

CCSC: CP Steering Committee Minutes
11:00 A.M, Saturday, August 1, 2015
Remington Hall Room 105
St. Joseph, MO

Attendees: Baoqiang Yan (chair), Connie Hecker, Deborah Becker, Scott Sigman, Brian Hare, Carol Spradling, Ron McCleary, Ed Mirielli, Tim Declue, Michael Rogers, Diana Linville, Rick Barker, Judy Mullins, Yipkei Kwok, Kendall Bingham, Mahmoud Yousef, Anshuman Singh Baochuan Lu (by Skype) and Michael Hass (Skype)

I. Baoqiang Yan 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, 2015 CP General Business Meeting minutes

III. New Business

A. CCSC Board reports (Judy Mullins)

1. The national CCSC Board approved that we include a statement in the Call for Papers and as an addition to the acceptance letters that mentions authors that do not show up to present at the conference will not have their paper published in the ACM Digital Library. The CCSC – Central Plains board has the authorization to override this policy if we choose. The steering committee participants held a short discussion regarding what we would do that if someone is not able to attend because of health reasons or a death in the family, we have the right to publish the paper in the ACM Digital Library.
2. We are required to provide room in our schedule to national vendors for vendor sessions. Tim will contact national vendors ahead of the January meeting and try to find out which vendors want slots on the schedule to present at our April conference.
3. The national CCSC Board has a Future Directions Commission that will:
 - Investigate and analyze the drop in submissions to conferences, the drop in conference attendance and the corresponding drop in CCSC membership.
 - Analyze the current organization and potential modifications to our geographic regional structure with a view toward maximizing both conference attendance and conference submission rates.
 - Provide appropriate definition of our publication functions to enable an eventual transition to different leadership.
4. Our CCSC – Central Plains ConfTool site will be available to us later this fall.
5. The 2017 CCSC Conference will be at the University of Nebraska – Lincoln. Charles Riedesel (chuckr@unl.edu) will serve as the chair of the conference. No dates are known at this point. Northwest Missouri State agreed to host the 2018 conference.

B. Committee Assignments and Responsibilities

1. The following committee assignments and responsibilities were set:

Pre-conference Workshop	Judy Mullins (chair), Yipkei Kwok, Edward Mirielli
Conference Publicity	Edward Mirielli (co-chair), Michael Rogers (co-chair), Kendall Bingham,
K-12 Outreach/K-12 Nifty Assignments/Lightning Talks	Diana Linville (chair), Tim DeClue, Lisa Perkins, Robin Robertson
Papers	Scott Bell (chair), Yipkei Kwok, David Heise
Keynote Speakers	Michael Rogers (chair), Deborah Becker
Regional Vendors	Connie Hecker (chair), Deborah Becker, Tim DeClue, Evan Noynaert,
Career Fair	Deborah Becker (chair), Connie Hecker , Carol Spradling
Panel/Tutorials	Ron. McCleary (chair), Anshuman Singh,
Two-Year College Outreach	Kendall Bingham (chair), Brian Hare, David Pope, Linda Webster, Carol Spradling
Nifty Assignments	Mahmoud Yousef (chair), Michael Rogers, Michael Hass,
Lightning Talks	Rick Barker (chair), Scott Sigman
Student Posters	Rick Barker (chair), Ajay Bandi
Student Papers	Linda Webster (chair), Scott Sigman, Ajay Bandi
Student Programming Contest	Evan Noynaert (chair), MWSU IT Staff, Yipkei Kwok, Brian Hare, Jim Cain
Works in Progress	Edward Mirielli (chair), Meilani Conley
Regional Board Representative	Judy Mullins
Registrar	Ed Mirielli
Treasurer	Brian Hare
Webmaster	Michael Rogers
Secretary	Scott Bell
Editor	Baochuan Lu

2. Charles Riedesel (chair of the 2017 conference) will need to prepare conference flyers for the 2017 ACM SIGCSE Conference.
3. We need to include a thank you to the Missouri Western University Foundation for their contribution to support the funding of the facility set-up for our conference. This should probably be in the program and perhaps on the web site.
4. We will have four rooms available during the conference Agenstein 324 (opening session) and Remington 105, 108 and 117. The Atrium will be available for the poster contest.
5. The group had several keynote speakers ideas. Mark Allen Weiss (Florida International University) may be a good speaker. Mark has a text book on Data Structures as well as several other textbooks. Mosaic in St. Joseph (Missouri Western Faculty may have a contact. Otherwise Carol has a contract.) Federal Reserve (Brian Hare will provide a contact). Project Lead The Way for K-12 (Judy Mullins has a name which she will provide to the Speakers committee. If this person does not work out then contact Leslie Martin who should have a contact. Darren Clausen (Engage Mobile) Judy Mullins or Carol Spradling will provide an e-mail. The Keynote Speakers group will find three speakers: one for the Friday Opening Keynote speaker slot, one for the Friday evening Banquet slot, and one for a Saturday morning Keynote aimed at K-12. We agreed that we would not schedule anything opposite the K-12 speaker on Saturday morning.
6. The pre-conference workshop will have limited seating. Remington 108 will be used so seating will be limited to 30 participants.
7. There will be a student paper session at the conference. Missouri Western faculty will figure out the location of this paper session. The question is will the paper session be in one of the four rooms that we have available for the conference or some other room.
8. We are planning to hold a Career Fair during the conference. We should probably hold this Career Fair on Saturday morning before the programming contest. Companies will need to be contacted in the next few months. A decision must be made by the Missouri Western faculty to determine the location of the Career Fair. The charge to the Career Fair will be \$50.

C. 2016 Conference Key Dates

1. The following dates and deadlines were set:

Date	Event / Deadline
9/4/2015	Call for Papers distribution (mail by 9/6)
9/4/2015	Open Submissions System (latest date should be 10/1/2015)
10/1/2015	Notice for Volunteer Reviewers sent out to past reviewers, authors from last year and any other sources
11/1/2015	Early Registration Opens
11/20/2015	Submission deadline for papers, student papers and for abstracts of panels, tutorials, workshops, nifty assignments
11/20/2015	Reminder CFP to SIGCSE, etc
11/30/2015	Submission Deadline Final
12/7/2015	Real submission deadline
12/9/2015	Reviewers Assigned
12/20/2015	Reviewer Deadline (there will be a few that don't review and we need to ask them again then AT LEAST 4 days to collect extra reviews)
1/4/2016	January planning meeting
1/6/2016	Acceptance notification sent
1/13/2016	Camera ready paper due
1/15/2016	Submit everything (papers, welcome, list of reviewers, etc.) to John Meinke
1/25/2016	Distribute Email Conference Program
2/1/2016	Preliminary conference program sans times for schedules to SIGCSE
2/29/2016	Works in Progress
2/29/2016	Early registration email reminder
2/29/2016	Have the handouts (Save the date) ready for SIGCSE
3/11/2016	Lightning talk (K12 Undergrad) submissions deadline
3/11/2016	End of Early Registration
3/11/2016	Programming contest team registration
3/11/2016	Poster contest registration
3/11/2016	Undergrad Student Papers
3/25/2016	Advance registration payments received
4/1/2016 – 4/2/2016	Conference

2. The address list used for mailings needs to be verified. Ed Mirielli and Michael Rogers should check with Jim to determine what e-mailing list was used last year. The CFP will be sent on the SIGCSE 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. The distribution will also include another request for lightning talk submissions. Ed and Michael will coordinate these efforts. Before distributing the conference program by email (1/25/2016). Ed and Michael will coordinate all these with Baoqiang Yan.
3. Baochuan Lu will verify the date by which John Meinke needs manuscripts.
4. Baoqiang Yan will need to submit a written welcome statement for the conference at the same time the rest of the program information is submitted.
5. ConfTool setup for the 2015 conference may need to be done in September. The following people will meet to set up ConfTool: Baoqiang Yan, Ed Mirielli, Brian Hare, and Charles Riedesel.
6. Fees will be the same.
7. Baoqiang Yan will coordinate preparation and delivery of the preliminary conference program to SIGCSE (due 2/29/2016).
8. 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 (Evan Noynaert) to register as a

team by 3/11/2016.

9. 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.
10. All advance registration payments must be received by the end of early registration date (3/11/2016). 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.

2. Cerner is expected to again give scholarships for the first 30 K-12 Teachers to register. Tim DeClue will contact Cerner and confirm this.
3. The Pre-conference workshop group and the Speakers group should communicate with each other about applying for funding through the SIGCSE Speakers Bureau for a grant to fund the preconference workshop.

E. Publicity and Announcements

1. Changes to the CP website showing information for the 2016 conference will be made by October 1.

F. Registration setup/modifications (ConfTool Review)

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

G. Paper Submissions & Review Tools and Process

1. David Heise and Scott Bell will communicate regarding any changes that need to be made to the registration software.

H. Programming & Poster Contests

1. The Missouri Western faculty need to determine how many teams could be accommodated for the programming contest.
2. Pizza and drinks for the programming contest will be in the Bloom Student Union 218 and 219, and the awards ceremony will be in the same room.
3. A separate location for judging the poster contest will be available. After the judging,

the open session can take place in the atrium in Remington Hall.

IV. After the meeting adjourned, Baoqiang Yan led a tour of the facilities.