the eastern half of Arkansas, the SE of Missouri, and southern IL. St. Louis area remains on the border between CP, MW, and MS, and the Columbus, Cleveland, Pittsburgh, Charlestown, WV quadrilateral is un-served by CCSC (the potential MidAmerica region). I would describe SE as a 300 mile radius of Chattanooga and SC as a 300 mile radius of Austin even though they have gone to Oklahoma City once and Jackson, Mississippi twice in thirteen years. NE seems to attract within 150 miles of Boston, and Eastern within 150 miles of Scranton (where it began). Northwest was carved out of Rocky Mountain, but actually RM doesn’t reach across the Rockies in the same way that neither SE or SC ever reached Memphis. There are a dozen institutions of higher education teaching computing within the Memphis city limits, and only three of the private ones are on the MidSouth steering committee (but we will recruit the others). I therefore believe that MidSouth will make a very viable region and will have minimal overlap with its neighbors (it might win attendees from central Mississippi, but only when the conference goes south of Memphis). I move that the Board evaluate the progress of MidSouth at the next meeting in Reno and at that time specify conditions for forming a new region.
FIRST ANNUAL

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

MID-SOUTH CONFERENCE

Call For Papers
Papers  Panels  Tutorials  Workshops
Logo Contest

RHODES COLLEGE
March 28-29, 2003
Memphis, Tennessee

Statement of Purpose
The Mid-South Conference intends to provide a forum for the exchange of information in computing. It is aimed at college faculty, students, and other interested college personnel.

2003 Conference Steering Committee

Conference Chair  Donna Satterfield
University of Arkansas at Little Rock  dksatterfiel@uar.edu

Papers and Authors Chair  Charlotte Owens
University of Louisiana at Monroe  owens@ulm.edu
Panels/Tutorials/Workshops Chair  H. Conrad Cunningham
University of Mississippi  hcc@ark.cs.olemiss.edu

Speakers Chair  Edd Joyner
University of Tennessee Martin  ejoyner@utm.edu

Participants Chair  Brian Reithel
University of Mississippi  breithel@bus.olemiss.edu

Student Activities Chairs  Jean Henderson
University of North Alabama  jhenders@unanov.una.edu

Carla Lowery
Mississippi University for Women  clowery@muw.edu

Publicity Chair  Debbie Woodall
Mississippi College  woodall@mc.edu

Vendors Chair  David Naugler
SE Missouri State University  dnaugler@semo.edu

Registration Chair  Valerie Chu
LeMoyne-Owen College  valerie_chu@loc.edu

Site Chair  Robert England  englandr@rhodes.edu

**Suggested Topics**

- Multimedia
- World Wide Web
  - Ethics
  - Distance Learning
  - Course Development
  - Instructional Issues
- Course Content
- Use of Technology Across the Curriculum
- Computer Lab Issues
- Wireless Campuses

**Other topics welcome**

**Submission Dates and Guidelines**

**Professional Papers**
Submission Deadline: December 6, 2002
Notification of Acceptance: January 17, 2003
Final Draft Deadline: February 14, 2003

Unpublished professional papers will be refereed and those accepted for the conference will be published in *The Journal of Computing in Small Colleges*. Papers should be no more than 15 double spaced pages in length (including illustrations). There should be no references to your self or your organization. Include a separate cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

E-mail cover sheet with abstract and paper (Word / ASCII format) to:
Charlotte Owens  owens@ulm.edu

---

**Notes:**

- Panel/Tutorials/Workshops Chair: H. Conrad Cunningham, University of Mississippi.
- Speakers Chair: Edd Joyner, University of Tennessee Martin.
- Participants Chair: Brian Reithel, University of Mississippi.
- Student Activities Chairs: Jean Henderson, University of North Alabama.
- Publicity Chair: Debbie Woodall, Mississippi College.
- Vendors Chair: David Naugler, SE Missouri State University.
- Registration Chair: Valerie Chu, LeMoyne-Owen College.
- Site Chair: Robert England, Rhodes College.

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E-mail cover sheet with abstract and paper (Word / ASCII format) to:
Charlotte Owens  owens@ulm.edu
Panels / Tutorials / Workshops
Submission Deadline: December 6, 2002
Notification of Acceptance: January 17, 2003

Panels: Presenters are asked to submit a detailed proposal (1-2 pages) including a description of the topic, a list of panelists, brief (2-3 line) biographies of the panelists, the panel format and, if possible, the position statement of each panelist. Include a separate cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

Tutorials/Workshops: Presenters are asked to submit a detailed proposal including a description (1 page) of the topic and its suitability with a description (1 page) of the presenter’s background on that topic. All workshops are pre-conference. Include a separate cover page listing title, author’s name, affiliation, phone number, address, and e-mail address.

See www.ccsc.org for further details.

E-mail cover sheet with proposal (Word/ASCII format) to:
Conrad Cunningham hcc@ark.cs.olemiss.edu

Vendors
Vendors are invited to purchase display table(s) at the conference. E-mail inquiries to:
David Naugler dnaugler@semo.edu

Logo Contest
Entry deadline: December 6

A logo contest for 3-person student teams will be held on Friday morning, March 28. The task will be to design a logo for the new Mid-South region conference of CCSC. This logo may be used on all regional materials. Pre-registration is required. The registration fee of $90 includes conference registration fee for the team members. A faculty sponsor is required and is encouraged to register and attend the conference. The computer lab will be available from 10:30 am – noon for teams to develop their logo ideas. The winning team will be announced at the banquet and a prize will be awarded.

E-mail inquiries to:
Edd Joyner ejoyner@utm.edu

Registration Fee

Academic/Professional $120 by 2/28
$150 after 2/28
Students $35
(Does not include conference proceedings.)

Registration fee includes membership in CCSC for 2003–2004, the Friday evening dinner, the luncheon on Saturday, admission to all sessions, and one copy of the conference proceedings

Conference Agenda

All conference proceedings will be held on the campus of Rhodes College in Memphis, Tennessee.

Registration: Friday 9:00 am – 4:00 pm
Logo contest: Friday 10:30 am – 12:00 pm
Opening Session: Friday 1:00 pm
Papers, Panels and Tutorial Sessions: Friday 2:30 pm – 5:15 pm
Banquet: Friday 7:00 pm
More Papers, Panels and Tutorial Sessions: Saturday 8:30 – 1:15 pm
Closing Luncheon: Saturday 1:30 pm

CCSC:MS Request for Information
Please include my name on the mailing list for CCSC:MS registration materials:

Name: ________________________________
Address: ______________________________
City: ____________________________ Zip: ____________
Telephone (Work): _______________________
(Home): __________________________
E-mail: ____________________________

I would be willing to review papers in the following area(s):

_________________________________________________________________________
_________________________________________________________________________

I would be willing to serve as a session moderator.
Yes: _______ No: _______

Mail to: Donna Satterfield
        UALR
        Dept of Information Science
        2801 South University
        Little Rock, AR 72204
Or E-mail to: dksatterfiel@ualr.edu

All presenters must register for the conference. Please complete and mail the above form, or e-mail your request, including with it the above information.

EXHIBIT 7
----- Original Message ----- 
From: Dr. William Mitchell
To: irussell@mail.hartford.edu
Sent: Tuesday, June 04, 2002 5:18 PM
Subject: Re: new conferences

Here is what you wanted.
At the Spring Board Meeting on March 1, 1995 at the Opryland Hotel in Nashville, the Board discussed the report of the growth committee chaired by John Rabung "CCSC--Strategies for Managing a Growing Organization." That report had a section (I. B) concerning new conferences. I quote from the Minutes: "The report suggested that a budget for new conferences be solicited before approval from the board. It was suggested that this was asking too much, since even after the effort was expended the board could still refuse to give approval. Sue Fitzgerald suggest that it simply be stated that the board "must approve" all new conferences, with no specific requirements given. Will Mitchell then moved that the New England conference be approved. Paul Haiduk seconded and the motion was approved with one nay vote and one abstention."

Since that time the process for creating new conferences has been that the Conference Coordinator informs the Board of the intent to seek a new conference (for a while I was asked what I was doing to galvanize interest), the Conference Coordinator informs the Board when an organizing committee is preparing to meet. The Conference Coordinator informs the Board whether the organizing committee agreed to plan and produce a conference according to CCSC policies. The Conference Coordinator represents the initial conference committee to the Board until the first conference is successfully held. At that meeting the attendees vote on continuing the conference and petitioning CCSC to be recognized as a region, electing their own representative. The Board then decides to accept or reject the petition.

The Board has the option to deny the Conference Coordinator permission to convene an organizing committee, but once the committee meets and agrees to the terms under which CCSC conducts conferences, the Board must allow the initial conference. The Board may as a consequence of the response to the conference either not receive a petition to become a region (whence no further conferences by the original organization will be sponsored--the organization may fold or prefer to go independent), deny the petition (whence the organization may fold or go independent), or accept a representative from the new region as a board member. Northwest has been the only region started after this policy and Chuck Howerton actually did the Conference Coordinator job instead of me.

As far as the Mid-South region is concerned, the Board was fully informed of the intent to try to form the region and was given advance notice of the April 20 organizing meeting. In the absence of Board action, the above quoted policy applies and the next opportunity for Board action will occur at the fall 2003 Board meeting when it is likely a petition will be presented.

--Will

----- Original Message -----
It might be a good idea to include in our operating policies and procedure a procedure for adding a new region. Whether or not it is included in the document, it seems to me it makes sense to have a clearly defined process. It isn't clear what the process is now. Obviously the board has to approve the new region but it's currently not clear when in the process should the board be involved. It seems to me that the board should be able to discuss and decide whether or not we need to pursue a conference in a certain region before the planning starts and then of course should make a final decision. It should also be clear to the folks who are proposing a new region what our commitment is at the various stages and how our process works. Having such process may not have been important earlier but now that we have many regions, I think we should have some clearly defined procedure in place before we start adding regions and before other folks.

Will you be willing to put together some procedure for the board to review? You've done this for several years and this could simply be the process you've been following. I think it's important to have this process in writing somewhere. Please let me know if you're willing to do this.

Thanks,

Ingrid

EXHIBIT 8

----- Original Message -----  
From: "Dr. William Mitchell" <wmitchell@ualr.edu>  
To: "Ingrid Russell" <irussell@MAIL.HARTFORD.EDU>; "Catherine C. Bareiss" <cbareiss@olivet.edu>; "John Meinke" <meinkej@faculty.ed.umuc.edu>  
Sent: Wednesday, May 22, 2002 2:09 PM  
Subject: Fw: Fw: Info request from the Spring Conferences

- As I reported at the Spring Board meeting, I had planned an organizing meeting for a Memphis area conference. It proceeded as planned and the report of the meeting follows. the steering committee is experienced and enthusiastic but they average less than one CCSC conference attended. I have been waiting for the committee to work out the location details and the date for their first conference, and this decision has just been made.  
  > (bottom of message). We will work back now to schedule milestones such as call and deadlines. I conference will call itself the Mid-South conference. John, I would recommend pairing the new conference with Central Plains, thus giving SouthCentral room to have a larger proceedings.
  >
  > As I understand the procedure, the region will form at the first conference and I will represent the new conference to the board until then.
An organizing committee met at Christian Brothers University on April 20 to discuss the formation of a new region of the Consortium for Computing in Small Colleges. After an introduction to the Consortium and its policies and an orientation to the division of labor in conducting a conference, the committee concluded that they would proceed with planning for a conference in Memphis in the spring of 2003. The following assignments were accepted by the committee members:

"Dan Brandon" <dbrandon@cbu.edu>: Information Technology Management, School of Business (http://www.cbu.edu/~dbrandon/) Site Chair
"Valerie Chu" <valerie_chu@nile.lemoyne-owen.edu>: Computer Science, LeMoyne-Owen College (http://sankofa.loc.edu/chu/web/) Registration
"H. Conrad Cunningham" <hcc@ark.cs.olemiss.edu>: Computer Science, Univ. of Mississippi (http://www.cs.olemiss.edu/~hcc/) Panels, Tutorials, & Workshops
"Virginia Eaton "<cseaton@ulm.edu>: Computer Science, Univ of Lousiana Monroe (http://www.cs.ulm.edu/~eaton/) Papers and Authors Chair. Virginia has been a reviewer for the CCSC before and has handled this task for LaCUE, She has used the SouthCentral web submission system and intends to use it or one of the alternative systems.
"Robert England" <englandr@rhodes.edu>, Math & CS, Rhodes College (http://www.mathcs.rhodes.edu/faculty.html) Site Committee
"Jean Henderson" <jHenders@unanov.una.edu>, Math & CS, Univ of North Alabama (http://www2.una.edu/jhenderson/) Student Activities Co-Chair
"Jean Hendrix" <hendrix@uamont.edu> CIS Division, UA Monticello (http://cotton.uamont.edu/~cis/sitemap.html) Student Activities Committee
"Dr. Edd R. Joyner" <ejoyner@utm.edu>, CS & IS, UT Martin (http://www.utm.edu/%7Eejoyner/index.htm) Speakers
"carla lowery" <clowery@muw.edu>, MIS, Miss Univ for Women (http://www.muw.edu/buscomm/) Student Activities Co-Chair
"David Naugler" <dnaugler@semovm.semo.edu>, Computer Science, SE Missouri. St. Univ (http://dnaugler.cs.semo.edu/) Vendors
"Brian Reithel" <breithel@bus.olemiss.edu>, MIS, Univ. of Mississippi (http://www.bus.olemiss.edu/faculty/asp/detail.asp?FacultyID=breithel)
Participants Chair

"Donna K Satterfield" <dksatterfiel@ualr.edu>, UA at Little Rock, Conference Chair. Donna served on the first three Conference Midwest Committees.

"Vivek Shankar Savur" <vivek_savur@nile.lemoyne-owen.edu> Math & CS, LeMoyne-Owen College (http://sankofa.loc.edu/savur/web/) Site Committee

"Deborah Woodall" <Woodall@mc.edu>, Math & CS, Mississippi College (http://www.mc.edu/campus/users/woodall/) Publicity

The date of the first conference at Christian Brothers University will be one of the last two weekends of March or the first of April (Dan is checking for conflicts) and the second conference is tentatively set at Univ of La.
at Monroe. I think that the third conference would return to Memphis and then the fourth would go north. Donna has set up a webCT course for the committee to use as a bulletin board. We are looking for a webmaster.

--Will Dr. William Mitchell, Associate Dean
Cybercollege of Arkansas
Professor of Information Science
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR  72204-1099
501 683-7117  fax 501 569-8002
www.ualr.edu/~wmmitchell
wmmitchell@ualr.edu

----- Original Message ----- 
From: "Donna K Satterfield" <dksatterfiel@ualr.edu>
To: "William Montgomery Mitchell" <wmmitchell@ualr.edu>
Sent: Wednesday, May 22, 2002 9:39 AM
Subject: Re: Fw: Info request from the Spring Conferences

> The date will be March 28 & 29.

> Donna

> ----- Original Message ----- 
> From: "William Montgomery Mitchell" <wmmitchell@ualr.edu>
> To: "Donna K Satterfield" <dksatterfiel@ualr.edu>
> Date: Wednesday, May 22, 2002 8:55 am
Subject: Fw: Info request from the Spring Conferences

As quickly as you can decide the date, we need to notify SIGCSE. I saw Dan Brandon in the airport on Saturday and he said that you are conducting a poll. He also said that he was negotiating with the administration for rooms. Usually these are gratis, but not at CBU. I expect there will be a charge in the neighborhood of $300.

--Will

EXHIBIT 9

----- Original Message ----- 
From: Dr. William Mitchell 
To: carla lowery ; bclifford@fhu.edu ; Brian Reithel ; cseaton@alpha.ulm.edu ; cunningham@cs.olemiss.edu ; dbrandon@cbu.edu ; demingr@bethel-college.edu ; Donna K Satterfield ; dsibley@muw.edu ; egathers@utm.edu ; ejoyner@utm.edu ; george.boger@murraystate.edu ; gottlieb@rhodes.edu ; hakim@lambuth.edu ; hammerand@csm.astate.edu ; jhenders@unanov.una.edu ; jholloway@picard.tnsstate.edu ; jkirts@fhu.edu ; johnsonr@bethel-college.edu ; pevans@fhu.edu ; robert england ; rpsmith@csm.astate.edu ; rsingh@rustcollege.edu ; schwadr@millsaps.edu ; sedge@uu.edu ; valerie_chu@nile.loc.edu ; victor.raj@murraystate.edu ; vivek_savur@nile.loc.edu ; woodall@mc.edu 
Cc: ccsboard@crusader.bac.edu 
Sent: Monday, March 11, 2002 10:20 AM 
Subject: Steering Committee Initial Meeting 

Dan Brandon <dbrandon@cbu.edu> has agreed to host a meeting of the steering committee on April 20. It will begin at 11am, run no later than 3pm and will include lunch. I appreciate the interest that all of you have shown in volunteering to participate and I hope that you or a representative from your college will be able to attend. Please let me know by April 10 so that we can confirm the meal orders. The meeting will begin with an introduction to the Consortium and the services that it provides its regions. We will then discuss the tasks that regions perform and looks at some bylaws that different regions have developed. On the presumption that this steering committee prefers to organize a region we will then talk about a name (Mid-south?) and the mechanics of hosting a conference. I will bring the conference organization manual and the timeline. We will seek a host site and delegate the various roles that must be executed. If all goes well and there are no roadblocks, we will confirm our plans in May and commit to presenting a conference in the spring of 2003. The Steering Committee and the Conference Committee will meet jointly in September (probably in Memphis again) and the Conference Committee will meet to set the conference program in early January. At the September meeting a conference budget will be approved, region bylaws will be approved, and the site of the second conference will be decided.

Dr. William Mitchell, Associate Dean 
Cybercollege of Arkansas 
Professor of Information Science 
University of Arkansas at Little Rock 
2801 S. University Ave. 
Little Rock, AR  72204-1099 
501 683-7117  fax 501 569-8002 
www.ualr.edu/~wmmitchell 
wmmitchell@ualr.edu
EXHIBIT 10
----- Original Message ----- 

From: Dr. William Mitchell  
To: Ingrid Russell  
Sent: Tuesday, March 05, 2002 9:44 AM  
Subject: Mid-south organizing meeting  

I filed a report at the board meeting giving notice and requesting permission to hold an organizing meeting in Memphis on April 20. I don't know if I need Board approval, President approval, or it is just part of my job description. In any case, I need to announce the meeting to the group this week.

Dr. William Mitchell, Associate Dean  
Cybercollege of Arkansas  
Professor of Information Science  
University of Arkansas at Little Rock  
2801 S. University Ave.  
Little Rock, AR 72204-1099  
501 683-7117 fax 501 569-8002  
www.ualr.edu/~wmmitchell  
wmmitchell@ualr.edu

EXHIBIT 11  
SPRING 2002 CCSC BOARD MEETING  
Report to the Board of CCSC on Formation of the Mid-South Region  
William Mitchell, Conference Coordinator  

I would like to share with the Board the level of interest that I have received in my second try to form a steering committee for a new region in the mid-south. I will present a motion to the Board to approve the exploratory meeting on April 20 at Christian Brothers University in Memphis and the recognition of a new region should they decide to organize a regional conference for the spring of 2003.

There are obviously preparations that the Consortium must make to add a new region. The first is adjust the workload on the Editor (and on the Registrar). We did not try to DECREASE the number of conferences so that one volunteer registrar could handle the load, instead we have spent most of this year debating how we can reorganize how the Consortium operates to handle the requirements of growth. We may have to spend part of next year helping the Editor prepare for a greater workload.
The second is the impact that a new region will have on existing regions. I have 10 institutions that have volunteered representatives to serve on the steering committee. It is apparent that many of these institutions have never sent either a presenter or attendee to one of our conferences and the non-involvement of these schools is the reason for starting the region. The remaining volunteers are enthused about ONE past encounter, indicating that while they enjoyed the experience, they did not feel a part of the region they attended, principally because the region conference only came into their geographic area infrequently. The folks at Millsaps have flown to South Central conferences for years and have been rewarded now with the hosting of a second conference (I visited with Dr. McCarley three years ago about starting a new region and he said that he’d have to fly up to Missouri, so he’d just as soon fly to Texas). Other Mississippi schools will come when the conference is in Mississippi, every five years (3 Mississippi colleges and 4 Louisiana colleges sent presenters to the 1998 conference in Millsaps (10 of 31 presentations). Only 6 presenters came from those Mississippi Colleges in the next three SC conferences and 5 from the Louisiana colleges (out of 110 presenters). For some of these schools it will still be shorter for them to drive to Texas than to Memphis. UALR will go to the Mid-South region instead of Central Plains or South Central, given the new alternative. We are about as far west in Arkansas as will be affected.

ARKANSAS

Dr. Mitchell,
I think a regional conference, such as you propose for Memphis, is a good idea. My faculty and I would be willing to support such a conference if the conference including programs specifically addressing the concerns of Computer Information Systems programs.

One of my faculty, Ms. Jean Hendrix, has expressed an interest in serving on the steering committee.
Dr. James Roiger, Chair
Division of Computer Information Systems
University of Arkansas at Monticello

Dr. Mitchell,

We are a small CIS faculty here at UAM, but would very much like to be part of this new regional consortium. You may include me in the group of those who are interested in serving on the steering committee.

In past years I have attended CCSC meetings and have found them worthy. I am especially interested in establishing a conference in which our students may participate/attend.

I look forward to hearing from you.

Regards,

Jean P. Hendrix
Associate Professor
Computer Information Systems Division
University of Arkansas at Monticello

Dr. Mitchell,
I am interested in attending any future conferences in the Memphis area and would be willing to recruit my students as well.
Thanks,
Terri Hopkins  
Division of Computer Information Systems  
University of Arkansas - Monticello  

Sounds great. I miss the conferences.  

Donna Satterfield (steering committee of original Midwest Conference)  
Cybercollege of Arkansas  
Instructor of Information Science  
University of Arkansas at Little Rock  

MISSISSIPPI  

William,  

Thank you for attempting to form this conference. I would be interested in participating and working on the steering committee. I have copied a colleague that may be interested in this conference.  

Thank you,  
Carla Lowery  
MIS Instructor  
Division of Business and Communications  
Mississippi University for Women  
W Box 940, Columbus, MS 39701  

I did go to the conference at Millsaps. I would not be interested in hosting the event at MC any time soon, but I would be willing to travel 300 or so miles to the three organizational meetings and assume some responsibilities for organizing the conference.  

Deborah B. Woodall  
Computer Science  
Mississippi College  
woodall@mc.edu  
Box 4025.Clinton.MS.39058  
601.925.3466  

I'm willing to help. If you hold a meeting in Memphis, let me know and I will attend if possible. The name "Consortium for Computing in Small Colleges" is not that attractive to some of us... But, I think this sounds like a good idea overall!  

Several years ago, I helped start the "Southern MIS Association" which we turned into "Southern AIS". It is still going strong as a regional affiliate of AIS, with meetings in Atlanta each year.  

Best wishes,  
Brian  

Brian J. Reithel, Ph.D.,CDP  
Associate Vice Chancellor for University Relations  
and Area Coordinator for MIS/POM  
Holman 240  
University, MS  38677  
reithel@bus.olemiss.edu  

ALABAMA  

This was my first year to attend the conference at Nashville and I was impressed with both the organization and papers. I brought a group of students who participated in the programming contest. Would a new conference also include the chance for students to attend and possibly have a programming contest  

Jean Henderson  
University of North Alabama  
LOUISIANA  

I do think that this is a good idea, and I would be willing to serve on the steering committee. ULM has a new library with facilities for hosting small conferences such as this. Furthermore, the Dept. of Computer Science will be moving into a new building this summer. I would like to see ULM host one of the spring conferences.
Virginia Eaton  
Dept. of Computer Science  
University of Louisiana at Monroe  

TENNESSEE  
I think this is a good idea and you would like to serve on the steering committee (meet in Memphis) 

Valerie Chu at LeMoyne-Owen College in Memphis  
We will not be at SIGCSE, but would be interested in a planning meeting here or elsewhere in the mid-south ...

Dan Brandon, Computer Science, Christian Brothers University  

MISSOURI  
This is a good idea. Several years ago there was an attempt to set one up for eastern Missouri and Western Illinois, but, unfortunately, there was not enough interest. I would certainly come to such a conference (please schedule so it doesn't conflict with the Missouri Academy of Science - I hate conflicting loyalties). I would be willing to serve on the steering committee and otherwise help to get this off the ground. 

David Naugler  
Department of Computer Science  
Southeast Missouri State University  

EXHIBIT 12  

From: Dr. William Mitchell  
To: cunningham@cs.olemiss.edu ; rsingh@rustcollege.edu ; jholloway@picard.tnstate.edu ; sedge@uu.edu ; hakim@lambuth.edu ; bclifford@fhu.edu ; pevans@fhu.edu ; jkirts@fhu.edu ; demingr@bethel-college.edu ; johnsonr@bethel-college.edu ; rsmith@csm.astate.edu ; hammerand@csm.astate.edu ; cseaton@alpha.ulm.edu ; schwadr@millaps.edu ; woodall@mc.edu ; egathers@utm.edu ; ejoyner@utm.edu ; vivek_savur@nile.loc.edu ; valerie_chu@nile.loc.edu ; jhenders@unanov.una.edu ; george.boger@murraystate.edu ; victor.raj@murraystate.edu ; england@rhodes.edu ; gottlieb@rhodes.edu ; dbrandon@cbu.edu ; dsibley@muw.edu ; clowerv@muw.edu  
Sent: Saturday, February 09, 2002 3:02 PM  
Subject: Starting a new computer conference for the lower Mississippi region  

Most of the faculty receiving this letter have had some contact with the Consortium for Computing in Small Colleges (soon to change its name to something like the Consortium for Computing Science in Colleges)[browse www.cscs.org]. Some have attended our regional conferences, the most recent having been held in Nashville last November (the SE region) at David Lipscomb University. I am the founder of the consortium and the board member charged with developing new regional conferences. The SE region has never ventured west of Nashville. We have a Central Plains region that serves schools in a band along the Missouri and Kansas borders, and a Southwestern region that pretty much stays in Texas. For several years I have thought that there were enough faculty along the Mississippi to support a conference that would draw from the Delta (Cape Girardeau to Jackson, MS, Nashville to Little Rock). I have collected your names and would like to have you reply if you would like to see an annual spring conference for computer educators (business, science, and engineering, two and four year programs--oriented along the lines of ACM's SIGCSE). The CCSC is now in its 19th year and sponsors 5 fall conferences and three spring conferences, publishing the presented papers in the refereed Journal of Computing in Small Colleges. Our mission is to support computing educators through the publishing and
networking that occurs at our inexpensive regional conferences (attendee expense: registration, transportation, meals and hotel less than $300).

If enough of you reply with the commitment that you or a colleague at your school would be willing to participate, I will arrange a planning meeting in Memphis later this spring. There is no financial risk in starting a conference since the CCSC pays all the bills, and it does not take a lot of work or resources. It can be very effective with as few as 30 participants. It does require an active conference committee and faculty who will present papers, workshops, and panels. The Conference would be scheduled on a Friday afternoon and Saturday morning, so that participants could drive in Friday morning and home Saturday afternoon, probably the last weekend in March of 2003.

Please respond to me if (1) you think this is a good idea and you would come to the Conference if we create it;
(2) you think this is a good idea and you would like to serve on the steering committee (meet in Memphis)
(3) you think this is a good idea and you would like to volunteer a colleague to serve on the steering committee.
APPENDIX 13:
MEMBERSHIP SECRETARY REPORT

November 7th, 2003
Submitted by: Kris Powers

I. Summary of current membership

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<tr>
<th>Regions</th>
<th>Central Plains</th>
<th>Eastern</th>
<th>Midwest</th>
<th>Northeastern</th>
<th>Northwest</th>
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<td>68</td>
<td>38</td>
<td>55</td>
<td>70</td>
</tr>
</tbody>
</table>

Total CCSC membership: 638

The total membership appears to have fallen slightly from its total of 643 last year. We do, however, have some data difficulties, and so membership can be surmised as constant.

II. Transfer to new membership database system

Transfer of membership data to new database was accomplished for the membership year beginning August 1, 2003. At that time the old system was discontinued, and the data from that system was imported into the new system (with an archive kept for any future needs). The data has since been cleaned by examining the records by hand, and looking for inconsistencies and/or duplication. Both member and institutional data have been thus cleaned. The new data is in the now in the hands of the data base administrator waiting to be imported.

III. Regional registration

Regional registration was undertaken by NE in the spring as well as RM and MW in the fall (with the other regions still relying on national administration). The NE conference had significant bookkeeping difficulties in the spring, probably due to the larger size of the conference. Both NW and RM reported smooth experiences. In the interim between the fall and spring conferences, regional administration procedures will be reviewed and updated. All spring conferences will be encouraged to undertake local registrations.

Missing registration reports for 2003 conferences: Eastern, Northeastern, South Central

CCSC Database - Outstanding Functionality Requirements
November 7th, 2003
Items in blue are those identified at the spring board meeting as needing attention.

**General**
- Are separate passwords possible for superusers (db administrator, membership secretary, maybe asst) versus local registrars? It may be desirable to have conference set-up or alteration be a more protected function.
- Edit member records (for typos, etcetera)
- Notate when a payment is received (for fiscal year accounting)
- Track when an individual’s record was last modified
- Drop down menu for institutions needs to be altered (too many institutions)
  - use state drop down and wild card match?
- Add a field for FAX numbers
- Need a “unique address line” (for e.g., schools in which different departments have different addresses)
- Need to include department names in data.
- Confirm correct membership rules (allow payment to be applied to: current year, current half year, or the next year) **Recall:** Membership year corresponds to fiscal year and runs Aug 1 – July 31
- Record refunds (complete and partial – e.g., check from institution for more than one person, and then one person comes but not the other person…)
- Producing labels
  - generate labels for members only, all or limited to: a particular state, subset of states, subset of regions
  - allow people to “opt out” of the mailing list
  - add non-members to mailing lists
  - check the sizes produced (probably will need 7 x 2 option)
  - numbers of # fields is insufficient for data in old system
- Producing reports
  - need to be able to generate membership reports for: a particular state, subset of states, region, subset of regions
- Allow an individual to NOT have an institution
- Titles for individuals?? (drop down, type in?)
- Text files of records: comma delimited
- Receipts: email generation, generation of printed version with place for signature (special request for picky schools)
- Email acknowledgement of registration
- Person look-up by institution; list all the people at an institution
- Phone #’s (extension, area code, foreign countries)
- Need a way for people to use both their home and institution address
- Need to support international addresses
- Financial bookkeeping:
  - entry of possibly multiple check, PO, or credit card numbers,
  - record PO’s and billing dates of PO’s
  - generate a listing of outstanding PO’s and the date billed
Conference functionality
- Student events: programming/web/poster contests
- Alter individual information: name (in case or marriage), address, institution, title
- Alter registration info ($$, meals, etc)
  - Handle typos
  - Allow people to buy things at separate times (e.g., adding an extra meal onsite)
- Track when a registration record is last modified
- Workshops: names, multiple, pre- and post- conference, different fees for each (3-2 possible)
- Comment field for registrations (special, unanticipated needs)
- Registration types (board, attendee, presenter, invited speaker, vendor, team advisor, student presenter, student team member, other, sponsorer) Which ones?
- How is a payment to be applied to the charges for several individuals recorded? How is receipt issued? Can partial receipt be issued?
- Meals: number of meals for conference, whether students get meals, more than 1 meal per person
- Associate more than 1 person with a given vendor registration
- Reports: # of registrations of each type, # of extra proceedings purchased, # of workshop attendees
- Name tags: # per page? (4? 8?)
- Vendor fees: not constant across vendors necessarily, number of meals and how notated
- Mark people as attended

Membership secretary functionality:
- Add schools (even if there's no current member there - e.g., like addressed to "chair") – How?
  - Membership history information (to determine, for example, how many copies of the Journal to print) (See attached example.)
  - Mark people as “inactive” (do not remove from database)
  - Generate information for ad hoc reports and ad hoc queries
  - Generate electronic receipts for membership only
  - Listserv–make sure than bounced email goes to membership secretary
  - Access email contact information for those who do not wish to be on the listserv (for personal communication from the membership secretary)
  - Info about whether an individual wants to receive proceedings (some don’t)
  - Membership renewal
JOURNAL ISSUES:

During calendar year 2003 we prepared conference proceedings for nine (9) conferences which were published in six (6) issues of the Journal. The following table summarizes submission details in final printed form for each of the nine conferences:

<table>
<thead>
<tr>
<th>Conference</th>
<th>Papers</th>
<th>Other</th>
<th>Submitters</th>
<th>Text</th>
<th>Pages</th>
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</thead>
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<tr>
<td></td>
<td>Numb</td>
<td>Pages</td>
<td>Numb</td>
<td>Page</td>
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<td>17</td>
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<td>3</td>
<td>7</td>
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<tr>
<td>South Central</td>
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<td>144</td>
<td>4</td>
<td>11</td>
<td>2.75</td>
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<tr>
<td>Mid South</td>
<td>21</td>
<td>178</td>
<td>10</td>
<td>19</td>
<td>1.90</td>
</tr>
</tbody>
</table>

* Includes 42 student poster session abstracts comprising 55 pages representing 99 authors/coauthors, including faculty advisors. Three (3) of those faculty advisors are included in the “Submitters” count as co-authors of papers or participants in tutorials, workshops, or panel discussions.

Notes:
1. These figures are hand-counted. Thus, there may be some “off-by-one” errors. However, they can be regarded as reflecting the general characteristics of each conference.

2. The columns under “Other” include: panel discussions, tutorial presentations, workshops, invited speakers – anything other than refereed papers. (Note that the student poster presentation abstracts for Northeastern are not included in “Other” nor are the student authors for those abstracts included in the “Submitters” figures. They are reflected in the “Text Pages” count, though.)

3. The “Text pages” count does not reflect “extra pages” which include the title page, the copyright page, the table of contents (which can be as high as eight pages), the Board Roster, the roster of CCSC Corporate Sponsors, the Foreword, and the individual conference leader pages including the conference welcome message, the regional steering committee roster, the conference committee roster, the roster of referees, and the roster of session moderators. Thus, the total text page count does not accurately reflect the page counts of the individual Journal issues.

**Issues:**

1. **Paper page count limitations:** This issue is not getting back to the individual conferences. In addition, frequently the conference contact for preparation of manuscripts to forward to the publications chair isn’t known by me until well after the paper acceptances have already been transmitted to the authors and the authors are already preparing final manuscript. The winning page count was from Midwestern – 21 pages when final formatting was accomplished. Rocky Mountain had an 18 page paper, Southeastern had a 17 page paper as well as two 14 page papers, and Central Plains had a 17 page paper, a 15 page paper, and a 14 page paper. 13 page papers were included in Northwestern (2 papers), Eastern (4 papers), Rocky Mountain, Northeastern (2 papers), and Central Plains (2 papers). I feel that we need to establish clearly through the conferences that the maximum length is ten pages – at that point we can accommodate several papers that go over, but we can simply refuse to print a paper that is anywhere over 14 or 15 pages – the maximum guideline is there! (Note that the copyright notice takes up space on the first page, and frequently also causes a page break to occur early – the abstract leaves not enough room so that an orphan/widow occurs on the first page – thus we may end up adding a page to the author’s final submission.) However, that maximum page length MUST be communicated from the individual conference – it really needs to be included in the call for papers!

2. **Issue page count limitations:** We need to watch these very carefully! I have in the past used a 400 page limitation for bulk mailings based on past experience. Last December’s bulk mailing consisted of a Journal issue that was 368 pages of text plus 12 leader pages for a total of 380 pages. We included a three sheet newsletter which would be equivalent to about 12 pages of regular text, so that brought the “page count” to 392. The mailing weighed in at exactly 16 ounces on the Muhlenberg College scales, the limit for bulk mailings, and when it was weighed by the US Postal Service scales it came to 0.9965 pounds – 0.0035 lbs. off the limit – that’s a bit too tight for me to deal with! (For those on the Board unfamiliar with the issue, it was several years ago that we had an issue of the Journal exceed the one pound bulk mailing weight.
limitation, and the only alternative was to pay first class postage for the mailing, a significant impact on our treasury!

3. Combined conference proceedings: Page counts caused some real problems with the Fall conferences. Both Eastern and Southeastern went significantly over the roughly 200 pages of text guideline, posing problems with combined Journal issues. Midwestern and Rocky Mountain went together fine, but then there were problems combining with Northwestern since either Eastern or Southeastern would exceed the page limit. The decision was to let Southeastern be the stand-alone, since it was the largest, and move three 13 page papers from Eastern into the previous issue. (While they would not appear within the same issue, they would be available to the attendees at Eastern since all attendees become members, and in the past the previous issues have been available at the conference.) That decision was made based on the cost of completely separate issues for each of Northeastern, Eastern, and Southeastern.

We need to seriously look at the combined issue situation. Examining the above table, the “problem” conferences did not have an average length paper page count extremely out of line. Rather, the problem was the number of papers that were accepted. (While we do have the long paper offenders, overall it appears to wash out to a reasonable average for each conference. Note, though, that South Central has been very clear on page count problems to their authors, and their average is a full two pages less!) I don’t believe that the Consortium Board wants to seriously impact the flavour of any of the conferences by limiting the number of accepted papers – rather, we should be encouraging an increase in the number of quality accepted papers. Thus, we may face more additional issues of the Journal, and should accept that increased cost.

Overall, we see from the final two columns of the table that there is a roughly ten page increase for many of the conferences. I expect that that increase will probably be something that we see in general, particularly as we see more and more graphics in the manuscripts.

At this point I anticipate that over the next year our printing costs will go up as we face more and more pages of copy for each conference, and must be prepared to print separate proceedings for each conference.

NEWSLETTER:
We printed newsletters in January, February, and June for inserts with the Journal, a well as the stand-alone issue in September. The December bulk mailing caused me to exercise a bit of restraint in including newsletters in each issue due to the bulk mail weight limitation problem and coming so very close in that mailing.

ACM:
I supply the pdf format for each of the papers to ACM for posting to the Digital Archives, and as far as I know that is going well. At this point the pdf for the individual papers for the first three issues of Volume 19 have been supplied to ACM, and ACM has been asked to “move slowly” on the Southeastern papers – waiting until after the conference to post them to the Digital Archives.

I received an inquiry from ACM during the summer for Volume 6 Number 5, and assumed that it was a typo, that they really meant Volume 16 Number 5, and responded that in that particular volume there were only four issues. No, it was the Spring 1991 issue (South Central). My wife
was able to find the floppies, forward them to me, and I was able to recreate the pdf, and within 24 hours of when it was forwarded to ACM it was available on the Digital Archives. It’s interesting to note that that particular conference had 13 papers comprising 97 pages of text for an average of 7.62 pages per paper, and 8 panels/tutorials/workshops comprising 11 pages of text for an average of 1.38 pages per “abstract”. The longest paper when reformatted to our current format was 12 pages, with 3 papers at 10 pages. Three were 42 people listed as authors/co-authors/discussants.

MANUSCRIPT CHANGES PLANNED:
As a result of some recommendations, several changes are planned for future manuscripts:

1. Drop titles of authors in the table of contents. I have included, in the past, whatever was submitted by the authors. I have received feedback that they create discrepancies in the table of contents.

2. Include whether a session is a panel session, tutorial, workshop, whatever, in the table of contents.

3. There are no “hard and fast” planned changes in manuscript submissions. There was a recommendation that we accept pdf format. However, it is very difficult at this time to extract from pdf, and the figures present more problems than solutions. I have asked that I receive either a hard copy or a pdf copy so that I know what the author originally intended. That is not happening, so I’m still flying blind on what the author expected the final copy to look like. A suggestion was that we provide a set of templates, WordPerfect and Word, such as what ACM currently provides. I see that as a possibility, but requiring very careful preparation of the template. It’s very interesting how submitters can go as awry as they do when following what one considers specific guidelines.

Northwestern is currently exploring the possibility of submitting on-line with the tested and proven package prepared by South Central. While that package proved to be wonderful last year I’ m hearing more problems from Northwestern regarding being able to implement that tool. In the last year I must say that South Central was the easiest conference to work with in preparation of final manuscripts.

4. Copyright releases continue to be a problem. One conference, Rocky Mountain, apparently did not send copyright releases to the authors until I inquired of the status of the copyright releases – all of a sudden there was a mad scramble to obtain copyright releases from authors and the final manuscript sat waiting until that would be accomplished. The copyright releases are essential due to publication to the ACM Digital Archives.

MAILING ISSUES:
A problem that has surfaced this Fall is obtaining mailing labels for the Journal. There appear to be two issues impacting the production of the mailing labels: (1) the integrity of the data, at which point printing mailing labels with bad data is pointless; and (2) apparently the mailing labels could not be made available from the database at that point, so the effort was to resolve the data integrity problem and then address the mailing label issue. In the meantime, the September Newsletters sat until George Benjamin decided to use the mailing labels from the June mailing, and at least got them out! In the meantime, I had authorized the posting of the October issue of
the *Journal* at the end of September, which at the time of the release could not be accomplished due to the mailing labels not being available.

From a publications perspective we have a very serious problem here. The membership benefits includes **mandatorily** the *Journal*, and it appears that at this point we do not have a mechanism to get the *Journal* to the membership! We need immediate answers to two questions:

1. What is being done to accomplish database integrity, and when will it be accomplished? We need an immediate answer on that, and if the answer is not acceptable we need to take steps immediately to resolve that issue.

2. What is being done to resolve the mailing label issue, and when will that be accomplished? Again, we have an obligation to the membership which must be met. The Board committed to the new database being established by a formal database administrator and it appears that the expectations have not been met. The Board has a legal commitment to the membership, which is binding.
# APPENDIX 15: TREASURER REPORT

Treasurer's Report 2002-03

<table>
<thead>
<tr>
<th>BEGINNING BALANCE</th>
<th>CCSC</th>
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<td>$7,551.95</td>
<td>$748.59</td>
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## INCOME

- **Membership Dues** 1,282.50
- **Dues Collected in 2001-02** 1,945.00
- **Dues for 2003-04** 105.00
- **Conference Head Tax** 26,568.00
- **Conference Head Tax from Spring Proceedings** 9,485.00
- **Proceedings** 1,338.00
- **Back Issues Interest** 2,093.16
- **National Vendor Registrations**
  - CCSC 4,000.00
  - CP 300.00
  - EA 700.00
  - MW 700.00
- **Grants**
  - CCSC 180.00
  - CP 845.00
- **Registration**
  - CCSC 9,371.00
  - CP 12,476.00
  - EA 9,700.00
- **Advanced Registrations**
  - CCSC 3,740.00
  - CP 1,820.00
- **Extra Meals**
  - CCSC 146.00
  - CP 306.00
  - EA 10.00
- **Extra Proceedings**
  - CCSC 40.00
  - CP 60.00
- **Donations** 0.50
- **Other**
  - CCSC 4,000.00
  - CP 655.00
  - EA 351.00
  - MW 345.00

**TOTAL INCOME**

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## EXPENSES

- **Conference Meals**
  - CCSC 1,610.93
  - CP 4,810.53
  - EA 2,138.50
  - MW 10,087.50
- **Conference Rentals**
- **Conference Head Tax**
  - CCSC 2,460.00
  - CP 4,182.00
  - EA 2,460.00
- **Journal Printing** 24,503.77

## NET INCOME

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**Reserves for Advanced Payments**

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**NET INCOME**

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<th>MW</th>
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**RESERVES**

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**Total** $108,455.86
### APPENDIX 16:
### 2004 CCSC-RM Proposed Budget


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<td>Registrations-Full-Late</td>
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# APPENDIX 17:
## 2004 CCSC-SC Proposed Budget

**CCSC**  
South Central Conference Budget, 2004

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### Expenses

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# APPENDIX 18:
## 2004 CCSC-MW Proposed Budget

**Midwest Conference Budget**  
*For Fall, 2004 Conference*

### Income

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<td>450</td>
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### Expenses

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**Balance** $645
# APPENDIX 19:
## 2004 CCSC-EA Proposed Budget

### CCSCE04 Budget

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