

CCSC: CP Steering Committee Minutes
11:00 A.M, Saturday, August 2, 2014
Room Location – 307 Plaster
College of the Ozarks
Point Lookout, Missouri

Attendees: Jim Buchan (chair), Brian Hare, Michael Hass, Carol Spradling, Kendall Bingham, Ron McCleary, David Heise, David Pope, Ed Mirielli, Tim Declue, Linda Webster, Jim Cain, Baochuan Lu, Michael Rogers, Caleb Berkstresser, Paul Winkle, Rick Barker (by Skype), Wen Hsin (by Skype), Judy Mullins (by Skype)

I. Jim Buchan opened the meeting with a review of the agenda, a welcome to the meeting attendees. Attendees introduced themselves.

II. Old Business

A. Approval of the April 5, 2014 CP General Business Meeting minutes

The minutes as submitted did not have the name of the third place poster contest winner at the 2014 conference. Judy Mullins agreed to supply the missing name. With this provision, the minutes were approved.

B. Approval of the April 4, 2014 CP Board Meeting minutes

The minutes were approved as submitted.

III. New Business

A. CCSC Board reports (Judy Mullins, Carol Spradling)

1. The online version of QuickBooks is being tested by the national organization. We used it for our 2014 conference, and it will be used for all the fall conferences this year. Judy Mullins, the new Associate Treasurer for the national board, is working with the new system. (Susan Dean is the new Treasurer for the national board.)
2. Tim DeClue is new National Partners Chair. He reported that we now have 5 national partners: The National Science Foundation, turingscraft, Oracle Academy, Carnegie Mellon University, and Aldebaran Robotics. Michael Rogers will put the national partners on the CP website.
3. Bob Neufeld has resigned as National Membership Secretary. Stoney Jackson will be the Membership System Administrator.

4. Flyers about our 2015 conference will be needed for the ACM SIGCSE Conference, which will be in Kansas City next spring.
5. Henry Walker has decided to stop providing the web-based system for the proposal and review process. While ConfTool has a submission and review functionality, its review facility is not double-blind.
6. Future conference sites were announced: 2016 at MO Western State, 2017 at Washburn University. Northwest Missouri State agreed to host the 2018 conference.
7. ConfTool setup for the 2015 conference may need to be done by sometime in September. There were some problems last year with regard to whether K12 teachers should pay given that Cerner sponsored the first group that registered. Because of the use of QuickBooks and of PayPal for credit card charges, refunds were very complicated. One solution may be to have all K12 teachers pay onsite.
8. Judy recently sent Michael Rogers email about updating some items on the CP website.

B. Committee Assignments and Responsibilities

1. The following committee assignments and responsibilities were set:

Responsibility	Person(s)
Conference Chair	Jim Buchan
Conference Co-Chair	Yan Baoqiang
Local Facilities Coordinator	Caleb Berkstresser, Paul Winkle
Conference Publicity	Jim Buchan, Michael Rogers, Ed Mirielli
Keynote Speakers	Carol Spradling, Yan Baoqiang, Michael Rogers
Pre-Conference Workshop	Yan Baoqiang, Judy Mullins
Papers	Scott Bell, David Heise
Panels, Tutorials, Workshops	David Pope, Ron McCleary
Nifty Assignments	Michael Hass, Michael Rogers, Mahmoud Yousef
Lightning Talks	Kendall Bingham
Lightning Talks – K12	Diana Linville, Lewis McKenzie
K-12 Outreach	Scott Bell, Tim DeClue, Lewis McKenzie
Student Poster Competition	Rick Barker, Scott Sigman
Student Programming Contest	Jim Cain, Charles Riedesel, Paul Winkle
Student Paper Session	Linda Webster, David Monismith
Two-Year College outreach	Linda Webster, David Pope
Regional Vendors/Employers	Linda Webster, Carol Spradling, Jim Freeman, Caleb Berkstresser
Regional board Representative	Judy Mullins
Registrar	Ed Mirielli
Treasurer	Brian Hare
Webmaster	Michael Rogers
Secretary	Scott Bell
Editor	Baochuan Lu

2. Yan Baoqiang, chair of the 2016 conference, will need to prepare conference flyers for the 2015 ACM SIGCSE Conference.
3. The Keynote Speakers group will plan a Saturday morning keynote aimed at K-12. One possibility for the presenter is Barb Ericson of Georgia Tech. Other possible contacts for keynote presenters include Google and Jack Henry & Associates. Carol Spradling will contact Jack Henry (David Pope will give her contact information) and Google. Google will probably pay expenses for their employees to present. Judy Mullins will apply to SIGCSE for funds for other keynote speakers and for the preconference workshop.
4. The preconference workshop at the 2015 conference will have limited seating because of the size of the facilities at College of the Ozarks.
5. There will be a student paper session in the conference. The Student Paper Session chairs will formulate selection rules, and the student papers will be submitted through the usual process. The selected papers will not be published in the conference proceedings, but the students presenting will be recognized by having the abstracts of their papers posted on the CP website. A slot for the presentations will be reserved in the schedule. The student paper session will be on Friday so that students who wanted to present both posters and papers will not have a scheduling conflict. If there are not enough papers submitted to make a session, student papers will be given as lightning talks.
6. Consideration was given to doing a career fair during the conference. If this is to be done, companies that might participate will need to be contacted soon. Also, decisions will need to be made regarding place, amount of space, time, etc. To encourage involvement, some attendees preferred that there be no registration fee for companies to participate.

C. 2015 Conference Key Dates

1. The following dates and deadlines were set:

<u>Date</u>	<u>Event / Deadline</u>
9/4/2014 – 9/9/2014	Call for Papers distribution (mail by 9/6)
10/1/2014	Open Submissions System
11/15/2014	Early Registration Opens
11/30/2014	Submission deadline for papers and student papers and for abstracts of panels, tutorials, workshops, nifty assignments
12/7/2014	Extended proposal submission deadline
12/21/2014	Peer reviews deadline
1/3/2015	January planning meeting
1/6/2014	Acceptance Notification

1/17/2015	Final paper submission
1/22/2015	Submit papers to John Meinke
1/25/2015	Distribute Email Conference Program
2/1/2015	Preliminary conference program sans times for schedules to SIGCSE
2/22/2015	Lightning talk (K12 Undergrad) submissions deadline
3/1/2015	Early registration email reminder
3/1/2015	Have the handouts (Save the date) ready for SIGCSE
3/10/2015	End of Early Registration
3/10/2015	Programming contest team registration
3/8/2015	Poster contest registration
4/3/2015	Advance registration payments received
4/10/2015 – 4/11/2015	Conference

2. It needs to be verified that the address list used for sending last year's CFP is the one to use this year. The CFP will be sent on the SIGSCE and other appropriate list servers. Also, a save-the-date will be sent to K12 teachers, and the email lists used for this need to be verified. Jim Buchan and Michael Rogers will coordinate these efforts.
3. Jim Buchan and others involved with ConfTool will plan a setup meeting. Balancing against ConfTool was much easier at the 2014 conference, so the 2015 setup will be similar. Generally, balancing is easier if payments are received in advanced. Also, because of complications in refunding registration fees, it helps if K12 teachers (who will probably get Cerner scholarships) pay at the conference if necessary. The ConfTool setup group will look for better ways to handle K12 registrations and to encourage advance payments.
4. Henry Walker has decided to no longer provide the online system used in the past for conference submissions and review. David Heise has gotten a copy of the Walker system, which he plans to modify and host at Lincoln University. David would like to have testers for the system by September 1.
5. Student paper submissions will be due the same time as other paper submissions. The CFP will need to include information calling for students to submit.
6. Baochuan Lu will verify the date by which John Mienke needs manuscripts. Jim Buchan will need to submit a written welcome statement for the conference at the same time.
7. Before distributing the conference program by email (1/25/2015), Jim Buchan, Scott Bell, Tim DeClue, and Michael Rogers will coordinate the various lists of contacts (including those for K12). The distribution will also include another request for lightning talk submissions.

8. Jim Buchan will coordinate preparation and delivery of the preliminary conference program to SIGCSE (due 3/1/2015).
9. To simplify planning and balancing against ConfTool, no walk-in registrations will be taken for programming contestants. Each student must register individually via ConfTool (\$20), and teams must contact Programming Contest chair (Jim Cain) to register as a team by 3/10/2015.
10. The programming contest will not include high school teams. The contest problems are designed for university-level teams and don't fit well for high school contestants.
11. All advance registration payments must be received by the end of early registration date (3/10/2015). After the deadline, an email will be sent to anyone who has not paid informing them that their registration will be deleted because payment has not been received.

D. Finances

1. Awards for contests will be the same as last year:

Student Programming Competition	
1 st	\$300
2 nd	\$210
3 rd	\$150
4 th	\$90
Student Poster Competition	
1 st	\$150
2 nd	\$100
3 rd	\$75

- Carol Spradling will contact Cerner about giving \$500 to fund the programming contest awards. She will also contact Perspective Software about a gift to fund additional amounts for poster contest awards.
2. Cerner is expected to again give scholarships for the first twenty K12 Teacher to register. Tim DeClue will contact Cerner and confirm this.
 3. Judy Mullins will check with the SIGCSE Speakers Bureau for a grant to fund the preconference workshop (The 2014 conference got a \$680 award for it). The subcommittee would like proposals for the preconference workshop soon.

E. Publicity and Announcements

1. Changes to the CP website showing information for the 2015 conference will be made by October.

F. Registration setup/modifications (ConfTool Review)

1. Instructions to users will be reviewed, especially those regarding use of PayPal.

G. Paper Submissions & Review Tools and Process

1. David Heise got a copy of the reviewer data from the Walker system to import into the modified system. He will send out a request for volunteers to review once the new site is ready.

H. Programming & Poster Contests

1. There is space to accommodate about 22 programming teams.
2. Pizza and drinks for the programming contest will be in the Atrium, and the awards ceremony will be in the Lecture Hall.
3. A separate location for judging the poster contest will be available. After the judging, the open session can take place in the 2nd or 3rd floor lobby areas

IV. After the meeting adjourned, Jim Buchan lead a tour of the facilities.