

Consortium for Computing Sciences in Colleges

Spring 2010 Board Meeting

Wednesday, March 10, 7:00-11:00 PM

Hyatt: Lakeshore A Conference Room

Milwaukee, WI

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Minutes of CCSC Spring Board meeting

March 10, 2010

Milwaukee, WI

Reported by Susan Dean

Meeting was called to order at 7:05 PM by Vice-President Bob Neufeld, in the absence of President Myles McNally.

Voting Members Present:

Bob Neufeld, Vice President; John Meinke, Publications Chair; Bill Myers, Treasurer; Jim Aman, Membership Chair; Elizabeth (Liz) Adams, Eastern (and UPE Coordinator); David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; Ernest Carey, Rocky Mountain; Tim McGuire, South Central; Kevin Treu, Southeastern; Kim Kihlstrom; Southwestern.

Voting Members Absent:

Myles McNally, President (and Webmaster); Scott Sigman, Central Plains; Brent Wilson, Northwestern (and Database Coordinator).

Non-Voting Members Present:

Susan Dean; Will Mitchell, Conference Coordinator; Rob Bryant, Comptroller; Paul Wiedemeier, National Partners Chair.

Bob Neufeld appointed Susan Dean, former Board member and former President, as non-voting minutes-taker.

Peter DePasquale, Papers Chair, Eastern made a brief informal presentation of information that has been added to the Paper Submission Committee's report.

1. Reports

Reports had been distributed prior to the meeting; Board members were given opportunity to highlight and/or amend as needed.

- a. Vice President Neufeld - Thanked Ernest Carey for his service, as he is not a candidate for re-election in the upcoming election..
- b. Regional Reports: Additions as follows were made to the published reports:
 - Central Plains - Bob Neufeld reported that the conference dates for 2012 are Mar 30-31.
 - Eastern - Elizabeth Adams - 2012 probably at Richard Stockton College in NJ, hopefully 2013 will be at American University.
 - Northeast - Larry D'Antonio - 2012 conference will probably be held at Quinnipiac University. He also relayed concerns about the responsibilities of the host site regarding materials sent by National Partners.
 - South Central - Tim McGuire - one correction - post-conference workshop has been cancelled by the presenters. Tentative dates are 27-28 Apr for 2012.

- Southwestern - Kim Kihlstrom - 2011 will be held either 1-2 Apr or 15-16 Apr.
- c. Publications Chair
- Reviewers need to be vigilant in watching for possible plagiarism.
 - John Meinke needs names and contact information for the regional editors, and for this information to be updated to him when they change.
 - John Meinke needs to receive the final versions of papers no later than six weeks before the first conference in the “pair” of the two conferences whose papers are published in one issue of the *Journal*.
- d. Treasurer
- Detailed report will be presented later; items are being clarified as Bill Myers prepares the tax return; overall, the CCSC has about approximately \$14,000 more net inflow for 2008-9 than for the previous year.
 - Treasurer is reworking some accounting categories to more easily conform to needs for tax reports, and will communicate these changes to regional treasurers.
 - Treasurer will from now on pay only invoices that include company name and phone numbers, and only expenses submitted on the new Travel Form or Reimbursement Form. These must be submitted in electronic form. He will communicate this to the regional treasurers.
- e. Comptroller's report - deferred until after the Audit Committee meeting finished.
- f. Membership (Jim Aman, also reporting for Database Administrator Brent Wilson)
- Membership is approximately 450, with a more precise count to be reported once data has been entered for several conferences whose regions inaccurately showed no members.
 - The new database system is not ready. Brent has found an open source system, and Jim will send the URL to the CCSC Board members to try it out. Brent anticipates going “live” with conference registrations in May 2010.
 - Considerable discussion included concerns regarding data deletion as opposed to membership expiration, can data be migrated from the current system (yes), that the new system more precisely tie conference registrations to money received, that members who don't renew be contacted, and that the system include all members as ballots are prepared for the upcoming election.
 - Concern was also expressed that at the Fall 2009 Board meeting Brent Wilson had said he would hold a workshop March 10, 2010, for conference registrars, but he was not able to attend and had not informed the conference registrars.
- g. National Partners Program - Paul Wiedemeier
- talking with Partners who are here, and working to recruit additional Partners.
 - Paul is working on a proposal to bring to the Board regarding the bulleted items in his report.
- h. Conference Coordinator - Will Mitchell
- conferences should try to identify conference chairs sooner, to work with comptroller – this should be in the regional bylaws.

- i. Nominating Committee - Bob Neufeld
 - reported that the Nominating Committee will bring the nominations (see attached report) to the CCSC Annual Meeting on Friday. The floor is then open for nominations.
 - discussion included suggestion to investigate possibility of replacing paper ballots by electronic voting.
- j. CSTA - Jim Aman - nothing to report.
- k. UPE Coordinator - Liz Adams
 - UPE is happy with information on how UPE is publicized at the conferences. Need to keep reporting this information to her.
 - Liz will attend the UPE meeting on March 12.

2. Location of the Spring 2011 CCSC Annual Meeting

Motion - Liz Adams moved, John Meinke seconded, to hold the Spring 2011 CCSC Annual Meeting in conjunction with the SIGCSE conference, Friday, March 11, 2011. *Motion passed without opposition.*

3. Meeting Times and Locations of Upcoming CCSC Board Meetings

The Fall 2010 board meeting has been set for October 7-8, 2010, in conjunction with the Northwestern regional conference in Newberg, Oregon. *Already passed.*

Motion - Bill Myers moved, Liz Adams seconded, that the Spring, 2011, Board meeting be held Wednesday, March 9, in conjunction with SIGCSE in Dallas. *Motion passed without opposition.*

4. Election of the Membership Chair

Motion - Deborah Hwang moved, Kim Kihlstrom seconded, that Jim Aman be re-elected as Membership Chair. *Motion passed without opposition.*

Discussion identified the need to look at defining this process (election of Membership Chair, Publications Chair, and Treasurer) as part of the charge of the Bylaws Committee. It was suggested that each of those officers write a description of his duties.

5. Conferences and Publications

- a. Insurance Coverage
The report re liability insurance at the fall board meeting indicated that coverage for planning committee meeting *is available* if Bill Myers is notified of the dates and

locations of these meetings. Be prepared to give him this information. Liability insurance is for conferences and for up to two regional conference/board meetings.

- b. Electronic Paper Submission System
The committee has nothing to add to its attached report, except to note the work that Peter DePasquale is doing as Eastern papers chair and reporting back to the committee. [See amended sub-committee report.]
- c. Date Coordination among Conferences
As tasked by the Board at the Fall 2009 meeting, the Conference Coordinator has conducted a survey of the regions to try to find out how the dates are set for conferences. *Report has been received by the Board.*

6. Bylaws Revision

- a. Removal of the references for the *Newsletter* from the Bylaws and Standing Rules was discussed briefly. Bob Neufeld will make these proposed changes available via email.
- b. Bylaws and Standing Rules changes regarding “individuals with special duties” resulted in considerable discussion regarding evaluation schedule and procedure, who should do the evaluation, whether it is the position or the person’s performance of it that is to be evaluated, and how to determine when and whether the person in that position needs to attend Board meeting(s). It was suggested that people with “double duties” be listed twice on the Board roster.
- c. Bylaws and Standing Rules changes regarding establishment of a Service Recognition Committee resulted in considerable discussion regarding how many awards should be given, and what the procedures should be for nominating a person for an award. Several suggestions stressed that this does not prevent regions from giving awards to honor service to the region, and that regions should be encouraged to do so. The committee was charged with continuation of its work, to bring a proposal to the Fall Board meeting.

7. Budgets and Financial

- a. Finance Committee and CCSC Budget
Larry D’Antonio, Liz Adams, Rob Bryant, and Kim Kihlstrom were appointed to the Finance Committee, chaired by Treasurer Bill Myers, to prepare the next CCSC budget. The committee is to present the recommended CCSC budget for the next fiscal year within two weeks of the conclusion of the Spring, 2010 Board Meeting.
- b. Distribution of UPE funds
Motion - Bill Myers moved, Kim Kihlstrom seconded, that each conference receive \$121 from UPE for 2008-9, \$120 for the 2009-2010, and starting fall 2010 conferences will only be reimbursed for what they spend on student awards up to \$120. *Motion passed without opposition.*
- c. Approval of Regional Budgets

Bill Myers presented the budgets submitted for CCSC:~~CP 2011~~ SC 2011, CCSC:E 2011, and CCSC:RM 2010 as being ready for Board approval. ***NB: Correction made after approval of minutes. RWN***

Motion - Kim Kihlstrom moved, Liz Adams seconded, that the three budgets be approved as submitted. *Motion passed without opposition.*

8. Audit Committee Report

Comptroller Rob Bryant reported that the audit committee still has some unresolved items, and that the report will be submitted via email. He also stressed that there are items that the audit committee cannot check without the membership data.

9. Other Old Business - none

10. New Business

Motion - Liz Adams moved, Kim Kihlstrom seconded, that a donation of \$100 be made in memory of Myles McNally's wife, to a charity of his choice. *Motion passed without opposition.*

11. Adjournment

The meeting was adjourned at 11:04 PM.

Respectfully submitted,
Susan Dean

Agenda

Spring 2010 CCSC Board Meeting

Annotated Agenda

Approval of Agenda

Reports

As usual, Board members are requested to report verbally only on any additions to, or action items contained in (but not present in this agenda), the written reports submitted and distributed prior to the meeting. New action items arising from reports will be deferred to New Business.

Officers' Reports

President

Vice President

Regional Reports

Central Plains

Northwest

Eastern

Rocky Mountain

Midwest

South Central

Mid-South

Southeast

Northeast

Southwestern

Other Reports

Publications

Conference Coordinator

Comptroller

Nominating Committee

Treasurer

CSTA

Membership

UPE

National Partners Program

Board Meetings

I. Location of the Spring 2011 CCSC Business Meeting

Each year we formally move that the next year's business meeting be held in conjunction with the annual SIGCSE meeting.

Action Item: Approve the co-location of the Spring 2011 CCSC Annual Business Meeting with the SIGCSE conference.

SIGCSE meets in Dallas and this meeting date will be Friday, March 11, 2011.

II. Meeting Times and Location of Upcoming CCSC Board Meetings

The Fall 2010 board meeting has been set for October 7-8, 2010, in conjunction with the Northwestern regional conference in Newberg, Oregon.

The "usual" time for the Spring 2011 Board meeting would be Wednesday evening, March 9, in conjunction with SIGCSE. Board action is needed to set this meeting date.

Elections and Appointments

Election of the Membership Chair

Discussion: The Membership chair is a position the Board elects to a three-year term, a term that expires this year. Jim Aman is willing to continue to serve as Membership Chair. Any additional nominations?

Action Item: Elect the Membership Chair.

Conferences and Publications

I. Insurance Coverage

The report re. liability insurance at the fall board meeting indicated that coverage for planning committee meeting *is available* if Bill Myers is notified of the dates and locations of these meetings. Be prepared to give him this information.

II. Electronic Paper Submission System

Report of the paper submission system sub-committee

III. Date Coordination among Conferences

Conference Coordinator has conducted a survey of the regions *as tasked by the Fall 09 Board meeting*. Report and possible action.

Bylaws Revision

Revisions to bylaws and standing rules will be presented to address three primary concerns.

1. Establishment of a Service Recognition Committee.
2. "Removal of the *Newsletter*" from the bylaws and standing rules since we no longer publish a newsletter.
3. Pertaining to "individuals with special duties" appointed by the board:
 - a. Evaluation schedule and procedure.
 - b. Schedule for attendance at board meetings

Proposals will come in each area from the sub-committee for discussion with final board approval possible at the Fall Board meeting.

Budgets and Financial

I. Finance Committee and CCSC Budget

The Finance Committee is a standing committee of the Board chaired by the Treasurer. This committee needs to be re-constituted, and in particular to prepare the next CCSC budget.

Action Item: Appoint two or three Board members to the Finance Committee.

Action Item: Charge the Finance Committee to report to the Board a recommended CCSC budget for the next fiscal year with two weeks of the conclusion of the Spring, 2010 Board Meeting.

II. Distribution of UPE funds

Two checks have been received from UPE. Action is needed re. distribution of those funds.

III. Approval of Regional Budgets

At least two regional budgets have been processed for approval at the board meeting.

IV. Treasurer's Presentation

V. Audit Committee Report

Other Old Business

?

New Business

?

Report of the Vice President

Robert Neufeld

Results of Board Actions Conducted by Email

During this last period the Vice President tallied and recorded three Board votes conducted by email. The results are listed below. Approved regional conference budgets are collected in an appendix.

November 25, 2009: The Board voted on the following motion, submitted by John Meinke and seconded by Scott Sigman, and that read

Move the approval of the minutes of the Fall 2009 CCSC Board Meeting (as circulated). The motion passed with 12 votes for, 0 votes against, and 3 individuals not voting.

January 14, 2010: The Board voted on the following motion, submitted by Bill Myers and seconded by Jim Aman, and that read

Moved to approve the budget for the 2010 MidSouth Conference as distributed by Bill Myers.

The motion passed with 12 votes for, 0 votes against, and 3 individuals not voting.

January 27, 2010: The Board voted on the following motion, submitted by Bill Myers and seconded by Bob Neufeld, and that read

Moved to approve the budget for the 2011 Central Plains Conference as distributed by Bill Myers.

The motion passed with 14 votes for, 0 votes against, and 1 member not voting.

Transitions

It has been a privilege to work with Myles as Vice President, Secretary, and President Elect. I am sure you will join me in thanking him for another four years of service to the Consortium and for his able leadership as the first of the “two plus two” Presidents. It seems very likely that I will be asking his continued advice as I move into that position. I’ll request your tolerance and support for your new president as well as support for our new Vice President/President Elect.

Elections will be held for three regional representatives – the positions now held by Ernie Carey, Larry D’Antonio, and David Naugler. All three deserve thanks for valued service on the CCSC board and in representing their regions to the board as well as representing CCSC to their regions. Ernie has asked to be replaced due to the load of his Dean’s position. He will be missed on the board. Larry and David may well continue on the board, depending on spring elections.

Central Plains Region Report

Scott Sigman

Central Plains Conference 2010

Our sixteenth annual conference is scheduled for April 9-10 at Park University in Parkville, Missouri (Kansas City area). Win Hsin is the conference chair.

- The complete program and other conference information may be found at <http://www.ccsc.org/centralplains/>. Keynote speaker is Rebecca Mercuri, Notable Software. Her topic will be “*Forensics in the CompSci Classroom*”. Our banquet speaker is Carol Browning of Drury University speaking on “Planetary Adventures: My Life As A NASA Software Engineer.”
- James Cross of Auburn University is running a pre-conference workshop on *JGRASP: An Integrated Development Environment With Intuitive Visualizations—For Teaching Hard Concepts*. The workshop is offered under the SIGCSE outreach program.
- Twenty papers were accepted out of the thirty-one which were submitted for a 64.5% acceptance rate. Additionally the program has six tutorials, a panel, and a session of “nifty course assignments.” There is also a student poster session, the student web site contest, and a student programming contest.
- Conference Steering Committee and Regional Board members are listed at <http://www.ccsc.org/centralplains/>.

Central Plains Conference 2011

Our conference for 2011 will be hosted by the University of Central Missouri, Warrensburg, Missouri on April 8 & 9, 2011. Mahmoud Yousef will be the conference chair.

Future Conferences

Our 2012 conference will be hosted by Technical Community College, Springfield, Missouri. The 2012 conference chair will be George Gibeau. Dates under current consideration are April 1 & 2 and April 15 & 16. The location for our 2013 conference is still undetermined.

Regional Steering Committee Elections

Steering Committee positions to be elected at the CCSC: Central Plains Conference this spring are Secretary and Web Master.

Respectively submitted by:
Scott Sigman
Central Plains Representative

Eastern Region Report

Elizabeth S. Adams

The Eastern region had a very successful 25th conference on October 29th and 30th, 2009 at Villanova University ably hosted by Don Goelman and John Lewis. The theme of the conference was “**Treats and Some Tricks in Computer Science Education!!!!**” A highlight of the conference was the Magic Show presented by Tom Wray, a member of the Villanova University Computer Science Department. The Keynote Address was presented by Eric Raymond who styles himself "author and troublemaker" and was entitled **After the Open-Source Revolution**

The sponsors of CCSC-Eastern 2009 listed on the Conference Webpage and in the Conference Program include: CCSC – Consortium for Computing Sciences in Colleges; SIGCSE – ACM Special Interest Group on Computer Science Education; UPE - Upsilon Pi Epsilon Honor Society ; VU – Villanova University; VU CSC – Villanova University Department of Computing Sciences; and VU CLAS – Villanova University College of liberal Arts and Sciences

The national partners listed on the Conference Webpage and in the Conference Program include: Cengage Learning; Microsoft Corporation; Shodor; and Turing's Craft

The vendors listed on the Conference Webpage and in the Conference Program include: Pearson Education; Lego Education North America; and the National Science Foundation

Eastern would like to thank Upsilon Pi Epsilon for providing the prizes for the undergraduate poster awards.

Eastern would also like to thank SIGCSE for providing funds to bring Tiffany Barnes to the conference to present the SIGCSE Invited Presentation: **Game2Learn: Creating and Evaluating Educational Games for Computing**

There were three pre-conference workshops presented on Friday morning from 9am to 12 noon.

- **Computer Science Unplugged** Dr. Thomas Cortina, Carnegie Mellon University
- **Teaching a Female Friendly RPRCC (Real Projects for Real Clients Course) Introduction to Software Development at the Middle School, High School or Freshman College Level** David Klappholz, Stevens Institute of Technology
- **Puzzle-Based Learning** Raja Sooriamurthi, Carnegie Mellon University; Nickolas Falkner, Zbigniew Michalewicz, University of Adelaide

There were three post-conference workshops presented on Saturday afternoon from 2:45 to 6:45

- **Turning a 14 Week Non-Major Class into a 7 Week Fast Forward Class** Barbara Zimmerman, Villanova University
- **The Animated Database Courseware (ADbC)** Mario Guimaraes and Meg Murray, Kennesaw State University

- **Cooperative Learning for CS1 and Beyond: Making It Work for You** Leland Beck, Alexander Chizhik, San Diego State University

Here is a list of the various awards presented at the conference and the recipients:

- Best paper award (\$50): Jennifer Kay, Rowan University
- Best undergraduate poster awards(2 posters; \$50 each): Derek Tingle, Swarthmore College; Ashley Gavin, Bryn Mawr College
- Best graduate poster award (1 poster; \$50): SivaKumar Inguva and Vishwa Kishore Mannem, Villanova University
- Best faculty poster award (\$50): William Thomas, Juniata College

A very challenging undergraduate programming contest run by Thomas Cortina of CMU, Najib Nadi of Villanova University, and Sara Miner More of McDaniel College __ took place at the conference.

- 1st place team and their prizes (\$100*3): Villanova University – A.J. Palkovic, Casey Burkhardt, Carmen Nigro
- 2nd place team and their prizes (\$50*3): Rowan University – David Galos, Idris Hayward, Chris Lewark
- 3d place team and their prizes (\$25*3): St. Mary’s College of Maryland – Marshal Eaton, Gary Beverungen, Stanley John

There were eight faculty, three graduate student, and eleven undergraduate student posters displayed at the conference.

Here is a list of the various awards presented at the conference and the recipients:

- Best paper award (\$50): Jennifer Kay, Rowan University
- Best undergraduate poster awards(2 posters; \$50 each): Derek Tingle, Swarthmore College; Ashley Gavin, Bryn Mawr College
- Best graduate poster award (1 poster; \$50): SivaKumar Inguva and Vishwa Kishore Mannem, Villanova University
- Best faculty poster award (\$50): William Thomas, Juniata College

The 26th Annual Eastern Conference will be held on October 15th and 16th, 2010 at Juniata College in Huntingdon, Pennsylvania. The Call for Participation can be found at <http://ccsce10.juniata.edu> and the members of the Conference Committee are:

- Co-Chairs: [Jerry Kruse](#), [John Wright](#), and [Bill Thomas](#), Juniata College
- Registration: [Juniata College](#)
- Local Arrangements: [John Wright](#) and [Jerry Kruse](#), Juniata College
- Papers Chair: [Pete DePasquale](#), The College of New Jersey
- Panels, Workshops, and Tutorials Chairs: [Karen Watt](#), Mount Aloysius College and [T.J. Highley](#), La Salle University
- Nifty Ideas & Lightning Talks: [Mohsen Chitsaz](#), [Michael Flinn](#), [Heather Amthauer](#), Frostburg State University
- Student & Faculty Posters: [Dave Hovemeyer](#), York College of Pennsylvania
- Undergraduate Programming Contest: [Michael Black](#), American University - Coordinator and [Joel Pheasant](#), Juniata College - Technical Support
- Speakers Chairs: [Donna Schaeffer](#), and [Michelle Liu](#), Marymount University
- Web Site: [John Wright](#) and [Bill Thomas](#), Juniata College

- K-12: [Kathleen Jones](#), Juniata College

The 27th Annual Eastern Conference will be held on October 14th and 15th 2011 at Marymount University in Arlington, Virginia. The co-chairs are Diane Murphy, Donna Schaeffer and Michelle Liu.. The budget for the conference has been submitted to Rob Bryant by the co-chairs.

CCSC-Eastern 2011 is particularly interested in including K-12 teachers interested in computer science and thus submissions targeting areas of interest for this group are especially welcomed.

Tentative hosts for 2012 and 2013 are in the process of being arranged.

Respectfully submitted by Elizabeth Adams, Eastern Regional Representative.

Mid-South Regional Report

David Naugler

2010 Conference

The Eighth Mid-South Conference will be held the Harding University in Searcy, Arkansas, on March 26-27, 2010. Gabriel Ferrer of Hendrix College is the conference chair and Tim Baird of Harding University is the site chair. Larry Morell of Arkansas Tech University, Sean Geoghegan of the University of Arkansas at Little Rock, and Jane Renwick of the University of Arkansas at Fort Smith are the papers' co-chairs. Eighteen papers were selected from the thirty-four papers submitted. Double blind reviewing with at least three reviewers per paper was used. There will be two pre-conference workshops, five tutorials, one panel and a Nifty Assignments session. There will also be a Student Programming Contest and an undergraduate Student Papers section. The Regional Steering Committee and the 2010 Conference Committee are listed at the conference's website at www.ccsc-ms.org.

2011 Conference and beyond

The Ninth (2011) Mid-South Conference will be held at the University of Central Arkansas in Conway, Arkansas with Vamsi Paruchuri. as site chair and Larry Morell as conference chair. The site for the 2012 conference is Union University in Jackson, Tennessee.

Respectfully submitted,
David Naugler
Mid-South Regional Representative

Midwest Regional Report

Deborah J. Hwang

Midwest Conference 2010

The 2010 Midwest Conference Committee met on November 14, 2009, at Huntington University, Huntington, IN. Conference committee duties and the conference timeline were clarified and adjusted. As noted previously, the conference will be September 24-25, 2010 at Franklin College with Robert Beasley serving as Conference Chair and Kerry Smith serving as Site Chair. Both Robert and Kerry are at Franklin College.

The following deadlines were set:

Paper submissions due	March 22
Panel, workshop, & tutorial submissions due	March 29
Notification of acceptance	May 10
Final papers and abstracts due	June 1
Student poster submissions due	September 13
Early registration	September 7

The Conference Committee will meet on May 1, 2010, at Franklin College, Franklin, IN, to set the program.

Midwest Conference 2011

Jeff Lehman and Huntington University, Huntington, IN, have agreed to host the 2011 Midwest Conference Committee on September 23-24, 2011. Deborah Hwang, University of Evansville, has agreed to serve as Conference Chair.

Steering Committee

The Midwest Region Steering Committee has not met other than by email to approve the site and chair for the 2011 Midwest Conference as noted above. The next agenda item will be the 2011 Conference budget.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Northeast Region Report

Lawrence D'Antonio

2010 Conference

The Fifteenth Annual CCSCNE conference will be held April 16-17 at the University of Hartford. Ingrid Russell and Hisham Alnajjar from Hartford are the Conference Chairs.

There were 52 papers submitted of which 22 were accepted. This represents an acceptance rate of 43%. This represents the largest number of submissions since 2000. In addition the conference will feature four panels, four tutorials, and three pre-conference workshops. For the first time we are doing demo sessions where the presenter can present a pedagogical tool, a classroom activity or courseware. We have three demos for this conference. Also, there are nineteen faculty posters.

There are two very distinguished invited speakers: Fran Allen, Turing Award winner from IBM and Alison Young from Christchurch Polytechnic Institute

2011 Conference

The Sixteenth Annual CCSCNE conference will be held April 15-16, 2011 at the Western New England College. Stoney Jackson from WNEC and Karl Wurst of Worcester State College will be the Conference Chair.

Other Items

The 2012 meeting will be held at Quinnipiac University.

Submitted February 21, 2010

Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
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Northwestern Region Report

Brent Wilson

Future Northwestern Conference Sites

<i>Year</i>	<i>Dates</i>	<i>School</i>	<i>Location</i>
2010	10/8-9	George Fox University	Newberg, OR
2011	10/7-8 or 14-15	Washington State University (Tri-Cities)	Richland, WA
2012			

Regional Board Meeting

We are in need of a 2012 location and want it to be on the west side of the mountains. We want to formally welcome the CCSC National Board to the Northwest Regional Conference in October at George Fox University.

We are concerned about attendance at the upcoming October conference as so many schools have cut travel budgets, however having it in the

Open Positions

A new secretary will be elected this year.

Respectfully submitted,
Brent Wilson
Northwestern Representative

Rocky Mountain Region Report

Ernest Carey

The *Eighteenth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education was held October 16-17 at San Juan College in Farmington, New Mexico. A report on this conference was given at the Fall, 2009 board meeting.

This year's conference will be held October 15-16, 2010 at Front Range Community College in Fort Collins, Colorado with the 2011 conference being held on October 14-15 at Utah Valley University in Orem, Utah. The 2012 conference will be held October 12-13 in Boulder, Colorado.

2010 Conference Committee:

Conference Chair: Tim Reeves, reeves@sanjuancollege.edu, *San Juan College, NM*

Site Chair: Victoria Eisele, victoria.eisele@frontrange.edu, *Front Range CC, CO*

Program Chair: Jerry Shultz, shultzj@mscd.edu, *Metropolitan State College, CO*

Papers Co-Chairs: Terry Scott, tscott@fisher.unco.edu, *University of Northern Colorado*
Noel LeJeune, lejeunen@mscd.edu, *Metropolitan State College, CO*

Proceedings Chair: Jean Johnson, jeanjohnson@bhsu.edu, *Black Hills State University, SD*

Publicity Co-Chairs: Terry Scott, tscott@fisher.unco.edu, *University of Northern Colorado*
Fanyang Shen, fangyangshen@gmail.com, *Northern New Mexico College*

Web Site Chair: Aaron Gordon, gordon_a@fortlewis.edu, *Colorado Technical University*

Registration Chair: Karina Assiter, assiterk@wit.edu, *Wentworth institute of Technology*

Representative to the Board: To be elected

Treasurer: Same as Representative to the Board

Respectfully submitted by
Ernest Carey
Rocky Mountain Representative

South Central Region Report

Tim McGuire

2010 South Central Conference Report

Saint Edward's University in Austin, Texas will host the CCSC:SCC 2010 conference on April 23-24, 2010. Dr. James McGuffee is the conference chair. Thirty-one papers were submitted and 15 were accepted (49% acceptance rate) for publication. In addition, the conference will include one pre-conference workshop, 6 tutorials, and for the first time, a Saturday afternoon post-conference workshop. Three student papers will be presented as well as several student posters. Student papers and abstracts of posters will be included in the CCSC-SC *Student Paper E-Journal*, Volume 3, <http://www.sci.tamucc.edu/ccsc/E-Journal/2010/>. It was decided to discontinue the release of the CD, since the online journal makes it redundant.

2011 South Central Conference

Sam Houston State University in Huntsville, TX will be the site of the 2011 conference. It is scheduled for April 15-16. The date is earlier than usual since Easter falls on the preferred weekend. Dr. Ken Hartness will be the conference chair. The first planning meeting for the conference will be held at the 2010 conference, followed by a Steering Committee planning meeting scheduled for December 3, 2010 in Huntsville.

Future Conferences

The SCC Steering Committee has selected the following future conference sites:

- 2011 Sam Houston State University, Huntsville, TX
- 2012 West Texas A&M University, Canyon, TX
- 2013 Louisiana State University at Shreveport, LA
- 2014 University of Texas -- Dallas, Dallas, TX

Respectfully submitted,
Tim McGuire

Southeast Region Report

Kevin Treu

Fall 2009 CCSC:Southeastern Conference

The 23rd CCSC Southeastern Conference was hosted by Roanoke College in Salem, VA on Nov 13-14, 2009. There were 59 registrants (4 of whom were students, and XX of whom were first time attendees). The program included 18 papers, 3 tutorials, and our student paper competition. 29 papers were submitted. 8 were fully accepted and 10 conditionally accepted for an acceptance rate of 62%. 8 people attended the pre-conference workshop. Student participation was very high, with 18 teams (72 students) representing 11 schools in the programming contest. 5 students authored papers in the student paper contest. Winners in the programming contest were Bob Jones University (1st), Roanoke College (2nd), and Wofford College (3rd). Winners in the student paper contest were Arielle Baine and Nicole Dawson from Spelman College, Derek Hardison and Mark Lucas from Roanoke College, and Tahirali Motiwala from Wofford College.

Fall 2010 CCSC:Southeastern Conference

Spelman College in Atlanta, GA will host the 2010 conference on Nov 12-13 for the first time. James Hale and Alfred Watkins are the site co-chairs. The rest of the Conference Committee has not yet been determined. The conference web site is:

<http://cs.furman.edu/ccscse/conference.php?year=24th>

The call for participation is available at the site. April 2 is the deadline for paper submissions. (September 10 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2011 CCSC:Southeastern Conference

The regional board is seeking hosting applications for the 2011 and 2012 conferences.

Other Regional Issues/Activities

Regional Board Turnover – A significant effort has been expended in the last year towards recruitment of new regional board members, both as replacements and in order to bring new ideas to the region. Consequently the board has a new treasurer, secretary, local registrar, and will soon be replacing its paper chair team. Still open is the position of membership chair.

Task Force Initiatives – The regional board is working on some initiatives that are expected to improve the conference and the operations of the region. Specifically:

- Review and assessment of electronic communication/publicity methods
- Consideration of a partnership with CSTA at our conference

- Consideration of alternative forms of presentation and participation at the conference, including a possible faculty poster session

Reports on these initiatives are expected at the regional board meeting on March 12, with specific recommendations to be discussed and adopted.

Respectfully submitted,

Kevin Treu

Southeastern Regional Representative

Southwestern Report

Kim P. Kihlstrom

Preliminary

Our regional officers are the following:

- Region Chair: Ani Nahapetian, UCLA
- Treasurer and Registrar: June Porto, Mira Costa College
- Secretary and Webmaster: Paul McQuesten, University of Redlands
- Editor: Michael Doherty, University of the Pacific
- Regional Representative: Kim Kihlstrom, Westmont College

Southwestern Conference 2010

Our third conference is scheduled for March 26-27 at California Lutheran University in Thousand Oaks.

- Myungsook Klassen of California Lutheran University is the conference chair. The site chair is Chang-Shyh Peng of California Lutheran University.
- Dr. Andrew Begel of Microsoft Research will give the opening keynote address entitled *Three Things Every CS Educator Should Know About Their Students' Future Careers in Software Development*.
- Dr. Paul Dourish of the University of California, Irvine will give the second keynote address on *Computational Thinking and Interdisciplinary Encounters*.
- Dr. Guy-Alain Amoussou, Program Officer, Undergraduate Education, NSF will give the closing keynote address entitled *Seeking NSF Funding Opportunities*.
- Eleven papers were accepted out of fifteen submitted for a 73% acceptance rate.
- Three tutorials/workshops were accepted out of four submitted for a 75% acceptance rate. Those that will be presented are:
 - *Introduction to Computer Science using Alice 2.0*
 - *Teaching Undergraduates to Analyze Systems in Multiple Domains Using Modeling and Simulation Exercises*
 - *Cooperative Learning for CS1 and Beyond: Making It Work for You*
- One panel will be presented:
 - *Teaching Methodology of Artificial Intelligence and Related Subjects: Meeting Industry's Needs*
- The complete program and other information may be found at <http://www.ccsc.org/southwestern/2010/>.

Future Southwestern Conference

The location of the 2011 conference has been finalized to Loyola Marymount University, and Stephanie August will serve as the 2011 conference chair. Jim Blythe from USC ISI will be joining the committee, and he will be serving as the upcoming year's Speaker Chair position.

Respectfully submitted,
Kim P. Kihlstrom
Southwestern Regional Representative

Publications Chair Report

John Meinke

Spring 2010 Conferences

A summary of the statistics for the spring conferences follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Page Count	Acceptance rate
South Central	15	7.1	7	1.0	106	48%
Southwestern	11	7.4	8	1.4	96	73%
Mid-South	17	7.1	11	1.91	155	52%
Central Plains	20	7.4	14	2.4	185	65%
Northeastern	22	8.1	34	2.7	260	42%

Once again, my thanks to the editorial team, Susan Dean and George Benjamin, as well as the folks I worked with from the individual conferences: Laura Baker, Dean Sanders, Dan Brandon, Mike Doherty, and Mike Gousie. It's been an excellent team to work with. My thanks also to our printer, Montrose Publishing.

I might note that for Northeastern the paper count was up from 14 last year to 22 this year, but the acceptance rate had also fallen from 50% to 42%. That's really good news. Of the 34 panels/tutorials/... 19 are faculty poster session abstracts comprising 50 pages of manuscript. There is a statement in the welcome message that "Non-paper submissions received careful review as well."

Conference Deadlines

Setting reasonable manuscript deadlines is a very serious issue. Conferences need to negotiate with me before their deadlines are published. It is not reasonable to set a deadline for final manuscripts eight weeks before the conference, particularly when two conferences shared the same weekend and had the same manuscript deadline. Furthermore, in pairing conferences the two with the tight deadlines did not pair, which meant that we had to have the first four conferences squared away early! Let's not forget that we have full-time jobs and this is volunteer work. Our jobs cannot suffer because of tight manuscript deadlines, and each conference requires a good amount of work! Susan has easily assumed half of the manuscript editing and George has been doing a fantastic job working with the printer. Without them I'd be lost.

It appears to me as though there are a couple of conferences with communications problems. I should be communicating with the papers person, the local editor or whatever title the person has. That person, though, needs to be communicating with folks on the conference committee, to include getting answers.

Overall preparation of the proceedings went very smoothly. However, the regional representatives need to be aware of problems that did occur and correct any problems involving their own regions, plus be aware of potential problems that could occur in the future.

Manuscript preparation

We continue to have problems with format of manuscripts. First of all, manuscripts are arriving from some of the conferences only in pdf format – the guidelines for manuscript preparation are located at

http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Guidelines.pdf. There is a link then to specifics for formatting to http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Formatting.pdf. It appears that some individual conferences are creating their own guidelines for manuscript preparation which are not consistent with the guidelines that we have prepared.

Please note that we have included instructions for conversion of LaTeX to Word format. Thus, it is possible for an author to prepare the manuscript using LaTeX but still submit a Word document for us to work with.

To be specific, manuscripts are arriving from some regions in only pdf format. We have a heck of a time with only pdf, and note that the instructions specify in either Word or WordPerfect – but the pdf is “helpful”. We are also not consistently receiving figures as separate files. We find that we are scanning a lot of figures. This has resulted in loss of clarity in the figures in the final manuscript. In addition, upon final proofing one of the proofers made the following note with respect to all three of the Spring *Journal* issues: “I do wish we could get the regional editors to enforce the formatting on references!! Some don't bracket the numbers, some are not in alpha order by author, some don't list last names first, etc., ...” Please, regional representatives, take this information back to your regions.

Upsilon Pi Epsilon

We had a request from Southwestern that UPE receive recognition in the *Journal*. The Foreword for all three Spring issues of the *Journal* contains recognition of the financial support UPE has provided to the conferences for student activities.

Respectfully submitted,
John Meinke, Publications Chair

Comptroller's Report

Rob Bryant

The table below is the status of budgets that have been sent, received, and processed by me as of 2/18/10.

The table represents a view of budget processing status and NOT communication between region treasurers and myself. Some region treasurers have communicated they are working on them while others have had no communication.

I will repeat a comment from the fall report: the lack of post conference reporting of accurate paid attendance figures along with the corresponding category (regular, late, student, programming team, etc.) continues to be the largest obstacle to analyzing proposed budgets for realistic projections. Any improvements from regions on this would be helpful.

CCSC Comptroller Conference Budget approval status, 2/18/10

Region-conf. term	Baseline yr & date sent to region	Budget yr & date rcvd from region	Comptroller Approval sent to treasurer	approved by board	Next budget needed
CP-SPR	2012: 1/31/2010				2012
EA - FA	2011: 12/19/2009	2011: 2/1/2010	2011: 2/4/2010		2012
MS - SPR	2011: 1/18/2010				2011
MW - FA	2011: 9/20/2009				2011
NE - SPR	2011: 12/19/2009				2011
NW - FA	2011: 12/19/2009				2011
RM - FA	2010: 4/28/2009				2010
SC - SPR	2011: 4/28/2009				2011
SE - FA	2011: 12/19/2009				2011
SW - SPR	2011: 9/20/2009				2011

Treasurer's Report

Bill Myers

March, 2010

1. Financial Report for 2008-09.

I am finalizing data for the return. The conversion to electronic-based records instead of paper-based is going slower than anticipated. I don't have the data to determine conference head taxes and proceeding expenses. Also, we need to decide on the disposition of the UPE funds for 2008 – 09. The bottom line is that our cash balance is nearly \$22,000 higher.

2. Tax Return for 2008-09.

I am missing data on membership and on the disposition of the UPE funds to complete the return. I will prepare a preliminary version to present at the meeting; I will have determined the disposition of the late expenses by then. The return is due on March 15.

3. Conference Budgets

Attached find the following budgets recommended by Rob and me for adoption:

Eastern 2011
South Central 2011
Rocky Mountain 2010

The following conferences need to have budgets approved at the meeting (or soon thereafter); submit your proposed budgets to Rob ASAP:

Southwestern 2011
Northeastern 2011
MidSouth 2011

The following budgets should be submitted to Rob before December, so that they can be acted upon before the Fall meeting:

MidWest 2011
North Western 2011
Rocky Mountain 2011
Southeastern 2011

4. Disposition of the UPE Grants

\$1200 was received for 2008 – 09 and for 2009 – 10. In addition we have \$10 from past years from UPE and \$5 from Microsoft for programming contests. The 2008 – 09 funds need to be decided before I can complete the Treasurer's Report for 2008 – 09 and finalize the tax return.

5. Minor Changes to Travel and Reimbursement Forms

The Travel Form needs to have added the lines about relationships to the Board and citizenship/residence required by the IRS.

The Reimbursement Forms need to have a section added to deal with gift cards; there have been confusions on the parts about what form to use for gift cards.

See attachments for my recommendations.

Membership Report

Jim Aman

Coming later

National Partners Chair Report

Paul D. Wiedemeier

We currently have four national partners; Cengage Learning, Microsoft Corporation, Turning's Craft, and Shodor. Soon after the October 2009 board meeting, I sent electronic mail to each of our national partner contacts introducing myself as the new program chair. In the electronic mail, I also listed the dates of all spring regional conferences, and the name and contact information for the local vendor representative or conference chair.

In November 2009, I sent electronic mail to the national partner contacts asking them to send me abstracts for possible tutorials, workshops, keynote speeches, and dinner speeches that their organizations could present at regional conferences. As discussed at the October 2009 board meeting, the intent is for our national partner to submit abstracts about potential presentation topics to the national partners program chair, who will then provide them to the regional conference committees. I have received positive responses from Cengage Learning and Microsoft Corporation. However, to date, I have not received any abstracts. Before the March 2010 board meeting, I will schedule phone conversations with the Cengage Learning and Microsoft Corporation contacts to discuss this issue and will continue to pursue dialog with the Turing's Craft and Shodor contacts.

Bob Neufeld sent me an electronic copy of the national partners brochure created by Ernie Ferguson. I have updated this document and will distribute printed copies to potential partners during the 2010 SIGCSE conference. I will also visit with our current national partners during the conference.

I have read Ernie Ferguson's reports to the board for the years 2009, 2008, 2007, and 2006 and have listed below several issues that I believe merit further discussion.

1. Should "we" define or simplify the process whereby national partners can postal mail printed material to local conference chairs for inclusion in packets distributed to conference attendees?
2. Should "we" define or simplify the process whereby national partners can postal mail their conference materials (i.e. books, table banners, etc.) to local conference chairs without attending the actual conference. How are these materials to be returned to the national partners?
3. Should "we" address overlapping conference dates?
4. Should "we" provide national partners with a copy of *The Journal* and/or conference programs so they know their money is well spent?

Last, I respectfully ask each of the regional representatives to remind their region's board of our responsibilities to our national partners. Specifically, each national partner must be listed on the region's website and in the printed conference program. During November and December 2009, and again in February 2010, I reviewed all the regions' websites looking for either (1) a listing of national partners or (2) a link to the national partners website (i.e. <http://www.ccsc.org/home/partners.htm>). While all the regions' websites satisfied requirement 1 or 2, I found several listed old national partners and/or did not list current national partners. I recommend that each region's website links to the national partners website to avoid this problem.

Nominating Committee Report

Ernest Carey, Scott Sigman, Bob Neufeld

Terms of office expire at the end of July in 2010 for the following positions:

- President, Myles McNally – replaced by Vice President
- Vice President, Bob Neufeld – consortium election by mail
- Membership Chair, Jim Aman – elected by Board
- Midsouth Representative, David Naugler – regional election by mail
- Northeastern Representative, Lawrence D’Antonio – regional election by mail
- Rocky Mountain Representative, Ernest Carey – regional election by mail

The Nominating Committee formed at the Fall board meeting brings the following nominations.

For Membership Chair – Jim Aman. As noted above, this is a board election.

The following nominations are to be brought to the Consortium business meeting on Friday, March 12, where additional nominations may be brought from the floor.

For Vice President/President Elect – Laura Baker of St. Edwards University from the South Central region.

For Midsouth Regional Representative – David Naugler, Southeast Missouri State University; Gabriel Ferrer, Hendrix College; Linda Sherrell, University of Memphis.

For Northeastern Regional Representative – Larry D’Antonio, Ramapo College of New Jersey.

For Rocky Mountain Regional Representative – Pat Ormond, Utah Valley University.

Paper Submission Sub-committee Report

John Meinke, Scott Sigman, Liz Adams, Bob Neufeld

At the fall board meeting, this sub-committee reported results of a survey of regional editors with regard to the paper submission systems used. Just as those responses demonstrate a fairly wide range of expectations from a system and different levels of satisfaction with their current situations, the board discussion was very varied. The comparison with the expectation that regions will use the database for registration suggested that the board should similarly move toward a common paper submission system. The result was a consensus decision to ask the sub-committee “to investigate how to move toward a common solution re. paper submission system that is sustainable and appropriate.”

The committee is in conversation with individuals from several different regions that are using different systems *other than the Walker/SIGCSE system*. Peter DePasquale, Eastern papers chair is experimenting with a system for their fall conference that is new to CCSC and is also free. Peter is interested in working with us on the project. Another papers chair has ideas about designing and maintaining “our own system” and would be willing to work on that if the Consortium goes in that direction. Most immediately the committee is interested in evaluating the system being used for the fall Eastern conference and intends to keep the board informed.

Bylaws Revision Sub-committee Report

John Meinke, Will Mitchell, Bob Neufeld

A. Proposal to remove the use of “Newsletter” from the Bylaws and Standing Rules:

Because the Consortium has not been publishing a printed Newsletter, we have not been in compliance with all requirements of the bylaws and standing rules. The following changes are proposed to address that concern.

In ARTICLE V – MEETINGS,

2. The Consortium will hold an Annual Meeting once during each fiscal year. The date and place of this meeting shall be selected at the previous Annual Meeting by a vote of those attending the meeting and shall be communicated to all members ~~either through the September issue of the Newsletter or~~ at least sixty days before the meeting, ~~whichever is earlier.~~

In STANDING RULE(S) FOR ARTICLE VI, Number 3,

Delete Part b. under “The Publications Chair shall:”

- b. ~~Publish a separate newsletter regularly, typically to be included as an insert with Journal issues. The September newsletter shall serve as an annual newsletter to the membership, containing the results of the Spring elections, the current Bylaws, and the Standing Rules of the Consortium. The issue shall contain a list of the year’s sponsored conferences with dates, locations, and conference chair, information regarding the Annual Meeting, and any other article or information deemed of interest to the membership by the Publications Chair.~~

In STANDING RULE(S) FOR ARTICLE XII, Number 1,

1. After approval by the Board, minutes of all Board meetings must be published on the consortium’s Web page ~~and the URL of this Web page will be published in the next subsequent Newsletter.~~

In ARTICLE XVI - RIGHT TO APPEAL TO THE MEMBERSHIP,

Any Consortium member in good standing may appeal any action of the Board of Directors to the general membership within sixty days of the publication of ~~the Newsletter reporting~~ that action. The request to have the membership affirm or rescind the Board action must be accompanied by a petition containing the signatures of five per cent of the current roll of voting members. Once the petition is received and the Membership Secretary has verified the signatures, the Board of Directors, within 30 days, will conduct a mail ballot of the membership as defined in Article IV. The results of that ballot must be announced ~~in the first newsletter to be published~~ on the CCSC web site after the results are known ~~and an e-mail notice sent to members.~~

B. Evaluation and attendance of Individuals with Special Duties:

Pertaining to “*Individuals with Special Duties*” appointed by the board, the standing rules state:

5. Individuals charged with special duties are the Conference Coordinator, Webmaster, National Partners chair, Associate Editors of the Journal, Comptroller, and Database Administrator.
12. Upon appointment, the Board will decide whether and how frequently an individual charged with special duties is to attend Board meetings. This schedule can be changed only by Board action.
13. Evaluation by the Board of the need for each special duties position shall take place no later than three (3) years after the (re)establishment of need for the position; election by the Board of the individual to fill the position will occur concurrently. Approximately one third of existing special duties positions should be revisited in each of the next three years.

The table below suggests one way that these rules could be met.

Position	Current Member	Meeting Attendance	First Appointment	Evaluation Year			Responsible Officer
				2010	2011	2012	
Associate Editor 1	George Benjamin	On demand	1983?		X		Publications Chair
Associate Editor 2	Susan Dean	On demand	2003?	X			Publications Chair
Comptroller	Robert Bryant	Spring	Fall, 2007	X			Treasurer
Conference Coordinator	Will Mitchell	Fall	<i>In the beginning</i>			X	Membership Chair
DB Administrator	Brent Wilson	On demand	Spring, 2002		X		Membership Chair
National Partners	Paul Wiedemeier	Spring	Fall, 2009			X	Treasurer
Webmaster	Myles McNally	On demand	Fall, 2001	X			Publications Chair
Board Elected Positions			Current Term Expires				
Publications Chair	John Meinke		2012			X	
Treasurer	Bill Myers		2011		X		
Membership Chair	Jim Aman		2010	X			

A proposed *evaluation year* is based partly on date of first appointment and in other cases assigned to spread out the evaluation rotation.

Meeting attendance by these individuals is proposed, based partly on current practice. The Associate Editors have not ordinarily attended meetings. The Comptroller is required to be at the spring meeting to work with the Audit Committee and the National Partners Chair should be at

SIGCSE in order to work with potential vendors. The proposal to invite the Conference Coordinator to the fall meeting reflects the fact that there is more time at the fall board meeting when the board could be doing more long-range planning than is possible in a single evening meeting like at SIGCSE.

The last column listing “Responsible Officer” pertains to evaluation and places primary responsibility for evaluation of the appointed individuals with one of the operations officers elected by the Board. That officer would conduct the periodic evaluations and make a recommendation to the board. Optionally, we could ask the President or Vice President to assist in each of these evaluations.

C. Status of Service Recognition Committee

At the Fall 2009 Board meeting, the board adopted a proposal to establish a Service Recognition Committee. In Article IX, the bylaws specify that the President may create committees as needed and two established committees (Nominating and Finance) are listed. It would appear that the President of the Consortium could simply create a Service Recognition Committee.

Discussion within the Bylaws sub-committee has ranged much more broadly:

- Is the service recognition structure too formal?
- Are three awards a year too many? Does that diminish the significance of the award? Should it be limited to just one award a year?
- Suggest five members serving five-year terms with one new appointment each year. Appointees should be from different regions and must have served on a regional conference committee.
- Recognition should not be just for past Board members but for service to CCSC at large. In particular, a region might nominate one of its own winners for Board recognition.

These questions and concerns fall outside the charge of this sub-committee but the Board may want to consider asking the Service Recognition Committee to review them. We do not come with a recommendation pertaining to “establishing a Service Committee as a standing committee of the Board” but note Board action that the *Interim Service Committee* is “to serve until bylaws amendments are in place.”

*- Bob Neufeld
For the Bylaws Revision Subcommittee*

Appendices

A. Fall 2009 Minutes

**Minutes of CCSC Fall Board meeting
October 29-30, 2009
Villanova University
Villanova, Pennsylvania**

Reported by Robert Neufeld, Vice President

Meeting called to order at 7:30 p.m.

Members Present: Myles McNally, President (and Webmaster); Robert Neufeld, Vice President; John Meinke, Publications Chair; Bill Myers, Treasurer; Scott Sigman, Central Plains; Elizabeth Adams, Eastern (and UPE Coordinator); David Naugler, Midsouth; Deborah Hwang, Midwest; Lawrence D'Antonio, Northeastern; Brent Wilson, Northwestern (and Database Coordinator); Ernest Carey, Rocky Mountain; Tim McGuire, South Central; Will Mitchell, Conference Coordinator; Robert Bryant, Comptroller; Paul Wiedemeier, National Partners Chair

Absent: Jim Aman, membership chair; Kevin Treu, Southeastern; Kim Kihlstrom, Southwestern

1. Reports

Reports had been distributed prior to the meeting; board members were given opportunity to highlight and/or amend as needed.

- a. President (McNally) – Highlighted the annotated agenda. Board members introduced themselves for the benefit of new board members McGuire and Wiedemeier.
- b. VP (Neufeld) – Lifted out two items in his report re. the 2009 election and the elections required for 2010.
- c. Regional reports: Additions as follows were made to the published reports:
 - 2010 Midwest conference is to be at Franklin College.
 - Rocky Mountain had attendance concerns. Their 2010 conference will be October 15-16 at Front Range Community College in Fort Collins, CO.
- d. Publications Chair – Reminded board that acceptance rates for papers should be included for the *Journal*.
- e. Comptroller – Some additional budgets have been processed since the time of Rob's report that was in the board packet.
- f. Treasurer:
 - Consortium has more money now than at the beginning of previous years, although these amounts are not yet ready for audit.
 - Eastern budget will be ready for approval today.
 - An updated report with details re. IRS is coming later in the meeting.
 - Bill explained that we have received royalty checks relating to international copyrights, resulting from a non-US library making copies of CCSC materials from the ACM DLL.
- g. Membership Secretary – In the absence of Jim Aman, Brent Wilson (as DB administrator) discussed some issues re. getting data from regions. The current DB works really well for some conferences; others don't use it at all. The national board was encouraged to get to a point where we say to regions that they *will* use the DB for all registrations. Brent would like to survey uniqueness of each conference vis-à-vis registrations and DB. [We may choose to discuss this tomorrow if we have time – considering what features, etc., should be supported.]

- h. Conference Coordinator – As prescribed by the Consortium bylaws, Will is checking bylaws of the regions and requests that regions verify that the links on their websites are to current bylaws.
- i. National Partners Chair – Bob Neufeld reporting as interim National Partners Chair:
 - Please be sure that your regional website lists (or links to) the National Partners as listed in the report.
 - The four Partners to date for 2009-2010 surpasses the number of three used in budgeting.
 - Concerns resulting from the economic downturn and requests for more regional involvement with workshops were discussed.
- j. UPE Coordinator – Nothing to add to the printed report. Keep sending the information to Liz about how UPE funds are used by the regions.

2. Location of Fall 2010 meeting

The annotated agenda presented some of the history and criteria for selecting a site for the Fall Board meeting. There is good reason to not have board meetings with conferences that conflict with other conferences. Additionally, we should consider how easy it is to get to a conference site. It is beneficial for a conference to have additional registrations. Considering those factors and the tables in the agenda resulted in the following:

Motion: Moved that the Fall 2010 Board Meeting be with the Northwestern conference at George Fox University. Those dates are October 6-7, 2010. D’Antonio, Wilson, carried.

NB – added after approval of minutes: Correct dates for the Board meeting are October 7-8, 2010 rather than as above. RWN

The Spring 2010 Board meeting is arranged for the Wednesday evening of SIGCSE as usual on March 10, 2010.

3. Nominating Committee

The Nominating Committee for the spring elections is chaired by the Vice President with representatives from two separate regions. Scott Sigman and Ernie Carey will serve with Bob Neufeld on this committee. (Elections will be for the position of Vice President/President Elect and regional representatives from MidSouth, Northeastern, and Rocky Mountain.)

4. Individuals with Special Duties

See the annotated agenda for more background on these three issues or questions:

- a. Establish rotation for evaluation of these individuals serving “at the pleasure of the Board.”
- b. How often or which meetings should they attend?
- c. Evaluation method.

It was determined to establish a subcommittee to work at the above questions, *keeping the relevant bylaws and standing rules in mind in working on this task.*

Motion: That the president be empowered to appoint a committee to study the three issues of a) three-year evaluation cycle, b) frequency of meeting attendance, and c) evaluation procedure for individuals serving at the pleasure of the board and to bring a recommendation back to the Board. McGuire, Adams, Carried without dissent.

[Committee appointment for this task was deferred and included as part of the assignment of the committee of the next action.]

5. Bylaws amendments re. Newsletter:

The bylaws prescribe certain notifications via a “Newsletter.” With the Newsletter no longer being published, some action is required. Previous discussion of this issue has centered on the interpretation

of “publish” and on the sixty day limit appearing at various places in the bylaws and standing rules, as well as whether an online Newsletter would serve this function. Board consensus seems to now be to remove this language from the bylaws and standing rules.

Moved that the president appoint a committee to recommend language changes in the Bylaws and Standing Rules as appropriate. Adams, Sigman, carries without dissent.

Meinke, Mitchell, and Neufeld were appointed. They are also asked to bring recommendations for handling the action in number 4 above.

6. Listserve

Some members have expressed interest in having a CCSC listserv and a volunteer has come forward to implement and manage such a list. Some questions raised in the discussion included:

- How would purposes be differentiated from those of the DB functions?
- Would it be a useful service to our members?
- How would we work at it, use it, manage it?

Myles will pursue this with the volunteer, explore it further, and report back to the Board.

7. Service Recognition Committee

The committee proposal was in the board packet, comes as a recommendation from that committee so stands alone as a

Motion: The Committee proposes to establish the CCSC Distinguished Service Award as described on the next page, including establishing a Service Committee as a standing committee of the Board to administer this award. Carries without dissent.

There was discussion re. nature of award which is not specified in the recommendation. Would it be possible to obtain sponsorship of a firm for the award? If not, then we should plan for the budget ramifications.

Bylaws amendments required by this action are to be considered and recommended by the earlier committee of Will/Bob/John.

Motion: Moved to charge an *Interim Service Committee* to serve until bylaws amendments are in place. This committee is to determine the form of the award and also implement the presentation/awarding of the previously approved action on an award to Susan Dean. Naugler, Adams, Carried.

The current Service Recognition Committee of Deborah Hwang, Scott Sigman, and Larry D'Antonio is to continue as this interim committee.

[It was noted that this approved action of establishing a Service Recognition Committee is not completely in line with Article IX of the bylaws regarding creation of committees.]

8. National Partners

Considerable discussion re. advantages offered to National Partners accruing from their sponsorship – vis-à-vis presentations/workshops/seminars at regional conferences. Is it somehow unfair if different regions handle these requests differently? Do we want to *encourage* National Partners to submit workshop proposals to regions to be evaluated competitively? Timing of proposals is a potential concern as proposals or requests come in late. *Individual regions control their programs; National Board is not trying to override that.*

CCSC is probably not interested at this point in different levels of engagement at different cost levels. The board invites the National Partners Chair to facilitate presentations by National Partners, gathering proposals or “options” from National Partners and distributing this to the regions. Concern was expressed as to whether different standards apply for National Partners who make presentations vs. other “ordinary” presenters.

Motion to Recess (at about 10:20): Meinke, no second required, passes weakly.
Reconvene at 9 a.m. Friday.

Meeting reconvened at 9:10 a.m. Friday

9. Budget, Etc.

a) Audit Committee:

The Audit Committee is chaired by the Comptroller. The membership is not yet determined but Rob has a list of past participants whom he will contact.

b) Budget approvals:

Northeastern – Question about steering committee travel expense but Larry is aware of the situation.

Northwestern – No problems

Southeastern – No problems

Eastern – This budget was distributed last night (Thursday evening), has had some tweaking, and is now ready for approval.

Motion: Moved to approve these four budgets – Myers, Adams, Carried.

c) IRS issues

Bill reviewed this section of his (updated) report concerning IRS and non-profit organizations. *May need to have an attorney review for compliance with Indiana statutes.* “General description of governing body” part on website should suffice for this. Many nonprofits don’t do an audit so we’re ahead of the game on this. Copy of the tax return to be filed is to be vetted by the board before it is submitted.

Will is the registered agent for the Consortium and has just checked on this. Issue is not pressing at this time. Will and Bill will follow up on this and keep us posted on an “as needed” basis.

d) Issues re. the creation of regional budgets – Rob Bryant

Discussion included the following observations, opinions, and questions:

Approval of budgets requires historical attendance figures. Rob does not routinely have access to this information. *Responsibility of local registrar is to insert post-conference data into the budget template for the following year.* [Appreciation was expressed to Rob for the way that the current budget process works with prior year data included.] Online registration supports running a conference by making data available to planners.

Spring Board meeting should include demo of online registration ***with mandate to take this back to regional registrars.*** Can we invite appropriate regional representatives such as registrars to attend this session? Eastern this year used a local system in order to be able to use Villanova’s credit card registration.

By spring, Brent will have system ready for demonstration, perhaps on the Wednesday afternoon before our board meeting. The will of the board is that all regions are to use this system for the next academic year.

Bill (treasurer) needs a final count as does Jim (membership secretary).

Rob brings us back to doing everything so that it fits into the budget template. That would be a simplifying factor as it all needs to run through there. Conference income goes to Bill; attendance figures go to Jim; final budget submission, of course, goes to Rob. [Bill needs tracking info on a check-by-check basis with breakdown connecting that check to registrants, particularly for university checks, also for bad checks.]

Programming contest students – do the students register individually or as a team (Brent’s question): Answer is that it depends on the conference. Food for thought – may be pursued off-line.

10. Paper Submission Sub-Committee Report

John Meinke had conducted a survey of regional editors re. paper submission systems currently in use. The results of this survey were distributed.

- A concern was raised about not accepting PDFs and about whether PDFs can effectively be converted for the Journal.
- Question: Are we paralyzed by the fact that regions do things differently and therefore we can’t do things the same?
- In principle, we should separate inputs (what format do we accept) from outputs – quality of publication.
- CCSC should force in direction of common system just as we do with the DB.
- MAA has a different philosophy, allowing Sections to do as they please without explicit central control.

[Short break at 10:30]

[Bryant] The fiscal responsibility imposed on the Board suggests that the Board impose more standards on the regions and move toward conformity. The database implementation is coming online and its use for registration will be expected from all regions. Does Board want to move in this direction re. paper submission? Should the sub-committee be continued and re-charged to investigate how to move toward a common solution re. paper submission system that is sustainable and appropriate. *Consensus* was to do so.

11. Determining Suitability of Paper Submissions

Coming from the Midwest region is a discussion about the focus of paper submissions. Must papers have an educational emphasis? Are we concerned, or should we be, that papers are too technical? Of particular importance is that reviewers are attuned to calls for papers. This could readily lead to a discussion about the purpose of CCSC. There appears to be consensus that the relevant question is “Will this paper have an audience?” or “Is this of interest to our members?” and that suitability of papers is determined by regions. Board concurrence was that CCSC is not solely education-oriented.

12. Date coordination among Conferences

Coordination of conference dates among regions is a continuing and legitimate concern but one that is difficult to accomplish. In theory, the Consortium could assign conference dates to regions, avoiding conflicts, and then find a host site for each region. Inasmuch as we depend on host institutions, we are at their mercy to a considerable extent, influenced by holidays such as Easter and local conflicts.

- One expressed position is that we primarily need one conflict-free weekend in fall to accommodate the fall board meeting
- Is this primarily a problem for adjacent regions like SC, CP, and MS (except for the fall board meeting)?
- Was it the case that this weekend was the only possible date?

Can we do some survey as to what parameters influence the selection of conference dates and sites – across the regions? Might Conference Coordinator be charged with this?

Motion – Moved that the Conference Coordinator conduct a survey on selection of conference dates and sites across the regions and report back to the board. Neufeld, Adams, Carries without dissent.

An unresolved question remains as to a clear definition of what the problem is: Is it about National Partners wanting to attend all regional conferences? Or is it more about different weekends for conferences that are close together?

13. Note re. liability insurance

Bill previously sent out to regional representatives the information re. our liability insurance coverage. There is an updated certificate number that he will circulate. In order for planning committee meetings to be included in this coverage, Bill Myers should be notified of the dates and locations of these meetings for this academic year. He will send a form to the board list for this purpose.

14. Adjournment

Meeting adjourned at 11:40 a.m. M/S/P

Eastern 2011

Region:	Eastern			Baseline Budget year:	2011		
	host:						
	Last budget amounts approved by Board						
Income	#	each	total	#	each	total	
Registrations - Full - Early	90	\$135	\$12,150	90	\$135	\$12,150	All amounts same as last year.
Registrations - Full - Late	20	\$155	\$3,100	20	\$155	\$3,100	
Registrations - Full - On-Site	10	\$175	\$1,750	10	\$175	\$1,750	
Registrations - Student - early	25	\$35	\$875	25	\$35	\$875	
Registrations - Student - late	4	\$45	\$180	4	\$45	\$180	
Registrations - K-12 early	10	\$50	\$500	10	\$50	\$500	
Registrations - K-12 late	5	\$60	\$300	5	\$60	\$300	
Registrations - Progr Teams	10	\$45	\$450	10	\$45	\$450	
Registrations - student web			\$0			\$0	
Workshop - early	50	\$6	\$300	50	\$6	\$300	
Workshop - late	20	\$8	\$160	20	\$8	\$160	
Extra Meals							
Banquet	5	\$31	\$155	5	\$31	\$155	
Lunch (Saturday)	6	\$15	\$90	6	\$15	\$90	
Extra Proceedings	5	\$6	\$30	5	\$6	\$30	
Vendors Registration	4	\$150	\$600	4	\$150	\$600	
Vendors Presentations			\$0			\$0	
National Partners	3	\$100	\$300	3	\$100	\$300	
Industry Sponsorship			\$200			\$200	
UPE Sponsorship			\$120			\$120	
Grants							
Other Income							
Total			\$21,260			\$21,260	
Expenses							
Steering Com. Travel Ex.							
Steering Com. Meeting Ex.			\$500			\$500	
Phone/Fax							
Postage for publicity			\$300			\$300	
Postage other							
Office Supplies			\$200			\$200	
Brochure Printing/Duplicating			\$800			\$800	
Publicity (printing, other formats)			\$700			\$700	
Signage			\$60			\$60	
Speaker Expenses			\$1,000			\$1,000	
Consortium Head Tax	120	\$41	\$4,920	120	\$41	\$4,920	
Extra Proceedings	50	\$6	\$300	50	\$6	\$300	
Meals - Total				\$10,392		\$10,392	
Breaks-Friday	250	\$3	\$750	250	\$3	\$750	
Breaks-Saturday	250	\$3	\$750	250	\$3	\$750	
Reception	150	\$8	\$1,200	150	\$8	\$1,200	
Banquet	150	\$22	\$3,300	150	\$22	\$3,300	
Saturday Breakfast	150	\$8	\$1,200	150	\$8	\$1,200	
Saturday Breakfast (prog. Teams)			\$0			\$0	
Luncheon (prog. Teams)	18	\$19	\$342	18	\$19	\$342	
Luncheon (Sat.)	150	\$19	\$2,850	150	\$19	\$2,850	
Entertainment							
Transportation			\$300			\$300	
Rentals							
Student Awards			\$725			\$725	
Faculty Awards			\$50			\$50	
Consortium Membership			\$1,000			\$1,000	
Other Expenses							
Total			\$21,247			\$21,247	
Balance			\$13			\$13	

