

CCSC: CP Steering Committee Minutes  
11:00 AM, Saturday, July 30, 2016  
Avery Hall Room 347  
Lincoln, NE

Attendees: In Person: Brian Hare (UMKC), Ron McCleary (Avila), Michael Rogers (Northwest), Scott Bell (Northwest), Mahmoud Yousef (UCM), Kendall Bingham (UMKC), Belinda Copus (UCM), Charles Riedsel (UNL), Larita Lang (UNL); Via Skype: Rex McKanry (St. Charles Community College), Bill Siever (WUSTL), Rick Barker (Topeka)

I. After a minor issue with getting Skype to cooperate — you call that an interface, because I don't — Charles Riedsel opened the meeting with a review of the agenda, a welcome to the meeting attendees. Attendees introduced themselves.

II. Old Business

A. None.

III. New Business

A. CCSC Board reports (Judy Mullins)

1. The 2017 budget was approved. Good work!
2. Thanks to Ron McCleary for stepping up to become registrar, replacing Ed Mirielli. Ron will fill out the rest of Ed's term, expiring in 2017. Thanks to Ed for his service in that role.
3. Liz Adams is to be the new national partners chair; we need to contact Liz to see if any national vendors which to be present at our conference
4. Susan Dean will be acting as membership secretary for CCSC due to the resignation of Tim McGuire.
5. Brian Snider was nominated to be associate membership secretary. The election will take place in the next few days (this was written on the 30th of July)
6. Carol has lists of 4-year schools for MO, IA, NE, and KS, and will contact them regarding improving involvement with our conference.
7. We need to confirm the potential 2019 conference site, St. Charles Community College. Rex McKanry, from STCC, inquired as to what is required to host the conference. Ron and Mahmoud, having served as former chairs, observed that keeping on task is key, as is getting the programing contest set up. Ron noted the advantage of getting a course release if possible, as it is time consuming. It is important to assemble an email list of all committee members and use it - the group will always come through if asked. After this discussion, Ron moved and Mahmoud seconded that we host the 2019 conference at St. Charles Community College. The motion passed unanimously.

8. Diana Linville will continue to organize K-12 invitations/presentations for the conference, and connect with Cerner about getting donations for 30 K-12 teachers. Either the registrar or treasurer needs to contact Diana to ensure that Cerner comes through before we configure it in conftool.
9. Thanks to Scott Sigman for his 4 outstanding years of service as CCSC president.

## B. Committee Assignments and Responsibilities

1. The following committee assignments and responsibilities were set (although in some cases we need to verify that the assignees are willing):

Pre-conference Workshop	Judy Mullins, Scott Sigman
Conference Publicity	Michael Rogers, Kendall Bingham
K-12 Outreach/K-12 Nifty Assignments/Lightning Talks	Diana Linville, Belinda Copus, Tim DeClue, Lisa Perkins
Papers	Scott Bell, David Heise, Mahmoud Yousef
Keynote Speakers	Michael Rogers, Scott Sigman
Regional Vendors	Byrab Ramamurthy
Career Fair	Jeff Ifland
Panel/Tutorials	Ron McLeary
Two-Year College Outreach	Rex McKanry
Nifty Assignments	Mahmoud YTousef
Lightning Talks	Kendall Bingham, Rick Barker, Meilani Conley
Student Posters	Rick Barker, Ajay Bandi
Student Papers	Ajay Bandi
Student Programming Contest	Witty Srisa-an, Bill Siever
Regional Board Representative	Judy Mullins
Registrar	Ron McLeary
Treasurer	Brian Hare
Webmaster	Michael Rogers
Secretary	Diana Linville
Editor	Baochuan Lu

- The importance of having hard-copies was discussed. We need contact info from conftool for previous conferences as one source. Brian (?) observed that since we are farther west than usual, we need to get contacts from the area, and Charles has those contacts.

C. 2016 Conference Key Dates

- The following dates and deadlines were set:

<b>Date</b>	<b>Event / Deadline</b>
9/2/16	Call for Papers distribution (mail by 9/6)
9/2/16	Open Submissions System (latest date should be 10/1/2015)
10/1/16	Notice for Volunteer Reviewers sent out to past reviewers, authors from last year and any other sources
11/1/16	Early Registration Opens
11/18/16	Reminder CFP to SIGCSE, etc
11/30/16	Submission Deadline for papers, panels, tutorials, workshops, nifty assignments
12/7/16	Emergency submission deadline
12/9/16	Reviewers Assigned
12/20/16	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)
1/3/17	January planning meeting
1/6/17	Acceptance notification sent
1/13/17	Camera ready paper due
1/15/17	Submit everything (papers, welcome, list of reviewers, etc.) to John Meinke
1/25/17	Distribute Email Conference Program
2/1/17	Preliminary conference program (with times asterisked as tentative) for schedules to SIGCSE
2/27/17	Early registration email reminder
2/27/17	Have the handouts (Save the date) ready for SIGCSE
3/10/17	Lightning talk / work-in-progress / Lightning talk K-12 submissions deadline
3/10/17	End of Early Registration
3/10/17	Programming contest team registration
3/10/17	Poster contest registration
3/10/17	Undergrad Student Papers
3/24/17	Advance registration payments received
3/31/17	
-4/1/17	Conference

#### D. Finances

1. Awards for contests will be the same for the second year running:

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

Brian Hare will contact Cerner to see if they will still support the poster contest.

2. As noted above, Cerner is expected to again give scholarships for the first 30 K-12 Teachers to register. Diana will contact Cerner and confirm this.

#### E. Publicity and Announcements

1. Changes to the CP website showing information for the 2016 conference will be made by October 1.
2. Michael suggested that the call for papers/participation include a request for reviewers, as we always need more.

#### F. Speakers

1. As usual, 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 pre-conference workshop.
2. We do not have any names yet, although Charles suggested we contact Hudl

#### 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. Scott (?) needs to contact David Heise and make sure he's ready to go
2. We need to collect more reviewers
3. For the K-12 track, the K-12 committee should tel K-12 teachers to tell their students to submit their own work.
4. Charles will be responsible for getting publicity to SIGCSE
5. We need to check with Baochuan Lu about the dates and deadlines (everything from January 3rd-15th needs to be verified).

## H. Programming & Poster Contests

1. Students will set up posters 0.5-1.0 hours before the contest.
2. Having judges and students isolated during the judging worked well, and we will continue to do so this year.
3. UNL has many easels, more than enough to accommodate the expected number: we had 13 last year, and historically 8-12 poster submissions.
4. The programming contest will use PC<sup>2</sup>: Charles has extensive experience running programming contests.

IV. After the meeting adjourned, Charles led a tour of the facilities. Because of classes, on Friday the meeting will take place in a number of venues, and meet solely in Avery Hall on the Saturday. UNL has a supercomputer and a drone lab, and tours of both will be arranged.