**January 4rd, 2021 Meeting Agenda**

**CCSC: Central Plains Conference Planning Meeting**

**10:00 AM, virtual via Zoom**

**Attendees**: Brian Hare (UMKC), Diana Linville (Northwest), Scott Sigman (Drury), Ron McCleary, Kendall Bingham (UMKC), Joseph Kendall-Morwick (MWSU), Chuck Riedesel, Rex McKanry (SCC), Belinda Copus (UCM), Mahmoud Yousef (UCM), Dayu Wang (SCC), Michael Rogers (UWO), Wen Hsin (Park), Scott Bell (Northwest), Crystal Peng (Park), Ajay Bandi (NWMSU), Judy Mullins

1. Welcome and Introductions – **Brian H.**
2. Announcement/recruitment – software engineering project – **Scott S.**
   1. Scott has an idea for a project to create a Consortium of colleges and businesses that would allow them to link up to work on projects virtually. To be able to offer an educational program for students in Software Development. Build a mechanism where businesses could have access to students. Scott will send out an email with a link ( [https://drive.google.com/file/d/1MBgdf7mOwMP4oNIO9OP575zCWvrd-YI0/view?usp=sharing](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fdrive.google.com%2ffile%2fd%2f1MBgdf7mOwMP4oNIO9OP575zCWvrd-YI0%2fview%3fusp%3dsharing&c=E,1,MZ21kCTBqHbWhJ5skvRorqIp17a0-h7zTAQ4VjT4VfgG_JdwTYYSJhTkPklfhlLDEhmFCrbIA2Dvixq2dJe-_wtBNdBpiispDFg-eN9EPRU7L9E,&typo=1) ) to a summary sheet that describes the project in its current level. If you are interested please let him know.
3. Approval of Minutes from August 2020 meeting
   1. Mahmoud moved to approve minutes, Kendall seconded. Motion passed.
4. Regional Board Report – **Judy Mullins**
   1. Judy will send the below notes to everyone in an email.

* New webmaster needed effective May 2021. WordPress. New branding.
* New comptroller needed. – monitors the budgets for all the regions and takes care of the audit.
* Regional treasurer (Denise) needs to send national treasurer (Brian) stats of events, participants and sums (From ConfTool)
* Don’t schedule too many sessions to compete with national partner vendor sessions
  + Ron stated that he received an email that the low-level national partners DO have to pay registration. There seems to be some confusion on if they have to pay or not. Looking at the website it does not indicate that there is any payment required for registration.
* NSF will do free workshop on how to get an NSF grant
  + Mike Erlinger and Paul Tymann
* Report number of people in sessions
* Journal editor (Crystal): acceptance letters should include journal # and volume – she already does this.
* Ron, send copy of registration info to Liz Adams

Suggestions for virtual conferences:

* To record and post conference: get permission from authors to be recorded
* Have a virtual host for each session
* Do test sessions with presenters
* Use chat for questions
* Have 2 people per session: a time keeper and a chat monitor
* Create personal IDs instead of using waiting rooms
* DOMjudge - “automated system to run programming contests, like the ICPC. It has a focus on usability and security. It has a modular system to plug in languages and has a feature-rich interface for the judges. The system has been used in many live contests and is free, open source software that you can adapt to your needs.”
* Reserve right to challenge any answers that looked plagiarized in the programming contest
* For poster contest: post video or poster asynchronously

1. Committee Reports

* Conference Chair – Brian
  + May be able to get a presentation for computing center.
  + At the national level our conference registrations are down. However, those attending are from a larger geographical area.
* Two-Year School Involvement **– Rex**
  + Has not contacted anyone yet, but will start looking at contacts. He will send out an email to those contacts.
* K-12 **– Mahmoud, Belinda**
  + Nothing to report
* Site Tech Support
  + How many tracks are we managing at once. 19 submissions so far (9 papers).
    - Judy – 3 sessions would deplete our workforce with 2 people in each session (moderator/time keeper). 2 sessions may be more ideal.
  + Rex stated another conference had a central location with a phone number to contact for any tech issues.
  + Per track - one person for monitoring questions, one person as time keeper. Whoever is monitoring the chat asks the question and the presenter answers, that way it’s managed by that person.
  + Provide one person/central point for tech help (email/phone number).
  + Wen – conference had a main zoom room and then breakout rooms for each track. Can a breakout room be recorded could be an issue? Need to look into. Also, the breakout room shave to be assigned by the host? Rex said you can set it so that people can wander around whatever breakout rooms they want.   
    CORRECTION – Wen found that each session WAS a separate link, not breakout rooms.
  + Scott S. – paper talked about using one main zoom link, then separate links for each session, so achieved the “breakout” by using different zoom links. These could be listed on the conference proceedings. This may give people more of a feel at being at an actual conference.
  + Ron – how are we going to authenticate participants?
    - Kendall – have a zoom login and match that in each session.
    - Judy – give everyone their own ID number
    - Walk-ins – how are we handling? – We are not accepting checks and they need to make the deadlines. The same for student programming contest.
* Student Posters – **Joseph** – live poster session
  + <https://docs.google.com/document/d/1bkVEqhV1VqfGqlWdArtX-2zPz0N3pbhGZtW7EL5CBiM/edit>
* Student Papers – **Scott Sigman lead.** 
  + Scott would like to make a change here – in past student submits a 3-page extended abstract. He would like to drop the abstract and limit the paper to 3 pages. He would like them to just submit a paper (abstract, intro, body, conclusion).
  + Also need to have statement on website instructing students on how to list faculty mentors without putting them in the “author” area. It is unclear if it is a student paper or a faculty/student paper when they do this.
    - Statement – Paper should acknowledge the help of sponsoring faculty member in the acknowledgements but not list the faculty as an author.
  + Would like to post the pdf of the student papers on the website – all papers. Need to make student aware that papers will be posted.
  + Would like to put together a group of committee members (judges) and choose a best in class paper. Separate out by undergraduate and graduate. If we only get 1 paper in each track then forgo this.
  + Student outline
  + Scott S. made a motion to exclude extended abstract and change to 3-page full paper. Scott B seconded. Motion passed.
  + Scott S. made a motion to include statement on website regarding authorship. Judy seconded. Motion passed.
  + Scott S. made a motion to post pdf of all student papers on the website. Rex seconded. Motion passed.
  + Scott S. made a motion to have a “best in class” paper for undergraduate and graduate if there is more than one. Michael seconded. Motion passed.
* Programming Contest – **Chuck** 
  + The regional ICPC are taking place end of Feb, first of March, followed by national conferences. Our contest would be during the middle of all this. If we cast our contest as a “practice” for ICPC, given that since they are online, the teams themselves could be isolated. Start with a zoom session then all the teams would be put into breakout rooms with monitors being able to jump in as times.
  + All the logistics have not been fully decided yet, but since these will take place before ours, then we will have a better idea of how it can be executed. Chuck is still looking into systems that can be used.
  + Wen suggested we could make it an individual contest instead of a team. This could cause some logistical issues. Most indicated staying with the teams.
  + Student fees – prizes are given through monies from sponsors. $15 is what it is set as currently. Brian is not sure we can change this at this point since the budget has already been set. The fee also keeps them committed to participating.
  + The contest should stay at 3 hours.

1. Registration – **Ron** 
   1. Status – All we are managing this year is registration payment and keeping track of data.
   2. Registration is not open yet. Still have some cleaning up on the form, fields, and fees.
   3. Will ask for volunteers to look over the registration. Should be ready in about a week.
2. Pre-Conference Workshop – **Judy / Michael / Wen** 
   1. Two options: “Making manual Code Review Scale” and “Guiding Students to Discover CS Concepts and Develop Process Skills Using POGIL”
   2. Committee decided to invite “Making Manual Code Review Scale”.
3. Keynote Speakers
   1. Paul Braun – Code for America – was keynote speaker for last year when we cancelled. Brian would like to invite him back.
   2. Found a mug for a speaker gift.
   3. Committee agreed to inviting Paul and purchasing mugs.
4. Lunch break somewhere around here….
5. Select Conference Presentations **– Ron and Scott**
   1. Papers – 5 of 10 accepted.
   2. Panels/Tutorials/Workshops - 2 of 2 panels accepted. 2 or 4 workshops/tutorials accepted.
   3. Nifty Assignments – 3 of 3 accepted.
6. Additional Items
   1. Drury will be the host of 2022.
   2. Schedule – draft –
      1. Thursday – late afternoon SIGCSE workshop
      2. Friday - three tracks on Friday (keynote, papers, panels, nifty assignments, tutorial, 1 workshop, lightening talks, BOF, Vendors/Natl Partners)
      3. Friday – Business Meeting will be right after lunch before first session
      4. Saturday – Student Papers, Student Posters, Programming Contest