

Minutes

CCSC Board Meeting Fall 2003

November 6-7, 2003

Recorded by Curt White, Past-President
(in the absence of Rob Bryant - President elect)

Present: Liz Adams, Anne Cable, Nancy Cameron, John Meinke, Will Mitchell*, Bill Myers, Paul Myers, Bob Neufeld, Kris Powers, Phil Prins, Bob Riser, Kevin Treu, Curt White, Richard Wyatt

Absent: Rob Bryant, Myles McNally

* non-voting attendee

I. Call To Order / Introductions / President's Comments

Meeting called to order by Paul 7:20pm

1. Introductions were made
2. President's remarks

II. Routine Reports & Announcements:

3. Past-president report (Curt)

Currently working on SIGCSE/CCSC in cooperation status.
Will be working on spring elections.

4. President-elect report (Rob - Appendix 2)

Accepted Rob's report with 2 corrections

Add the following 2 passed motions (these have been added to the report in the appendix):

April 9, 2003, Motion: To accept the minutes of the spring 2003 board meeting as currently published on Paul's website.

Yes: Bob.R., Rob, Myles, John, Paul, Richard, Carl, Anne, Bob N.

No: none

Abstentions: Ingrid

Not voting: Liz, Kris, Bill

Motion passed.

June 4, 2003. Motion: To have the Board's approval to open this [PayPal] account.

Yes: Ingrid, Paul, John, Bill, Carl, Liz, Kris, Anne

No: none

Not voting: Bob R., Myles, Rob, Richard, Bob N.

Motion passed.

5. Regional reports - reports accepted as submitted. No discussions; reports are attached (see appendices 3-10).

6. Membership report (Kris - appendix 13) - Numbers holding steady but Kris is not 100% sure of new database results. Also in appendix 13 is DB functionality report submitted by Kris.

7. Publications report (John - appendix 14) - Papers getting a little longer, possibly due to increased graphics. Different conferences have different "flavors" (some have more papers, some have more workshops, etc.). Will we have to limit paper size?

8. Treasurer report (Bill - appendix 15) - Need to deal with revenue from Mid-south conference. Board members should verify (with Bill) their names and address on IRS form.

III. OLD BUSINESS:

1. NECC (Kevin - appendix 11) - It appears the relationship between CCSC and NECC may be ending. Kevin will continue to talk with ISTE/NECC to see if there might be a future. He will present a report Spring 2004 with a recommendation. (SIGSCE has decided against a relationship with NECC.)

2. Regional Bylaws - Curt will see where we are with respect to regional bylaws (which region has not yet submitted regional bylaws) and will report on current status at the Spring 2004 board meeting.

3. Election Procedures - Kris and Curt will consider procedures and will report at the Spring 2004 board meeting.

4. Organization Audit - We need to approach an insurance company to see what is needed (audit-wise and cost-wise) to get insurance bonding. Paul will look into it.

Meeting was stopped at 9:30pm.

Meeting was called back to order at 9:08 Friday morning Nov 7

5. Database - The board will create a database committee, its purpose to be defined later in a draft from Paul. (Purpose could be 1. provide authority of the board rather than 1 person (Kris), and 2. consider options such as payment to Brent and professional registration company).

Board will consider some form of payment to Brent, and/or payment to Brent's student helpers. Committee will consist of Anne, Kris, Bill, Brent. Bill will be chair.

6. Conference Coordinator (Will - appendix 12) - Will presented status of Mid-south. They are going to continue on their own, separate from CCSC.

7. Paul created a task force to examine CCSC Growth Plan. Members include Myles, Will, John, and Nancy. Charge will be forthcoming from Paul and will reflect the issues presented in the agenda.

8. Paul created a task force to finish a revised set of bylaws for Spring 2004 board meeting. Members include Paul, Rob, Curt.

Straw vote: Should the consortium move to a 12-month calendar year: 7 in favor. Should consortium stay on current fiscal year schedule: 2 in favor. Paul asked Kris and Bill to work out the exact wording for this issue, to be presented to the bylaws task force.

Motion: The consortium support financially (as per our travel policy) each of the two task forces to meet face-to-face once, if needed, to address issues.

Motion made by Nancy C., seconded by Richard. In favor: 9, opposed: 0

IV. NEW BUSINESS:

1. PayPal Status - Bill is still investigating costs. More details coming at or before Spring 2004 board meeting.

2. Budget Approvals -
Eastern needs to be redone.
South Central - approved
Midwest - approved with one modification
Rocky Mountain - approved

3. Bill made motion: Accept RM and SC budgets as is; Midwest with one modification; Eastern has to resubmit. John seconded. Passed unanimously.

4. Banking of regional profits - Bill said if a region creates a surplus, the region can draw upon the surplus (within reason) for future conferences. The region's future budget should reflect this previous year's surplus.

5. ICANN's Interim At-Large Advisory Committee - CCSC board will not take action.

6. Budget committee needed before Spring 2004 board meeting: Liz, John, and Bill volunteered.

7. Journal vs. Proceedings Issue - John asked if each regional rep would ask its school if it matters if Journal is electronic, CD-ROM, or paper.

CCSC Journal should clearly state "Refereed".

8. Recommendation made by Liz that president of CCSC send a thank-you letter to each region's conference chair.

9. CCSC Mail List - This issue will be examined in the future.

10. Web Site Related Links issue will also be examined in the future.

Next Board Meeting:

Spring Board Meeting: Time? Send suggestions to Paul.

CCSC Business Meeting: Will follow after SIGCSE Business Meeting on Friday at SIGCSE 2004.

Meeting adjourned: 12:09 pm.

Appendices: Submitted Reports

CCSC Board Meeting Submitted Reports Fall 2003

Recorded by Robert Bryant., President-Elect, 12/3/03

REPORTS - Appendix table of contents

0. Agenda: Fall 2003 board meeting - See appendix 0.

1. Past President (Curt White): presented at orally, see minutes - Appendix 1.

2. President-Elect (Rob Bryant): See Appendix 2.

3. Regional Reports ... (See Appendices 3-10)

Central Plains (Bob Neufeld): - See Appendix 3.

Eastern (Liz Adams): - See Appendix 4.

Midwest (Myles McNally): - See Appendix 5.

Northeastern (Richard Wyatt): See Appendix 6.

Northwestern (Phil Prins): See Appendix 7.

Rocky Mountain (Anne Cable): See Appendix 8.

Southeastern (Kevin Treu): See Appendix 9.

South Central (Nancy Cameron): See Appendix 10.

4. NECC Representative (Kevin Treu): See Appendix 11.

5. Conference coordinator (Will Mitchell): See Appendix 12.

6. Membership Secretary (Kris Powers):): See Appendix 13.

7. Publications Coordinator (John Meinke): See Appendix 14.

8. Treasurer (Bill Myers): See Appendix 15.

9. Regional Budgets ...

Rocky Mountain: See Appendix 16.

South Central: See Appendix 17.

Midwest: See Appendix 18.
Eastern: See Appendix 19.

APPENDIX 0: AGENDA

CCSC Fall Board Meeting (2003)
Atlanta, Georgia
November 6-7, 2003

I. Call To Order / Introductions / President's Comments

II. Routine Reports & Announcements:

1. Past-President (Curt White)
2. President-Elect (Rob Bryant)
3. Brief Regional Reports: Central Plains Eastern Midwestern
Northeastern
Rocky Mountain South Central Southeastern
4. Membership Report (Kris Powers)
5. Publications Report (John Meinke)
6. Conference Coordinator Report (Will Mitchell)
7. Treasurer Report (Bill Myers)

III. OLD BUSINESS:

1. **NECC:** our status was tabled by the Board at the Reno meeting.
2. **Database:**
Reno Minutes:
 - All future suggestions should be made directly to Kris Powers.
 - Kris Powers will determine when the new Database will be operational.
 - Cathy Bareiss needs to terminate her database by the fall conferences.What is the DB Manager's status in the CCSC? This is a big project, done for virtually no recognition.
Do we own a server?
Do we need a permanent DB Committee (headed by the DB Manager)?
3. Are **regional bylaws/standing rules** still an issue?
4. **Election Procedures:** Mailing Protocols.
5. **Midsouth "region" memberships:** how to handle for elections?
6. **Organization Audit** - status.

IV. NEW BUSINESS:

1. **ICANN's Interim At-Large Advisory Committee (ALAC)** is now accepting applications from existing or new groups that involve (or want to involve) individuals in Internet issues. [Bill Myers]

2. **PayPal:** status.

3. **Budget Approvals**

South Central

Midwest

Eastern

Rocky Mountain

4. **CCSC Email list:** jobs-related “spam, ” etc.?

Richard: However, I am inclined to support policy that allows the use of our member lists to send information that is:

- clearly relevant to computer science and/or computer science education,
- likely or very likely to be of interest to CCSC members,
- from a non-profit organization.

5. **Website: “Related Links” policy.**

Criteria for a link to be posted, a board member must sponsor it along with, if appropriate, a length of time to keep it. That will allow an avenue for things to reach the webmaster via some person acting in a "formal" duty of the board. Obviously, outdated/non-working links can be trashed as they are found.

6. **Journal vs. Proceedings**

7. **Task-Force Creation**

A. Bylaws (Curt, Paul, Rob, ...)

-- the Bylaws should reflect *regional concerns* in a meaningful way.

-- Kris: 1. Proposed *amendments* of these Bylaws may be submitted in writing to the President-Elect by any member of the Consortium. Proposed amendments will be presented to all members of the Board of Directors for consideration. All proposed amendments must be approved by the Board of Directors before being submitted to the membership; those approved by the Board shall distributed to the membership at least thirty (30) days in advance of the annual meeting of the Consortium.

--Kris: Under Article III membership, we have: 7. The *membership year* for the Consortium shall correspond to its fiscal year. I would like to propose that this be changed to: 7. The membership year for each individual shall correspond to a calendar year, beginning on the date that their membership application is processed.

-- Expansion of duties of the *Conference Coordinator*. It has occurred to me that this position is somewhat misnamed. The role has historically been that of conference creator and facilitator. Given the changes in the CCSC that have required a moratorium on growth and the creation of a task force (see 8B below), it is not clear how much additional conference creation needs to be done. And that that is to be done will require much more coordination with existing

conferences than in the past. I can envision new policies such as (and this is just a random example) “conferences within 300 miles of each other must occur in different semesters.” In other words: Coordination! The Growth Plan must reflect policies of this sort, it seems; and, therefore, the Bylaws must emphasize these sorts of duties as well.

B. Growth Plan (Myles, Will, John, ...)

- ways in which the Board sees CCSC growing in future (Do we grow bigger regional conferences, or more regions? What's the desired size for each?)
- determine procedures/policies for the creation of new regions
- timing of contiguous conferences
- need assessment governing the creation of new regions

Reno Minutes:

We recommend that CCSC develop a comprehensive growth plan. The plan should include consideration of all aspects of CCSC business including:

- Density of regions;
- Number of regions the organization would like to have;
- Number of regions the organization could handle;
- Workloads of impacted positions: editors, treasurer, etc.;
- Who’s attending current conferences, number of presenters vs. non-presenters, etc.;
- Impact of neighboring regions; coordination of conferences;
- Budget considerations;
- Long range planning for CCSC.

Motion. (Myles McNally) The president is charged to form a Committee to develop a growth plan for CCSC. PASSED.

NOTE: I think that the Consortium should fully support the work of crucial committees such as these.

Next Board Meeting

Reno Minutes: The **next annual CCSC meeting** is to be held after the SIGCSE business meeting at the SIGCSE 2004 symposium in Norfolk

APPENDIX 1: PAST-PRESIDENT REPORT

APPENDIX 2: PRESIDENT-ELECT REPORT

Report of the President-Elect

CCSC

November 1, 2003

Robert Bryant.

1. April 9, 2003 (via fall 2003 board meeting addition)

Motion:

To accept the minutes of the spring 2003 board meeting as currently published on Paul's website.

Yes: Bob.R., Rob, Myles, John, Paul, Richard, Carl, Anne, Bob N.

No: none

Abstentions: Ingrid

Not voting: Liz, Kris, Bill

Motion passed.

2. May 16, 2003 (via email from Ingrid Russel)

Motion:

The board approves CCSC funds be used for expenses incurred to hold a meeting of the president's task force to work on CCSC bylaw revisions during the summer of 2003.

YES votes: (5) Paul, Bob R., Rob, Kris, Richard

NO votes: (2) John, Bob N.

Abstain: (1) Ingrid

Not Voting: (6) Carl, Liz, Anne, Myles, Bill, Curt

Motion fails (per action of the Board, an email motion requires 8 affirmative votes in order to pass).

3. June 4, 2003 (via fall 2003 board meeting addition)

Motion:

To have the Board's approval to open this [PayPal] account.

Yes: Ingrid, Paul, John, Bill, Carl, Liz, Kris, Anne

No: none

Not voting: Bob R., Myles, Rob, Richard, Bob N.

Motion passed.

4. July, 1 2003 (via email from Ingrid Russel)

MOTION:

The membership secretary be permitted to maintain a financial account through his/her academic institution; any positive balance on said account to be remitted to CCSC treasurer either:

- bi-annually or
- whenever the balance exceeds 2 * (an average conference registration fee for the fiscal year) whichever is more frequent.

YES votes: (10) Rob, Bob N., Bob R., Liz, Anne, Kris, Bill, Ingrid, Paul, Myles

NO votes: none

Not voting: (4) Curt, Carl, Richard, John

The motion above passed

5. October, 2003

A motion was made regarding a new non-CCSC conference. After much discussion, the motion was withdrawn.

6. October, 2003

A motion was made regarding the definition of a "membership year". It was not seconded. Discussion included putting this on hold until the bylaws are revised.

Synopsis of CCSC board issues raised via email discussion since May 2003 (in chronological order):

1. Bylaws revisions. - On **board meeting agenda**.
2. Organization Audit. - Bill sent a link to generally accepted practices.
- **Currently NOT on agenda**.
3. Membership year definition. - On board meeting agenda.
4. DB status for registration use. - On board meeting agenda.
5. Proceedings on CD. - **Currently NOT on agenda**.
6. Journal vs. Proceedings. - On board meeting agenda.
7. National vendor registration. - Webmaster not getting timely updates of who these are. - **Currently NOT on agenda**.
8. Election procedures. - On board meeting agenda.
9. ICANN. - On board meeting agenda.
10. MidSouth issue - On board meeting agenda.
11. Use of CCSC lists. - On board meeting agenda.

Personal comments to accompany my report.

ISSUES:

1. Implementing the DB using the proposed change to the bylaws regarding membership year definition should not cause anyone problems as we will only be "giving" extra membership time. So I think we should implement the DB using the new definition and work on getting the bylaws changed as appropriate. Until the DB is at a point of meeting our needs, I think it would be useful to have the DB manager working closer with the board members. Paul's idea of a DB committee might be the path to follow...
2. I would encourage the board to support the bylaws revision and growth plan efforts in terms of funding those that work on it to meet when needed. It will require face time. I am willing to serve an either or both efforts if more members are needed.
3. We should have a viable audit procedure in place. I think it would be worthwhile to have an assistant treasurer who runs it. Maybe we can get that effort done by funding airfare for the 2-3 people we normally support at the spring meeting? This will also help us obtain a backup person for the critical treasurer position.
4. A universal template for paper submission would be very helpful. Some of the regions have ones that work. John seems to like the South Central process. Let's pick one to make all the editing jobs easier. This includes making sure the system can be implemented by all the regions (national website hosted?)
5. Lastly, I quote from one of Paul's early emails about this fall's board meeting: "No one seems to think we have a particularly large agenda." Judging from the agenda Paul just sent his responses were limited... As you can see from the submitted reports list - there are a significant number of reports missing. This adds a significant amount of time to the meetings if members do not read these reports prior to the meeting. Most of the information is factual in nature and would be better digested in a pre-board meeting read.
I would like to suggest that in the future, reports contain an "ISSUES" section at the bottom which would include topics the region would like the national board to address. These sections would then be the basis for building part of the board's meeting agenda. And of course - we cannot read what we do not have....

I am sorry I will not get to meet with you all this fall. I wish you good luck in continuing the worthwhile efforts of our fine organization.

Sincerely,
Rob

APPENDIX 3: CENTRAL PLAINS REPORT

CCSC:Central Plains Regional Report

November 5, 2003

Central Plains Conference 2003

Our ninth annual conference was held April 25-26 at Emporia State University with Chuck Pheatt as conference chair. The spring regional report included paper count and other program information. We had four or five vendors.

There were 25 web projects submitted for the Student Web Page Contest. Twelve of those were selected for presentation at the conference.

Best Overall Web Site Winner (\$400) - Daniel Miller- Southwest Baptist University

Best Visual/Design Layout Winner (\$200) - Anthony Harris - Southwest Baptist University

Best Content Winner (\$200) - Nathan Welch - Northwest Missouri State University

Best Use of Technology (\$200) - Matthew Libertini, Joshua Rose, Nathan Sanders - College of the Ozarks

Other information about the contest can be found at <http://www.studentwebcontest.com/>.

Future Conferences

CCSC:CP 2004 is to be at Central Missouri State University in Warrensburg, Missouri, on April 2-3. Co-chairs are Mustafa Kamal of CMSU and Paul Wiedemeier of Columbia College of Missouri. New to that conference are a Student Programming Contest and "Nifty" Course Assignments. The CFP can be found at <http://www.ccsc.org/centralplains/>.

Washburn University (Topeka, KS) plans to host the 2005 conference with Bruce Mechtly as conference chair.

Web Site

The Central Plains regional web site is hosted permanently at <http://www.ccsc.org/centralplains/>. It now includes some history along with the usual regional information such as membership of the regional board and the current conference committee.

Regional Organization

Regional bylaws (available at our Web site) were adopted by the members present at our spring meeting and standing rules should be approved by the regional board before our 2004 meeting.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative

APPENDIX 4: EASTERN REPORT

Eastern Region Report

Eastern had a very successful 19th annual Conference at Montclair State University in Upper Montclair, New Jersey. The Conference was held on October 17th and 18th, 2003. Dorothy Deremer was the Conference chair and did an outstanding job. She was ably assisted by the following :

John Dougherty, Haverford College - Papers Chairperson

Jennifer Polack-Wahl, Mary Washington College - Papers & Workshops Chairperson

and

Hubert Johnson with James Benhham - Vendors

Dajin Wang with Edward Boyno - Registrar

George Antoniou - Treasurer

John Jenq - Student Posters

Andreas Koeller with Angel Gutierrez - Programming Contest

Carl Bredlau with Roman Zaritski - On site technical support

Mark Hubey with Kossi Edoh - Publications

Stefan Robilia - Advisor for programming teams

Marinos Michael - Webmaster

Beverly Macaluso with Al-Nesha Jones - Secretarial support

all from the Department of Computer Science at Montclair University

The Conference keynote address was delivered by Dr. Dianne Martin, Professor and Chair of the Department of Computer Science at The George Washington University. The title of her address was "Awareness, Analysis, and Action to Activate the Ethics Radar". Turingscraft sponsored the Keynote address of the Conference.

The after dinner presentation was given by Jeffrey L. Popyack and Nira Herrmann, both of Drexel University who repeated their presentation from SIGCSE 2003 entitled "The Good, the Bad and the Ugly: High-Tech Academic Fraud."

The Conference included 2 pre-Conference workshops, ___ paper sessions, ___ panel sessions, 1 special session, 1 tutorial session, a student poster contest (sponsored by UPE) and a programming contest (sponsored by Microsoft). .

Next year's Conference, the Eastern Region's 20th, will be held at Loyola College in Maryland which is located in Baltimore, Maryland. The Conference dates are October 15th and 16th, 2004. The call for participation was distributed at this year's Conference at Montclair University and is being distributed at Southeastern's Conference. Flyers will also be available at SIGCSE 2004. The deadline for paper submission is March 26th, 2004. The deadline for Panels, Workshop and Tutorials proposals is also March 26th, 2004. The deadline for Student Posters is May 28th, 2004. The student programming contest will be held on Saturday, October 16th, 2004 from 8:00 am - 12:30 pm.

The Conference website is <http://justice.loyola.edu/~ccsce04>

respectfully submitted by Elizabeth Adams, Eastern Regional Representative

APPENDIX 5: MIDWEST REPORT

**CCSC-Midwest Regional Report
November 4, 2003**

Midwest Conference 2003

The Midwest Conference for 2003 was held October 3-4, 2003 at Denison University in Granville, Ohio. Deborah Hwang of the University of Evansville chaired the conference. The conference followed its usual format of three parallel tracks, with paper, panel, and tutorial presentations. There was a pre-conference workshop on *Computer Security Laboratory Tools* and post-conference workshop on *Tools and Techniques for Teaching Object-Oriented Concepts*. Our second annual programming team contest was also held. New this year was a pre-conference luncheon sponsored by Franklin, Beedle & Associates with a presentation by John Zelle entitled *Simple, not Simplistic: Squeezing the most form CS1 With Python*.

UPE awards were given to the best student papers, posters, and best in show. Awards were also given to the top three programming teams.

Attendance was 85, with 62 regular registrations, 19 student registrations, and 4 vendors.

A great time was had by all!

Midwest Conference 2004

The Midwest Conference for 2004 will be held October 3-4, 2003 at Kalamazoo College in Kalamazoo, Michigan. The conference chair is Cathy Bareiss of Olivet Nazarene University and Alyce Brady of Kalamazoo College will be the site chair.

Other Issues

- The region has adopted a set of bylaws, which are appended to this report. They are substantially the same as the draft set circulated to the National Board in my Fall, 2002 report.
- A steering committee for the region has been elected as specified in the region's bylaws, and its membership will be posted to the region's website.

Respectfully submitted by Myles F. McNally, Midwest Representative

Appendix One: Bylaws for the CCSC Midwest Region

BY-LAWS

Consortium for Computing Sciences in Colleges: Midwest Region

ARTICLE I - Name and Object

The name of the organization shall be: Consortium for Computing Sciences in Colleges: Midwest Region. The object of the organization shall be to provide one yearly conference in the Midwest Region of the United States that will be supported by and endorsed by the constitution and by-laws of the Consortium for Computing Sciences in Colleges hereafter referred to as CCSC.

ARTICLE II -- Membership

Members will be those persons who are members of the Consortium for Computing in Small Colleges who have selected the Midwest Region as their region for purposes of CCSC Voting.

ARTICLE III -- Governing Body and Duties

The governing body of the Midwest Region will be known as the Steering Committee. The Steering Committee shall consist of

- The Regional Representative to the Board of the CCSC (who chairs the Committee)
- Five duly elected members
 - Regional Editor (who also serves in that role on the conference committee)
 - Regional Membership (who also serves in that role on the conference committee)
 - Regional Webmaster (who also serves in that role on the conference committee)
 - Two At-large Positions
- The Current Conference Chair (who also serves as the Regional Treasurer)
- The Previous Conference Chair (who also serves as the Regional Secretary)

The term of the regional representative will be determined by the bylaws of the CCSC. The term of office for the other elected members will be three years or the remaining time of a vacated office. Steering Committee members must be members of the Midwest Region. Elections for these positions will be staggered and will be held at the annual business meeting in conjunction with the regional conference.

The responsibilities of the Steering Committee will include selecting the site and date of each conference, selecting the conference chair and associate chair, preparing the annual budget, insuring the publication of the proceedings, holding regional elections, and preparing amendments to the conference bylaws and standing rules.

ARTICLE IV -- Meetings

The Midwest Region shall support one annual conference at which the Steering Committee will also meet. In addition, the Steering Committee shall also meet in conjunction with the spring planning meeting for the next conference.

ARTICLE V -- How to amend the by-laws.

These by-laws may be amended by following the rules for amending the constitution and by-laws of the CCSC.

ARTICLE VI -- Standing Rules

The Steering Committee may formulate standing rules to supplement these By-laws, so long as they are not inconsistent with these By-laws. Standing rules may be adopted by a two-thirds vote of a quorum of the Steering Committee at any regular meeting. Each Standing Rule adopted shall become an addendum to these By-laws.

APPENDIX 6: NORTHEASTERN REPORT

(pdf image)

Northeast Report

Report from the CCSCNE to the CCSC Board

2003 Conference

The Eighth Annual NE conference was held at Rhode Island College in Providence, Rhode Island, April 25-26, 2003. It was another successful conference, with 169 regular (faculty) attendees, 31 programming teams, and 44 student posters.

There were 41 papers submitted of which 20 were accepted, thus giving an acceptance rate of 49%. There were four panels submitted with four accepted, five tutorials submitted with three accepted (though one of the accepted tutorials – the one from NSF, no less – failed to show up), and five workshops submitted with two accepted as workshops and a further one accepted as another tutorial.

Students posters were displayed and judged mostly during the social hours. The three best-paper awards (in the amounts of \$150, \$100, and \$50) were given at the Saturday lunch, which marked the end of the conference.

There were two excellent plenary sessions: John H. Conway (John von Neumann Distinguished Professor of Mathematics, Princeton University) and Linda Stern (University of Melbourne, Australia).

There were four sponsors, who helped make the conference possible:

1. Microsoft Corporation gave a grant to help defray the costs of providing an affordable conference at the regional level, to support of the Programming Contest and the poster contest.
2. Upsilon Pi Epsilon also supported of the student poster contest .
3. Course Technology supported of the coffee breaks .
4. Turings Craft also supported of the coffee breaks.

Vendor participation was again very strong with eleven participants:

1. Apple Computer
2. Charles River Media
3. Computational Science Institute Course Technology
4. InterSystems Cach Campus,
5. John Wiley & Sons
6. Jones and Bartlett
7. McGraw-Hill
8. Metrowerks

9. Microsoft
10. Prentice Hall
11. Turing's Craft

The conference committee was introduced for the 2004 conference, which is to be held at Union College, Schenectady, New York, April 23-24, 2004. The conference chairs are: David Hemmendinger, Union College (hemmendd@athena.union.edu) and Scott McElfresh, Carnegie Mellon University (scottm@cs.cmu.edu). The papers deadline is November 16, 2001. All are encouraged to submit.

Other Matters

1. The venue for the 2005 conference has been selected: it is to be again at Providence College in Providence, Rhode Island.
2. Since our last meeting in Reno, the following noteworthy matters have been dealt with or have arisen at CCSCNE:
 1. Online submission for processes have been greatly improved.
 2. The membership chair Danny was charged with adding the email addresses of all chairs of computer science departments at institutions likely to be interested in CCSC within our region.
 3. Conference registration into the database was done locally.
 4. There is a possibility that a one-time contribution of as much as \$5000 might be made for the 2004 conference. The board is reluctant to set higher prize moneys or to lower the conference fee because they could not be continued in future conferences. There are no firm plans at present as to how such money might be spent.

Respectfully submitted (October 22, 2003):

Richard Wyatt
Chair of the CCSCNE Board
Department of Computer Science
410 Anderson Hall
West Chester University
West Chester, PA 19383
Work: (610) 436-3230
FAX: (610) 436-3530
wyatt@checkov.wcupa.edu

APPENDIX 7: NORTHWESTERN REPORT

CCSC – Northwestern Regional Report
October 27, 2003

Northwestern Conference 2003

The 2003 Northwestern Conference was held October 3 and 4 at Central Washington University in Ellensburg, Washington. Ed Gellenbeck was the Conference Chair. Grant Eastman, Site Chair, did both his and Ed's job during the conference itself as Ed's mother-in-law passed away unexpectedly in Wisconsin earlier in the week. 77 people attended the conference including 10 students and 3 guest speakers. The conference included:

- 12 accepted papers
- 4 panels
- 8 tutorials/workshops
- 4 student posters (students received cash prizes for 1st, 2nd, and 3rd place)
- 2 national vendors and 3 regional vendors displayed their products

Especially noteworthy was that authors came from many different states and South Korea.

The Keynote speaker was Joan Francioni of Winona State University speaking on *Making Computer Science Accessible for Students with Visual Disabilities*

The Banquet speaker, Steve Cunningham of the National Science Foundation spoke on grant opportunities.

Those in attendance gave the conference much positive feedback.

Northwestern Conference 2004

The 2004 Northwestern Conference will be held on October 8 and 9 at Willamette University in Salem, Oregon. Jenny Orr of Willamette will be the Conference Chair.

Future Conferences

The 2005 Northwestern Conference is scheduled for October 14 and 15 at the University of Washington, Bothell campus with Carol Zander of UWB as Conference Chair.

The 2006 Northwestern Conference is scheduled to be held at Eastern Washington University with Ray Hamel of EWU as Conference Chair.

Respectfully submitted,

Phil Prins
Northwestern Representative

APPENDIX 8: ROCKY MOUNTAIN REPORT

CCSC: Rocky Mountain Region Report October 31, 2003

Rocky Mountain Conference 2003

The conference was held October 17 and 18 at Western New Mexico University in Silver City, NM. Peter Isaacson of University of Northern Colorado was Conference Chair. Richard Johnson and Ronald McFarland of Western New Mexico University were Co-Site Chairs.

- Presentations included 16 professional papers, 3 student presentations, 5 workshops, and 3 panels
- The UPE award for best student paper was given to Joshua Jowers from Eastern New Mexico University for his presentation: "Using Computer Simulation to Investigate the Effects of Territory Characteristics and Swimming Rules on Encounter Rates for Coral Reef Fish". Tied for second place were: Coleen Anderson from University of Northern Colorado, who presented "XML and Schemas: DTD versus XSDL" and Brian Lain from New Mexico State University, who presented "An Approach to Automating Dynamic Web Site Design Using PHP and MySQL."
- Attendees rated all aspects of the conference highly on the evaluation forms. They especially enjoyed the technical workshops, a workshop on CS education research, and a panel on grading.
- Although Silver City is a remote location, all who attended were glad they made the trip. The weather was beautiful. An excellent banquet was served in a historic opera house in a small mining town near by.
- Attendance: about 50 (including 11 students, 1 national vendor, and 2 invited speakers.)

Future Conferences

- 2004 University of Northern Colorado; Greeley, CO
Conference Chair: Richard Johnson, Western New Mexico University
Co-Site Chairs: Peter Isaacson and Terry Scott, University of Northern Colorado
- 2005 Utah Valley State College; Orem, UT
Site Chair: Ernest Carey, Utah Valley State College

Notes

1. It has been proposed that we make MS Word the official language for paper submission.
2. Peter Isaacson did an excellent job implementing our new on-line submission and refereeing system. Although it was advertised as a prototype, there were no major problems. We'll continue to use and refine the system in 2004.

Respectfully submitted by

Anne Cable
Rocky Mountain Representative

APPENDIX 9: SOUTHEASTERN REPORT

CCSC-SOUTHEAST REGIONAL REPORT

Fall 2003

Fall 2003 CCSC:Southeastern Conference

The 17th CCSC Southeastern Conference is scheduled for Nov 7-8 at Georgia Perimeter College in Dunwoody, GA. Julia Benson and Priscilla Dodds are site co-chairs, Kevin Treu (Furman) is chairing the regional board; Laurie White and Andy Digh (Mercer) are program co-chairs. Other regional board members are Julia Benson (membership chair), Susan Dean (publicity, UMUC – Maryland in Europe), Dee Medley (treasurer, Augusta State University), Kris Powers (local registrar, Berry College), Bill Myers (at-large, Belmont Abbey College), Becky Tallon (secretary, Lipscomb University), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Joe Sloan (2004 site co-chair, Wofford College), David Sykes (2004 site co-chair, Wofford College), and Paula Gabbert (2002 site co-chair, Furman University).

For the first time in 2003, the Southeastern region mandated that a local conference committee be formed. The members of that committee are:

- Local Arrangements Co-chairs: Julia Benson and Tina Philpot
- Local Publicity Co-chairs: Dawn Zillich and Don Johnson
- Speakers Chair: Priscilla Dodds
- Vendors Chair: (unfilled)
- Corporate Sponsors Chair: Gene Sheppard
- Programming Contest Director: Lorie Moffitt
- Web Contest Director: Becky Tallon
- Student Paper Contest Director: Barbara Boucher Owens

The scheduled program includes 26 regular papers, 7 student papers, 1 panel, and 3 tutorials/workshops. A total of 38 regular papers were submitted of which 16 were accepted outright, 10 accepted conditionally, and 12 rejected (acceptance rate 68.4%). 11 student papers were submitted with 4 accepted, 3 conditionally accepted, and 4 rejected.

A pre-conference workshop entitled "Human-Computer Interaction in the Classroom," will be presented by Daniel D. McCracken of City College of New York (scheduled from 9 a.m. to noon on Friday, November 7).

Dr. Amy S. Bruckman of Georgia Tech will give the keynote address "Learning in Online Communities." Dr. Irfan Essa of Georgia Tech will give the banquet address "Digital Video Special Effects, a Computer Science Perspective". For the first time this year there will also be a luncheon speaker, Dr. Mark Guzdial of Georgia Tech, on the

topic “Introduction to Media Computation: A new CS1 approach that addresses women's interests”.

Student activities consist of a programming contest, a web design contest, and a student paper contest. A maximum of 25 teams is expected to register for our 10th annual programming contest. 2 teams submitted entries to our 2nd annual Web Design contest, and (as noted above) 7 student papers will be presented. Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 8. Web contest awards are funded through the UPE grant.

2004 CCSC:Southeastern Conference

Wofford College, Spartanburg, SC, will host the 2004 conference on Nov 5-6. Joe Sloan and David Sykes are site co-chairs.

Other Regional Issues/Activities

CCSC:SE Conference Hosting Manual – Work is continuing on the development of a Conference Hosting Manual and a second draft is expected for review in spring 2004. This, together with the existing CCSC:SE Conference Host Proposal form, will provide detailed assistance to host sites.

Adjusting to CCSC:SE Regional bylaws – The Southeast Regional Board voted unanimously to approve Bylaws and associated standing rules for the region at its February 2003 meeting. The document is helping the board work through some helpful “growing pains” with regard to defining new standing rules and writing down traditional practices in the form of standing rules.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

APPENDIX 10: SOUTH CENTRAL REPORT

CCSC-South Central Regional Report

October, 2003

The fourteenth annual CCSC South Central Conference was hosted by Millsaps College in Jackson, Mississippi April 11-12, 2003. The conference was chaired by R.W. McCarley. There were 52 participants of which 3 were student attendees. The keynote speaker was Kerry McKelvey, CEO for Skytel Communications Broadband Wireless Access. His keynote address was "Extending the reach of High Speed Internet Service". Ernest L. McDuffie, Program Director of the Division of Undergraduate Education of the National Science Foundation was the banquet speaker. His topic was "NSF Programs to Support Undergraduate Education".

There were 28 professional papers submitted. 18 of those were accepted giving us an acceptance rate of 65%.

Student papers were submitted from Trinity University, Sam Houston State University, Millsaps College, and Southwest Texas State University. Student paper winners were:

First prize: \$100.00 Alexander Kolliopolus of Trinity University Paper: "Visualizing Trees with a Hyperbolic Projection in One Dimension".

Second prize: \$50.00 Brian Culver of Sam Houston State University Paper: "Distributed Processing in Support of an Imaging Project"

Third prize: \$25.00 Sarah A. Davis of Millsaps College Paper: "Campus Tour Scheduler".

Amardeep Kahlon, Austin Community College, Panels and Tutorials Chair, reported that two Panel proposals and two Tutorial proposals were submitted. One panel and one tutorial were accepted.

No national vendors attended the conference but we had one national registration fee reported as income. The 2003 CCSC:SC conference reported \$6305.00 in income and \$4569.71 in expenses giving us a net income in 2003 of \$1735.29.

The 2004 South Central Conference will be hosted by Austin Community College in Austin, Texas. The Fall Steering Committee meeting for that conference will be held in Austin, TX on November 21-22, 2003. The Spring 2004 conference will be held on April

16-17, 2003.

The 2005 15th annual conference will be hosted by McNeese State University. The conference chair will be Kay Kussman.

Respectfully submitted by

Nancy Lee Cameron South Central Representative

APPENDIX 11: NECC REPORT

NECC REPRESENTATIVE REPORT
November 6, 2003

Background

For over ten years, CCSC has held "cooperating professional society" status with the National Educational Computing Association (NECA). Benefits of this association included:

- the opportunity to help plan the annual National Educational Computing Conference (NECC)
- the opportunity to present an annual panel discussion as a NECC "society session" at the conference
- the inclusion of the option to choose CCSC membership on the NECC registration form
- the opportunity to have a booth advertising CCSC at NECC
- the opportunity to submit proposals to the NECA Special and Collaborative Projects Grants Program

There was no cost to CCSC other than the cost of sending the NECC representative to the bi-annual meetings of the NECA board.

Two years ago, NECA merged with the International Society for Technology in Education (ISTE). That began a process of re-assessing and re-writing the organization's constitution and by-laws. The question of what to do about cooperating societies was left to a task force that deliberated for quite a while.

Currently

CCSC sponsored the society session "Encouraging and Keeping Female Students Interested in Technology" (presented by Paula Gabbert of Furman University and Suzanne Hoffman of the Sanford School) at the 2003 NECC conference in Seattle in June.

And in June the task force also reported its decision -- to do away with a formal structure for cooperating societies altogether. Instead, organizations have the option to explore custom-designed partnerships with ISTE if they so choose. CCSC has been officially invited to do so.

Future

It is questionable -- without having a conversation with ISTE -- how much benefit a continued partnership would be to CCSC. NECC has evolved into an almost exclusively K-12 conference. It is, however, a conference with as many as 15,000 attendees annually, so the visibility alone makes it worth looking into. I would recommend that the NECC representative have a conversation with the appropriate ISTE officials to find out what kind of partnership might be possible. It is important to note that there is likely to be a fee involved.

Respectfully submitted,
Kevin Treu

APPENDIX 12: CONFERENCE COORDINATOR REPORT

Conference Coordinator's Report to the CCSC Board

Fall 2003

William Mitchell

Observing the moratorium on new conference formation while the Growth Committee reaches a recommendation, the coordinator's activities have been limited to insuring the successful execution of the first Mid-South Conference and the archiving of excess proceedings.

That being my report, I must explain that it is early due to the fact that an unwarranted ruckus has been raised by the Second Mid-South College Computing Conference. This is a separately incorporated non-profit corporation that produces an annual conference for computing faculty in the vicinity of Memphis, TN. There is a connection to CCSC in that CCSC sponsored the creation of this conference and provided services, including web services, mailing lists, publication services and financial services to the first conference. It was my understanding that this was done under the terms of our non-profit, public benefit incorporation charter in which we declared as our reason for existence “*to promote the betterment of computer-oriented curricula in two- and four-year colleges; to improve the use of computing as an educational resource for all disciplines; and to promote a national liaison among the several local and/or regional organizations devoted to this purpose.*” It is my belief that we all recognize the benefit of regional conferences and while we cannot afford to sponsor an unlimited number, we would certainly not impede or discourage those who feel the need to participate. There used to be an annual faculty conference in Arkansas supported by Acxiom corporation but due to cutbacks, this conference has been defunct for several years. The Mid-South is filling that void for many Arkansas faculty.

The steering committee of the Mid-South has difficulty understanding why CCSC Board members feel they have the sole right to franchise the country. Eastern got along just fine without the CCSC, even after the CCSC “moved into their territory” by sponsoring the Northeast and the CCSC stopped distributing their proceedings. The Small College Computing Symposium in the upper Midwest does not complain that CCSC created the Central Plains conference or when Rocky Mountain held a conference in South Dakota. The regional conferences exist to meet a demonstrated need—CCSC has created new conferences whenever a viable number of faculty indicated that they would support the conference. These same faculty may also support other conferences (we see this a lot between Eastern and Northeastern). The problem is that there is more felt need for regional conferences than CCSC has resources. We have taken as our mission the promotion of regional collaboration, but we are not obligated to sponsor and support more conferences than our resources allow. If new conferences can prosper without our assistance or with minimal assistance, we should be glad. This is not a zero-sum game.

CCSC has several new board members, so I would like to lay out the record of the Mid-South College Computing Conference and point out why the CCSC should be a good neighbor. I and Bill Myers explained to the Mid-South steering committee that CCSC would not sponsor a second conference because it might have reached the limit of its growth or would prefer to direct its resources to other needs. The committee decided that since CCSC could not meet its felt need for convenient access to an annual meeting, that it would continue independently, grateful for the help CCSC was able to provide. Nevertheless, the incorporation charter specifies that should the Mid-South College Computing Conference vote to dissolve the corporation, all of its assets would be donated to CCSC. We would certainly want the Mid-South to build up a nice nest egg and then give it to us. We would certainly want faculty from our schools or others (67% of Mid-South's first conference had never attended a CCSC conference) to enjoy the fellowship and education that we enjoy in regional conferences. Mid-South has built into its conference fee a membership in CCSC (something we never convinced Eastern to do). Therefore 30 to 40 faculty will renew every year without the requirement of attending a (distant) CCSC conference that they never were motivated to attend before. Now some may even be motivated! We have certainly helped ourselves by helping these faculty form an organization that they can conveniently support.

I am dismayed by the tone of the complaints that have been circulated concerning this good work. The attitude is that its just too bad that faculty in Memphis can't take the trouble to fly to Austin or Atlanta to attend a conference. It seems that people forget that the conferences were created so that people could carpool and arrive in half-a-day's drive. When regions are large, faculty with small travel budgets attend less frequently, and in the case of Memphis a CCSC conference has come within a 4 hour drive only once each 5 years. Yet I hear the muttering "better that they attend my conference every three years than not at all." There is no prize for large conferences. Rocky Mountain has never grown and it is smaller than all the others and it is still hanging in. All the conferences have a loyal support base large enough to make them viable. There is no basis for trying to penalize faculty would like to be able to afford to drive to a conference every year.

I am also dismayed by the continued allegations that the Mid-South was created illegitimately. Carl last fall in moving that we suspend formation of new conferences admitted that all existing procedures were following in creating the Mid-South—he just didn't think the procedures in place were proper. Since not everyone has time to read the old minutes, I attach an appendix to document the steps in the conference's formation. The Exhibits are in reverse chronological order, moving from the call for the second conference that was distributed using the mailing list that we assembled for the first conference, back through the reports that I gave to the board at each step, to the original solicitation to form a steering committee, outlining the CCSC requirements for sponsorship. You will find dated emails in which the officers and board were constantly informed and had the privilege of stepping in and halting the process up until the steering committee accepted the conditions of sponsorship. Nothing was done in secret and everything was done in the formation of Mid-South that was done for the formation of Northeast.

In summary, this report argues:

- 1. In helping to launch the Mid-South College Computing Conference the CCSC was following its purpose for existence.**

2. It is to the benefit of the CCSC to encourage the Mid-South College Computing Conference because the first conference proved there was an unmet need that is now being met. It costs us nothing and serves computer educators in the region to put a link on our website that the Mid-South College Computing Conference is no longer affiliated with the CCSC, and points to www.msccc.net. **The more faculty that attend Mid-South, the more memberships CCSC receives.**
3. **There is no evidence that the Mid-South decreases the attendance of any other CCSC conference.** It will move to Oxford, MS next year, likely Monroe, LA, or Martin, TN in 2006. It will not be within 400 miles of any CCSC conference in the next few years.
4. **The conference was legitimately created following all the procedures established by the CCSC Board.** The Board has since rescinded those procedures.
5. It makes no sense to take offense at the Mid-South College Computing Conference. The Board should be spending its energies on finding ways to assist the Mid-South and to continue to expand the CCSC's ability to promote regional collaboration of computing faculty. **We do not want the reputation that we try to undercut those we disagree with.** The Mid-South is independent not by choice but by the failure of the CCSC to grow its support resources. Once it is known that CCSC has reached its limit, the door is open for SIGCSE or SCCS or MSCCC Inc., to step in and build a parallel organization to fill the gap. With the growth of IT there is room for several more regional conferences (I am on a committee to start a software engineering conference and we have started two regional research conferences here in Little Rock the past two years).

APPENDIX

Exhibit	Description
0	Call for Second Conference with no reference to CCSC
1	Response of next year's host to SouthCentral's Concerns
2	Financial Report of First Conference
3	Cathy's report on MS registrations indicating 67% new to CCSC
4	Spring 2003 Report to Board indicating 2 nd Mid-South conference likely
5	Request to host 2004 Conference from Alabama (fringe wants more ownership)
6	Fall 2002 report indicating issues that must be addressed for future growth
7	Procedure for establishing new conferences followed
8	Report to CCSC officers of the results of the organizing meeting
9	Scheduling of the organizing meeting (CCSC Board copied)
10	Notification to the President of the intent to schedule organizing meeting

11	Spring 2002 Report to Board detailing the intention to form MidSouth
12	Email to solicit interest in a new conference

EXHIBIT 0

MSCCC

SECOND ANNUAL

MID-SOUTH COLLEGE COMPUTING CONFERENCE

****** Call For Papers ******

Papers

Panels

Tutorials

Workshops

UNIVERSITY OF ARKANSAS LITTLE ROCK

April 2 - 3, 2004

Little Rock, Arkansas

Statement of Purpose

The MSCCC seeks to provide a forum for the exchange of information on computing and computing education. It invites the participation of college faculty, students, and staff and other interested persons.

2004 Conference Steering Committee

Conference Chair University of Arkansas at Little Rock	Donna Falconer dfalconer@ualr.edu	
Papers and Authors Chairs University of Louisiana at Monroe	Charlotte Owens owens@ulm.edu	
	David Naugler dnaugler@semo.edu	
Panels/Tutorials/Workshops Chair University of Mississippi	H. Conrad Cunningham cunningham@cs.olemiss.edu	
Speakers Chair University of Arkansas at Monticello	Jean Hendrix hendrix@uamont.edu	
Participants Chairs University of Tennessee Martin	Edd Joyner ejoyner@utm.edu	University of Missi
Lyon College	David Sonnier dsonnier@lyon.edu	
Student Activities Chair Rhodes College	Robert England englandr@rhodes.edu	
Publicity Chair Mississippi College	Debbie Woodall woodall@mc.edu	
Vendors Chair Arkansas Tech University	Dave Middleton david.middleton@mail.atu.edu	
Registration Chair LeMoyne-Owen College	Valerie Chu valerie_chu@loc.edu	
Site Chair University of Arkansas at Little Rock	William Mitchell wmmitchell@ualr.edu	
Webmaster Southeast Missouri State University	David Naugler dnaugler@semo.edu	

Suggested Topics

- Multimedia
- World Wide Web
 - Ethics
 - Distance Learning
 - Course Development
 - Instructional Issues

- o Course Content
- o Use of Technology Across the Curriculum
- o Computer Lab Issues
- o Wireless Campuses

Other topics welcome

Submission Dates and Guidelines

Professional Papers

Submission Deadline: December 6, 2003
Notification of Acceptance: January 17, 2004
Final Manuscript Deadline: February 1, 2004

Unpublished professional papers will be refereed. They will be published in the conference proceedings. Papers should be no more than 15 double spaced pages in length (including illustrations). There should be no references to yourself or your organization. Include a separate cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

E-mail cover page with abstract and paper (Word / ASCII format) to either:
Charlotte Owens owens@ulm.edu
David Naugler dnaugler@semo.edu

Panels / Tutorials / Workshops

Submission Deadline: December 6, 2003
Notification of Acceptance: January 17, 2004

Panels: Submit a detailed proposal (1-2 pages) including a description of the topic, a list of panelists, brief (2-3 line) biographies of the panelists, the panel format and, if possible, the position statement of each panelist. Include a cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

Tutorials/Workshops: Submit a detailed proposal including a description (1 page) of the topic and its suitability with a description (1 page) of the presenter's background on that topic. Include a cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

E-mail proposal (Word/ASCII format) to:
Conrad Cunningham cunningham@cs.olemiss.edu

Vendors

Vendors are invited to purchase display table(s) at the conference. E-mail inquiries to:
Dave Middleton david.middleton@mail.atu.edu

Programming Contest

Entry deadline: December 6

A Computer Programming Contest for 3-person college teams will be held on Friday morning, April 2nd. Space is limited and pre-registration is required. The registration fee of \$90 includes conference registration for the team members. A faculty sponsor is required and is encouraged to register and attend the conference. The computer lab will be available at 8:00 a.m. for teams to familiarize themselves with the equipment. The contest languages will be C, C++, and Java. Teams may use any or all of the languages and all programs will be doable in all languages. Rules will be similar to the ACM International Programming Contest rules. All judging will be done objectively using sets of data meant to test all cases. At 9:00, there will be a briefing on the contest rules and the computer system. At 9:30, the contest problems will be distributed. The contest will run continually until 12:30. Winners will be announced at the banquet. See the conference web site for further details.

Direct all questions to:
Robert England englandr@rhodes.edu

Conference web site: www.msccc.net

All presenters must register for the conference. Please complete and mail the above form, or e-mail your request, including with it the above information.

EXHIBIT 1

----- Original Message -----

From: "hcc" <hcc@ark.cs.olemiss.edu>

To: <owens@ulm.edu>; <clowery@muw.edu>; <dbrandon@cbu.edu>;
<dnaugler@semovm.semo.edu>; <Woodall@mc.edu>; <dkfalconer@ualr.edu>;
<ejoyner@utm.edu>; <JHenders@unanov.una.edu>; <hendrix@uamont.edu>;
<englandr@rhodes.edu>; <valerie_chu@nile.lemoyne-owen.edu>; <wmmitchell@ualr.edu>

Sent: Monday, October 06, 2003 9:34 PM

Subject: Re: Update on CCSC

>

>> The folks in Texas are still upset with us. I will wait and see if
>> Bill Myers, who represented the Board at our conference has any response.
>> At the present time we have no affiliation with CCSC per Board action
>> that CCSC would sponsor only one conference. I would anticipate that
>> last year's website on the CCSC server could go away (we are building a
>> site at msccc.net). We are now incorporated as a non-profit corporation
>> in Arkansas and will apply for IRS 503(c) tax status. We have applied
>> for In-cooperation-with SIGCSE status.
>> Will

>

> Well, I find the discussion Will attached pretty interesting. :) I don't
> know anything about the history of CCSC SC.

>

> I looked at the current steering committee:

>

> 9 from Texas
> 3 Louisiana
> 2 Oklahoma (this was an OR listing)
> 1 Mississippi

>

> I think there were ten institutions listed:

- >
- > TAMU Corpus Christi -- Texas
- > Trinity
- > Sam Houston
- > Austin Community
- > St. Edwards
- > Southwestern
- >
- > McNeese -- Louisiana
- > Southeastern La.
- >
- > Millsaps -- Mississippi
- >
- > Rogers State -- Oklahoma
- >
- > All six Texas institutions and McNeese are relatively close. I don't
- > see any people listed from north or west Texas and no one from
- > New Mexico or Arkansas which they claim in their region.
- >
- > Of the 16 conferences listed, 10 were in Texas, 1 will be in Texas,
- > 1 was in Louisiana (guess Will did that one), 1 will be in Louisiana,
- > and 1 in Oklahoma. 4 of the Texas conferences were in Austin (counting
- > the 2004 conference). The conference sites do include north and
- > west Texas locations.
- >
- > It seems to me that if CCSC SC is having problems dwindling away,
- > then they need to do some serious recruiting of people and institutions
- > in Texas, including trying to get involvement of a few people
- > from the larger institutions there.
- >
- > It seems that voluntary organizations like these conferences have to
- > be continually recruiting new people. The people involved get tired,
- > want different experiences, change focuses of interest, move to
- > different places, etc.
- >
- > ---
- >
- > I looked at the southeast region. Their website accessible from the
- > CCSC site does not have much but the current conference info. The
- > focus seems to be much to the east of our region -- Georgia, the Carolinas,
- > eastern Tennessee, southern Virginia, and maybe north Florida.
- >
- > ---
- >
- > I looked at Central Plains. It seems to be focused in central and
- > western Missouri and eastern Kansas.

>
> ---
>
> I don't know what other people's experience is with any of the
> nearby CCSC regions, but until Will started recruiting me, I don't
> think anyone from a CCSC region had ever contacted me or anyone else
> at my institution as far as I know.
>
> ---
>
> I looks like the CCSC SC is dead set against Mid-South being a CCSC region.
> So I think we have to consider going our own way indefinitely.
>
> If we do so, then I think we have to decide if the standard CCSC formula
> is the right one for this region. It seems like a basically good formula,
> but might need a bit of modification for our region.
>
> A few random observations and thoughts:
>
> * Perhaps we have more involvement by some larger institutions than most
> CCSC regions. That might be important in sustaining the conference and
> in generating broader appeal.
>
> * I notice that the people involved represent a number of different
> kinds of departments -- some in "engineering" school settings, some
> in arts/sciences schools settings, some in business school settings.
> I do not know what the norm is in CCSC regions.
>
> * Some of the institutions have masters programs in the field. A couple
> at least have doctoral programs.
>
> * Instead of a national link to CCSC, I was wondering if there might be
> some regional link that would help us have a regional identity, rather
> than specifically an education identity. That is, are there some
> small regional computing research-oriented conferences we could join
> hands with and share some services?
>
> For example, it seems to be important whether or not the papers are
> published in a "journal or "proceedings". Could we perhaps go in
> with some other regional conference and publish a Journal of Computing
> in the MidSouth that would essentially be like the CCSC "journal",
> with issues devoted to the various conference proceedings.
>
> Just a few thoughts...Maybe none good.
>

> - Conrad

>

EXHIBIT 2

----- Original Message -----

From: [Dr. William Mitchell](#)

To: [William Myers](#)

Sent: Thursday, May 01, 2003 2:42 PM

Subject: MidSouth Done

The last check has arrived and been deposited. I am now ready to pay your invoice for 6355 which with the \$980 you collected at the conference brings our gross to \$7335. Could you send back a final budget for the committee that itemizes all the expenses that were deducted from this gross (the charge for memberships, proceedings, meal at Christian Brothers, food at Rhodes, and the various bills for supplies, printing, and postage)?

I will propose to the Board that the surplus be used to fund an extra issue of the Journal next year that George Benjamin has volunteered to put together. It would pay for printing and postage over what conference pays for the first 80.

Dr. William Mitchell, Associate Dean
Cybercollege of Arkansas
Professor of Information Science
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204-1099
501 683-7117 fax 501 569-8002
www.ualr.edu/~wmmitchell
wmmitchell@ualr.edu

EXHIBIT 3

----- Original Message -----

From: [Cathy Bareiss](#)

To: kpowers@berry.edu ; cwhite@cti.depaul.edu ; wmmitchell@ualr.edu

Sent: Saturday, March 22, 2003 1:09 PM

Subject: Initial quick analysis of MS with rest of data

SC data is not completely in and there may yet be more of MS but I have the majority of MS and thought some initial data might be of help.

Report 1:

As I entered the data, in kept track of who was new, and other interesting data that stood out to me

new - not attended a CCSC conference in the last 5 years

McMath - new

Joyner - new

Gathers - new

Britton - new

Kraft - new

Sherrell - new
Satterfield - new
Schultz - new
Schmitt - new
Aflaki - new
Woodall - new
Townsend - new
Plyler - new
Kirts - new
Owens - new (new to CCSC and wanted to be included in SC, SE, and MS)]
Smith - but choose SC for voting (new to database)
Wampler - new
Dahl - new
Cunningham - new (wants SC, SE)
Lawhead - new
Mason - new (wants SC, SE, MS and SC for voting)
Vest - new (wants SE mailing)
Martins - new (already on lots of mailings lists but first conference) (NE voting)
Hopkins - new
Moseley - new
Hill - new
Ford - new (sc, SE mailing lists)
Minsker - new (SC, SE mailing lists)
Sonnier - new (SC and SE mailing lists)
Lyon - new
Naugler - new (cp, SC, SE mailing lists)

Arnold - RM (2002-2003), NE (2001-2002) - appears to be founder of company
Haiduk - RM (2002-2003, 1996-1997), SC (1882-1997 but 1995), SE (1991-1995 but 1992)
Whitson - SC (almost all conferences)
Neubauer - CP (2000-2003), RM (2002-2003), SC (2001-2002)
McKinney - SC (2001-2002, 1998-1999, 1991-1996), RM (1992-1993), MW (1995-1996)
Martin: SE, ES (2002-2003), CP (2002-2003), NE (1999-2000), SE (1994-1995)
SC in 1998-1999, 1997-1998, 1992-1993 (wants CP, SC, SE mailings) - Cordova
SC in 1999-2000 and 1997-1998 - Kammerdiener (wanted to be in NE and SC mailing lists)
SC in 1999-2000 and 1997-1998 - Smith
CP in 2000-2001 - Middleton
CP in 2000-2001 and 1999-2000 - Morell
SE in 2002-2003 and 2001-2002 - Brandon

Will Mitchell - class by himself!

Report 2:

I then issued the following query in the database (after entering all data) - finding out who had never attended a CCSC conference AT any time

SQL> list

```
1 select per_first_name, per_last_name, inst_state
2 from person, institution, attends
3 where per_inst_id=inst_id and att_per_id=per_id and att_reg_id='MS' and
4 per_id not in (select att_per_id
5                from attends
6*               where att_reg_id not in ('MS'))
```

SQL> /

PER_FIRST_NAME	PER_LAST_NAME	INST_STATE
Edd	Joyner	TN
Emery	Gathers	TN
Otha	Britton	TN
Donald	Kraft	LA
Linda	Sherrell	TN
Margaret	Schultz	TN
Lawerence	Schmitt	TN
James	Aflaki	TN
Cynthia	Kirksey	AR
Pallavi	Tadepalli	MS
Shaun	Townsend	TN
Michael	Plyler	TN
Jamie	Kirts	TN
Charlotte	Owens	LA
Beth	Smith	LA
Jane	Wampler	LA
Jerry	Dahl	LA
H.	Cunningham	MS
Ameet	Talwadker	MS
Yi	Liu	MS
Manirupa	Das	MS
Pamela	Lawhead	MS
John	Mason	LA
Sharon	Vest	AL
Jeffrey	Martens	MD
Terri	Hopkins	AR
Bob	Moseley	TN
Thomas	Hill	MS
Charles	Ford	AR
Steven	Minsker	AR
David	Sonnier	AR
Stuart	Hutton	AR
David	Laugler	MO

33 rows selected.

Report 3:

Finally, I asked what conferences each person who had attended a CCSC conference before attended

SQL> list

```
1 select rpad(per_first_name||' '||per_last_name,40)||' '||inst_state||' '||
2     a2.att_reg_id, a2.att_conf_date
3 from person, institution, attends a1, attends a2
4 where per_inst_id=inst_id and a1.att_per_id=per_id and a1.att_reg_id='MS' and
5     a2.att_per_id=per_id and a2.att_reg_id not in ('MS')
6* order by per_id, a2.att_conf_date, a2.att_reg_id
```

SQL> /

```
RPAD(PER_FIRST_NAME||" "||PER_LAST_NAME,40)||" "||INST_STATE||" "||
ATT_CONF_
```

```
-----
Jose Cordova          LA SC      26-APR-93
Jose Cordova          LA SC      17-APR-98
Jose Cordova          LA SC      16-APR-99
H. Paul Haiduk        TX SE      26-NOV-91
H. Paul Haiduk        TX SC      26-APR-92
H. Paul Haiduk        TX SC      26-APR-93
H. Paul Haiduk        TX SE      26-NOV-93
H. Paul Haiduk        TX SC      26-APR-94
H. Paul Haiduk        TX SE      26-NOV-94
H. Paul Haiduk        TX SE      26-NOV-95
H. Paul Haiduk        TX SC      26-APR-96
H. Paul Haiduk        TX RM      26-OCT-96
H. Paul Haiduk        TX SC      26-APR-97
H. Paul Haiduk        TX SC      14-APR-00
H. Paul Haiduk        TX RM      18-OCT-02
Dennis Martin         AL SE      26-NOV-94
Dennis Martin         AL NE      28-APR-00
Dennis Martin         AL ES      26-OCT-01
Dennis Martin         AL SE      02-NOV-01
Dennis Martin         AL ES      18-OCT-02
Dennis Martin         AL SE      08-NOV-02
Dennis Martin         AL CP      25-APR-03
Alfred McKinney       LA SC      26-APR-92
Alfred McKinney       LA RM      26-OCT-92
Alfred McKinney       LA SC      26-APR-93
Alfred McKinney       LA SC      26-APR-94
Alfred McKinney       LA SC      26-APR-95
```


Alfred McKinney	LA MW	26-SEP-95
Alfred McKinney	LA SC	26-APR-96
Alfred McKinney	LA SC	16-APR-99
Alfred McKinney	LA SC	12-APR-02
Charlotte McMath	MS SE	26-NOV-91
Charlotte McMath	MS SE	26-NOV-93
Charlotte McMath	MS SC	17-APR-98
William Mitchell	AR SE	26-NOV-91
William Mitchell	AR SC	26-APR-92
William Mitchell	AR RM	26-OCT-92
William Mitchell	AR SE	26-NOV-92
William Mitchell	AR SC	26-APR-93
William Mitchell	AR RM	26-OCT-93
William Mitchell	AR SE	26-NOV-93
William Mitchell	AR SC	26-APR-94
William Mitchell	AR MW	26-SEP-94
William Mitchell	AR SE	26-NOV-94
William Mitchell	AR SC	26-APR-95
William Mitchell	AR CP	30-APR-95
William Mitchell	AR MW	26-SEP-95
William Mitchell	AR SE	26-NOV-95
William Mitchell	AR NE	30-APR-96
William Mitchell	AR RM	26-OCT-96
William Mitchell	AR MW	26-SEP-97
William Mitchell	AR RM	17-OCT-97
William Mitchell	AR CP	24-APR-98
William Mitchell	AR MW	25-SEP-98
William Mitchell	AR SE	06-NOV-98
William Mitchell	AR SC	16-APR-99
William Mitchell	AR MW	24-SEP-99
William Mitchell	AR NW	08-OCT-99
William Mitchell	AR RM	15-OCT-99
William Mitchell	AR CP	07-APR-00
William Mitchell	AR NW	13-OCT-00
William Mitchell	AR CP	06-APR-01
William Mitchell	AR MW	28-SEP-01
William Mitchell	AR RM	19-OCT-01
William Mitchell	AR ES	26-OCT-01
William Mitchell	AR SE	02-NOV-01
William Mitchell	AR CP	05-APR-02
William Mitchell	AR ES	18-OCT-02
Donna Satterfield	AR SE	26-NOV-92
Donna Satterfield	AR MW	26-SEP-94
Donna Satterfield	AR MW	26-SEP-95
Donna Satterfield	AR MW	26-SEP-96
George Whitson	TX SC	26-APR-93

George Whitson	TX SC	26-APR-95
George Whitson	TX SC	26-APR-96
George Whitson	TX SC	26-APR-97
George Whitson	TX SC	17-APR-98
George Whitson	TX SC	16-APR-99
George Whitson	TX SC	14-APR-00
George Whitson	TX SC	20-APR-01
George Whitson	TX SC	12-APR-02
Debroah Woodall	MS SE	26-NOV-91
Debroah Woodall	MS SE	26-NOV-92
Debroah Woodall	MS SE	26-NOV-93
Debroah Woodall	MS SC	17-APR-98
Troy Kammerdiener	LA SC	17-APR-98
Troy Kammerdiener	LA SC	14-APR-00
Lon Smith	LA SC	17-APR-98
Lon Smith	LA SC	14-APR-00
Bruce Neubauer	KS CP	07-APR-00
Bruce Neubauer	KS CP	06-APR-01
Bruce Neubauer	KS CP	05-APR-02
Bruce Neubauer	KS SC	12-APR-02
Bruce Neubauer	KS RM	18-OCT-02
Bruce Neubauer	KS CP	25-APR-03
Larry Morell	AR CP	07-APR-00
Larry Morell	AR CP	06-APR-01
David Middleton	AR CP	06-APR-01
Daniel Brandon	TN SE	02-NOV-01
Daniel Brandon	TN SE	08-NOV-02
David Arnow	NY NE	19-APR-02
David Arnow	NY RM	18-OCT-02

Quick Analysis:

Of the 49 registered for MS - 33 are NEW - 67%

Of the 16 that have attended other conferences -

5 have not attended a conference since 2000 - (10%)

5 attended a number of different regions and like to travel, (10%)

3 have concentrated in SC (6%)

2 have concentrated in CP (4%)

1 is a vendor from NY that likes to present (2%)

I will try to do some more analysis after all data from MS and then again after all data from SC.

Forward whatever you want to the board. I thought also that each of you might be in a position where some initial data might help.

Cathy

EXHIBIT 4

Spring 2003 CCSC Board Meeting

Report of the Conference Coordinator
William Mitchell

Per Board action, no efforts have been made to organize additional conferences since the last report.

The MidSouth conference has produced a program and distributed its call for participation. It accepted 21 or 26 submitted papers after a blind refereeing process and structured 7 paper sessions, 2 pre-conference workshops, a post-conference workshop, 6 tutorial sessions, one panel, and one BOF session to fill three tracks. There are 32 authors and committee members who will register and so far seven additional registrations have been received. Of these only three are current consortium members.

The University of Mississippi has two members on the steering committee and that institution provided four papers and a tutorial. UALR had two members on the steering committee (counting me), and that institution provided 2 papers, a panel, and a BOF session. UL at Monroe had one steering committee member and that institution provided two workshops, two papers and one tutorial. Presenters farther than 200 miles from Memphis were two papers from Pittsburg State University (CP), a paper from West Texas A&M, a paper and tutorial from UT Tyler, a paper from Centenary of Louisiana, and a paper from Southeastern Louisiana (SC), a paper from University of So. Alabama, and a tutorial and a panel from NCSI.

The committee has not settled on a keynote nor its slate of vendors, but it will include those in a second call for participation to be mailed the first of March.

The steering committee intends to plan a second conference. I have informed them that CCSC has not committed to sponsoring a second conference. This produces a novel situation where CCSC has started a conference and set it free instead of building a region around it, hence creating a situation identical to that of the first 20 years of the Eastern Small College Computing Conference. The steering committee desires that each of its attendees join CCSC for 2003-2004 and will forward \$40 of its \$120 registration fee and a membership application for that purpose. Further, the steering committee will reimburse CCSC for any start-up expenses that CCSC has incurred in its behalf. I propose to hold the remainder of the MidSouth funds in an agency account at UALR once the conference is disassociated from CCSC, awaiting the time when CCSC will be able to expand. I will continue to keep the Board informed of the places and times of the future conferences. It is likely that if the Journal is not interested in distributing the conference papers to the CCSC membership, the next conference will publish its proceedings on CD.

EXHIBIT 5

----- Original Message -----

From: "Dr. William Mitchell" <wmmitchell@ualr.edu>

To: "Dr. Dennis S. Martin" <dmartin@jsucc.jsu.edu>

Cc: "Donna K Satterfield" <dkmatterfiel@ualr.edu>
Sent: Tuesday, November 12, 2002 12:07 PM
Subject: Re: Midsouth Conference

- Thanks for the offer. The steering committee has made no decision about the
 - > next conference (we want to be sure the first one is successful), but we
 - > have had other invitations. We decided to headquarter in Memphis because
 - > the SE regions is so large that there is a huge amount of fringe, but
 - > Memphis is also on the fringe of three other regions. Our steering
 - > committee represents schools who consider themselves on the fringe of MW,
 - > Central Plains (me), and South Central. We will have the opportunity to
 - > visit many states in this hinterland.
 - > --Will
 - > ----- Original Message -----
 - > From: "Dr. Dennis S. Martin" <dmartin@jsucc.jsu.edu>
 - > To: <wmmitchell@ualr.edu>
 - > Sent: Tuesday, November 12, 2002 10:58 AM
 - > Subject: Midsouth Conference
 - >
 - >
 - >> Will:
 - >>
 - >> Martha says that Midsouth is welcome to come to JSU in Spring 2004.
 - >>
 - >> Since we are at the periphery of Southeastern, they will not meet here.
 - > That may
 - >> influence you also. Also SE is in the Atlanta area next Fall.
 - >>
 - >> But we would love to sponsor the conference.
 - >>
 - >> Dennis
 - >>
 - >> Dr. Dennis S. Martin
 - >> Mathematics, Computing and Information Sciences Department
 - >> Jacksonville State University
 - >> Jacksonville, AL 36265
 - >>
 - >

EXHIBIT 6

Report of the Conference Coordinator
to the Fall 2002 Board Meeting of the
Consortium for Computing Sciences in Colleges
William Mitchell

- A. Progress of the initial MidSouth Conference. Attached is the first call for this conference. The second call for papers is going out this week to nearly 500 individuals. The mailing list began with CCSC members in the region combined with a list of IT faculty maintained by the Business College at the University of Mississippi. The website is present on the CCSC server (<http://www.ccsc.org/midsouth>) and at Rhodes College (<http://www.mathcs.rhodes.edu/~ms>). The Vendors chair is working on bringing in vendors (Memphis has many possibilities) and is to contact the national committee to determine the potential for having national vendors present (because this is an experimental conference, it is not promised to national vendors). The paper submission deadline is December 6, so no papers have been received to date, but several promises have been received. Only one panel has semi-officially submitted but the panels chair hopes to have a couple of others. The Student Activities committee is working on details for the logo contest and student participation. The French Quarter Inn on Overton Square has quoted us a \$59 per night conference rate. The Steering Committee continues to be enthusiastic about the prospects for a successful conference and a new region.
- B. The Board's Standing Rules commit the CCSC to supporting the initial conference once the Steering Committee has been formed and accepted the conditions imposed on conferences by the Board. The CCSC will publish the conference proceedings as an issue of the Journal as a consequence of the refereeing processes being followed. However, the Board needs to approve the proposed conference budget (attached), and the Board may wish to stipulate any conditions that must be met to continue under CCSC sponsorship and to join the CCSC as a new region. Taking these matters serially, **I move that the proposed budget be approved.**
- C. As Conference Coordinator my role is to support existing conferences and to organize new ones. As presented to the last board meeting, a Memphis area conference has been in the making for several years, and I believe that a MidAmerica region is feasible in another few years. I think that with the addition of Eastern we have begun to downplay the role of state boundaries in describing a region (at least in terms of a partition). Eastern overlaps both NE and SE. I describe MidSouth as 200 mile radius around Memphis. It will pick up western TN and KY, northern AL and MS, Northeastern LA, the eastern half of Arkansas, the SE of Missouri, and southern IL. St. Louis area remains on the border between CP, MW, and MS, and the Columbus, Cleveland, Pittsburgh, Charlestown, WV quadrilateral is un-served by CCSC (the potential MidAmerica region). I would describe SE as a 300 mile radius of Chattanooga and SC as a 300 mile radius of Austin even though they have gone to Oklahoma City once and Jackson, Mississippi twice in thirteen years. NE seems to attract within 150 miles of Boston, and Eastern within 150 miles of Scranton (where it began). Northwest was carved out of Rocky Mountain, but actually RM doesn't reach across the Rockies in the same way that neither SE or SC ever reached Memphis. There are a dozen institutions of higher education teaching computing within the Memphis city limits, and only three of the private ones are on the MidSouth steering committee (but we will recruit the others). I therefore believe that MidSouth will make a very viable region and will have minimal overlap with its neighbors (it might win attendees from central Mississippi, but only when the conference goes south of Memphis). **I move that the Board evaluate the progress of MidSouth at the next meeting in Reno and at that time specify conditions for forming a new region.**

Attachment:

Mailed from:

DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE
Box 4025 • Clinton, Mississippi 39058

FIRST ANNUAL

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

MID-SOUTH CONFERENCE

□ □ □ □ □ □ □ □ □ □

Call For Papers

□ □ □ □ □ □ □ □ □ □

Papers Panels Tutorials Workshops

Logo Contest

RHODES COLLEGE

March 28-29, 2003

Memphis, Tennessee

Statement of Purpose

The Mid-South Conference intends to provide a forum for the exchange of information in computing. It is aimed at college faculty, students, and other interested college personnel.

2003 Conference Steering Committee

Conference Chair
University of Arkansas at Little Rock

Donna Satterfield
dksatterfiel@ualr.edu

Papers and Authors Chair
University of Louisiana at Monroe

Charlotte Owens
owens@ulm.edu

Panels/Tutorials/Workshops Chair H. Conrad Cunningham
University of Mississippi hcc@ark.cs.olemiss.edu

Speakers Chair Edd Joyner
University of Tennessee Martin ejoyner@utm.edu

Participants Chair Brian Reithel
University of Mississippi breithel@bus.olemiss.edu

Student Activities Chairs Jean Henderson
University of North Alabama jhenderson@unanov.una.edu

Carla Lowery
Mississippi University for Women clowery@muw.edu

Publicity Chair Debbie Woodall
Mississippi College woodall@mc.edu

Vendors Chair David Naugler
SE Missouri State University dnaugler@semo.edu

Registration Chair Valerie Chu
LeMoyne-Owen College valerie_chu@loc.edu

Site Chair Robert England
Rhodes College englandr@rhodes.edu

Suggested Topics

- Multimedia
- World Wide Web
 - Ethics
 - Distance Learning
 - Course Development
 - Instructional Issues
- Course Content
- Use of Technology Across the Curriculum
- Computer Lab Issues
- Wireless Campuses

Other topics welcome

Submission Dates and Guidelines

Professional Papers

Submission Deadline: December 6, 2002

Notification of Acceptance: January 17, 2003

Final Draft Deadline: February 14, 2003

Unpublished professional papers will be refereed and those accepted for the conference will be published in *The Journal of Computing in Small Colleges*. Papers should be no more than 15 double spaced pages in length (including illustrations). There should be no references to your self or your organization. Include a separate cover page listing title, author's name, affiliation, phone number, address, and e-mail address.

E-mail cover sheet with abstract and paper (Word / ASCII format) to:
Charlotte Owens owens@ulm.edu

Papers, Panels	Opening Session:	Friday 1:00 pm
	and Tutorial Sessions:	Friday 2:30 pm – 5:15 pm
	Banquet:	Friday 7:00 pm
More Papers, Panels and Tutorial Sessions:		Saturday 8:30 – 1:15 pm
Closing Luncheon:		Saturday 1:30 pm

CCSC:MS Request for Information
Please include my name on the mailing list for CCSC:MS registration materials:

Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone (Work) : _____
(Home): _____
E-mail: _____

I would be willing to review papers in the following area(s):

I would be willing to serve as a session moderator.
Yes: _____ No: _____

Mail to: Donna Satterfield
UALR
Dept of Information Science
2801 South University
Little Rock, AR 72204

Or E-mail to: dksatterfiel@ualr.edu

All presenters must register for the conference. Please complete and mail the above form, or e-mail your request, including with it the above information.

EXHIBIT 7

----- Original Message -----

From: [Dr. William Mitchell](mailto:Dr.WilliamMitchell)
To: irussell@mail.hartford.edu
Sent: Tuesday, June 04, 2002 5:18 PM
Subject: Re: new conferences

Here is what you wanted.

At the Spring Board Meeting on March 1, 1995 at the Opryland Hotel in Nashville, the Board discussed the report of the growth committee chaired by John Rabung "CCSC--Strategies for Managing a Growing Organization." That report had a section (I. B) concerning new conferences. I quote from the Minutes: "The report suggested that a budget for new conferences be solicited before approval from the board. It was suggested that this was asking too much, since even after the effort was expended the board could still refuse to give approval. Sue Fitzgerald suggest that it simply be stated that the board "must approve" all new conferences, with no specific requirements given. Will Mitchell then moved that the New England conference be approved. Paul Haiduk seconded and the motion was approved with one nay vote and one abstention."

Since that time the process for creating new conferences has been that the Conference Coordinator informs the Board of the intent to seek a new conference (for a while I was asked what I was doing to galvanize interest), the Conference Coordinator informs the Board when an organizing committee is preparing to meet. The Conference Coordinator informs the Board whether the organizing committee agreed to plan and produce a conference according to CCSC policies. The Conference Coordinator represents the initial conference committee to the Board until the first conference is successfully held. At that meeting the attendees vote on continuing the conference and petitioning CCSC to be recognized as a region, electing their own representative. The Board then decides to accept or reject the petition.

The Board has the option to deny the Conference Coordinator permission to convene an organizing committee, but once the committee meets and agrees to the terms under which CCSC conducts conferences, the Board must allow the initial conference. The Board may as a consequence of the response to the conference either not receive a petition to become a region (whence no further conferences by the original organization will be sponsored--the organization may fold or prefer to go independent), deny the petition (whence the organization may fold or go independent), or accept a representative from the new region as a board member. Northwest has been the only region started after this policy and Chuck Howerton actually did the Conference Coordinator job instead of me.

As far as the Mid-South region is concerned, the Board was fully informed of the intent to try to form the region and was given advance notice of the April 20 organizing meeting. In the absence of Board action, the above quoted policy applies and the next opportunity for Board action will occur at the fall 2003 Board meeting when it is likely a petition will be presented.

--Will

----- Original Message -----

From: [Ingrid Russell](#)

To: [William Montgomery Mitchell](#)

Sent: Tuesday, June 04, 2002 8:16 AM

Subject: new conferences

[Will,](#)

It might be a good idea to include in our operating policies and procedure a procedure for adding a new region. Whether or not it is included in the document, it seems to me it makes sense to have a clearly defined process. It isn't clear what the process is now. Obviously the board has to approve the new region but it's currently not clear when in the process should the board be involved. It seems to me that the board should be able to discuss and decide whether or not we need to pursue a conference in a certain region before the planning starts and then of course should make a final decision. It should also be clear to the folks who are proposing a new region what our commitment is at the various stages and how our process works. Having such process may not have been important earlier but now that we have many regions, I think we should have some clearly defined procedure in place before we start adding regions and before other folks .

Will you be willing to put together some procedure for the board to review? You've done this for several years and this could simply be the process you've been following. I think it's important to have this process in writing somewhere. Please let me know if you're willing to do this.

Thanks,

Ingrid

EXHIBIT 8

----- Original Message -----

From: "Dr. William Mitchell" <wmmitchell@ualr.edu>

To: "Ingrid Russell" <russell@MAIL.HARTFORD.EDU>; "Catherine C. Bareiss" <cbareiss@olivet.edu>; "John Meinke" <meinkej@faculty.ed.umuc.edu>

Sent: Wednesday, May 22, 2002 2:09 PM

Subject: Fw: Fw: Info request from the Spring Conferences

- As I reported at the Spring Board meeting, I had planned an organizing
 - > meeting for a Memphis area conference. It proceeded as planned and the
 - > report of the meeting follows. the steering committee is experienced and
 - > enthusiastic but they average less than one CCSC conference attended. I
 - > have been waiting for the committee to work out the location details and the
 - > date for their first conference, and this decision has just been made
 - > (bottom of message). We will work back now to schedule milestones such as
 - > call and deadlines. I conference will call itself the Mid-South
 - > conference. John, I would recommend pairing the new conference with
 - > Central Plains, thus giving SouthCentral room to have a larger proceedings.
 - >
 - > As I understand the procedure, the region will form at the first conference
 - > and I will represent the new conference to the board until then.

>
> I would make this report to the board except the mailing list is down. Bill
> and Cathy and Ingrid were previously in the loop.
> --Will
> -----
> -----
> -----
> An organizing committee met at Christian Brothers University on April 20 to
> discuss the formation of a new region of the Consortium for Computing in
> Small Colleges. After an introduction to the Consortium and its policies
> and an orientation to the division of labor in conducting a conference, the
> committee concluded that they would proceed with planning for a conference
> in Memphis in the spring of 2003. The following assignments were accepted
> by the committee members:
>
> "Dan Brandon" <dbrandon@cbu.edu>: Information Technology Management, School
> of Business (<http://www.cbu.edu/~dbrandon/>) Site Chair
> "Valerie Chu" <valerie_chu@nile.lemoyne-owen.edu>: Computer Science,
> LeMoyne-Owen College (<http://sankofa.loc.edu/chu/web/>) Registration
>
> "H. Conrad Cunningham" <hcc@ark.cs.olemiss.edu>: Computer Science, Univ. of
> Mississippi (<http://www.cs.olemiss.edu/~hcc/>) Panels, Tutorials, & Workshops
>
> "Virginia Eaton " <cseaton@ulm.edu>: Computer Science, Univ of Louisiana
> Monroe (<http://www.cs.ulm.edu/~eaton/>) Papers and Authors Chair. Virginia
> has been a reviewer for the CCSC before and has handled this task for LaCUE,
> She has used the SouthCentral web submission system and intends to use it or
> one of the alternative systems. >,
>
> "Robert England" <englandr@rhodes.edu>, Math & CS, Rhodes College
> (<http://www.mathcs.rhodes.edu/faculty.html>) Site Committee
>
> "Jean Henderson" <JHenders@unanov.una.edu>, Math & CS, Univ of North
> Alabama (<http://www2.una.edu/jhenderson/>) Student Activities Co-Chair
>
> "Jean Hendrix" <hendrix@uamont.edu> CIS Division, UA Monticello
> (<http://cotton.uamont.edu/~cis/sitemap.html>) Student Activities Committee
>
> "Dr. Edd R. Joyner" <ejoyner@utm.edu>, CS & IS, UT Martin
> (<http://www.utm.edu/%7Eejoyner/index.htm>) Speakers
>
> "carla lowery" <clowery@muw.edu>, MIS, Miss Univ for Women
> (<http://www.muw.edu/buscomm/>) Student Activities Co-Chair
>
> "David Naugler" <dnaugler@semovm.semo.edu>, Computer Science, SE
> Missouri. St. Univ (<http://dnaugler.cs.semo.edu/>) Vendors

>
> "Brian Reithel" <breithel@bus.olemiss.edu>, MIS, Univ. of Mississippi
> (<http://www.bus.olemiss.edu/faculty/asp/detail.asp?FacultyID=breithel>)
> Participants Chair
>
> "Donna K Satterfield" <dksatterfiel@ualr.edu>, UA at Little Rock, Conference
> Chair. Donna served on the first three Conference Midwest Committees.
>
> "Vivek Shankar Savur" <vivek_savur@nile.lemoyne-owen.edu> Math & CS,
> LeMoyne-Owen College (<http://sankofa.loc.edu/savur/web/>) Site Committee
>
> "Deborah Woodall" <Woodall@mc.edu>, Math & CS, Mississippi College
> (<http://www.mc.edu/campus/users/woodall/>) Publicity
>
>
> The date of the first conference at Christian Brothers University will be
> one of the last two weekends of March or the first of April (Dan is checking
> for conflicts) and the second conference is tentatively set at Univ of La.
> at Monroe. I think that the third conference would return to Memphis and
> then the fourth would go north. Donna has set up a webCT course for the
> committee to use as a bulletin board. We are looking for a webmaster.
>
> --Will Dr. William Mitchell, Associate Dean
> Cybercollege of Arkansas
> Professor of Information Science
> University of Arkansas at Little Rock
> 2801 S. University Ave.
> Little Rock, AR 72204-1099
> 501 683-7117 fax 501 569-8002
> www.ualr.edu/~wmmitchell
> wmmitchell@ualr.edu
>
> ----- Original Message -----
> From: "Donna K Satterfield" <dksatterfiel@ualr.edu>
> To: "William Montgomery Mitchell" <wmmitchell@ualr.edu>
> Sent: Wednesday, May 22, 2002 9:39 AM
> Subject: Re: Fw: Info request from the Spring Conferences
>
>
>> The date will be March 28 & 29.
>>
>> Donna
>>
>> ----- Original Message -----
>> From: "William Montgomery Mitchell" <wmmitchell@ualr.edu>
>> Date: Wednesday, May 22, 2002 8:55 am

>> Subject: Fw: Info request from the Spring Conferences
>>
>>> As quickly as you can decide the date, we need to notify SIGCSE. I saw
> Dan
>>> Brandon in the airport on Saturday and he said that you are conducting a
>>> poll. He also said that he was negotiating with the administration for
>>> rooms. Usually these are gratis, but not at CBU. I expect there will
> be
>>> a charge in the neighborhood of \$300.
>>> --Will

EXHIBIT 9

----- Original Message -----

From: Dr. William Mitchell

To: carla_lowery ; bclifford@fhu.edu ; Brian Reithel ; cseaton@alpha.ulm.edu ; cunningham@cs.olemiss.edu ; dbrandon@cbu.edu ; demingr@bethel-college.edu ; Donna K Satterfield ; dsibley@muw.edu ; egathers@utm.edu ; ejoyner@utm.edu ; george.boger@murraystate.edu ; gottlieb@rhodes.edu ; hakim@lambuth.edu ; hammerand@csm.astate.edu ; jhenders@unanov.una.edu ; jholloway@picard.tnstate.edu ; jkirts@fhu.edu ; johnsonr@bethel-college.edu ; pevans@fhu.edu ; robert england ; rpsmith@csm.astate.edu ; rsingh@rustcollege.edu ; schwadr@millsaps.edu ; sedge@uu.edu ; valerie_chu@nile.loc.edu ; victor.raj@muraystate.edu ; vivek_savur@nile.loc.edu ; woodall@mc.edu

Cc: ccsboard@crusader.bac.edu

Sent: Monday, March 11, 2002 10:20 AM

Subject: Steering Committee Initial Meeting

Dan Brandon <dbrandon@cbu.edu> has agreed to host a meeting of the steering committee on April 20. It will begin at 11am, run no later than 3pm and will include lunch. I appreciate the interest that all of you have shown in volunteering to participate and I hope that you or a representative from your college will be able to attend. Please let me know by April 10 so that we can confirm the meal orders. The meeting will begin with an introduction to the Consortium and the services that it provides its regions. We will then discuss the tasks that regions perform and looks at some bylaws that different regions have developed. On the presumption that this steering committee prefers to organize a region we will then talk about a name (Mid-south?) and the mechanics of hosting a conference. I will bring the conference organization manual and the timeline. We will seek a host site and delegate the various roles that must be executed. If all goes well and there are no roadblocks, we will confirm our plans in May and commit to presenting a conference in the spring of 2003. The Steering Committee and the Conference Committee will meet jointly in September (probably in Memphis again) and the Conference Committee will meet to set the conference program in early January. At the September meeting a conference budget will be approved, region bylaws will be approved, and the site of the second conference will be decided.

Dr. William Mitchell, Associate Dean
Cybercollege of Arkansas
Professor of Information Science
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204-1099
501 683-7117 fax 501 569-8002
www.ualr.edu/~wmmitchell
wmmitchell@ualr.edu

EXHIBIT 10

----- Original Message -----

From: [Dr. William Mitchell](#)

To: [Ingrid Russell](#)

Sent: Tuesday, March 05, 2002 9:44 AM

Subject: Mid-south organizing meeting

I filed a report at the board meeting giving notice and requesting permission to hold an organizing meeting in Memphis on April 20. I don't know if I need Board approval, President approval, or it is just part of my job description. In any case, I need to announce the meeting to the group this week.

Dr. William Mitchell, Associate Dean
Cybercollege of Arkansas
Professor of Information Science
University of Arkansas at Little Rock
2801 S. University Ave.
Little Rock, AR 72204-1099
501 683-7117 fax 501 569-8002
www.ualr.edu/~wmmitchell
wmmitchell@ualr.edu

EXHIBIT 11

SPRING 2002 CCSC BOARD MEETING

Report to the Board of CCSC on Formation of the Mid-South Region

William Mitchell, Conference Coordinator

I would like to share with the Board the level of interest that I have received in my second try to form a steering committee for a new region in the mid-south. I will present a motion to the Board to approve the exploratory meeting on April 20 at Christian Brothers University in Memphis and the recognition of a new region should they decide to organize a regional conference for the spring of 2003.

There are obviously preparations that the Consortium must make to add a new region. The first is adjust the workload on the Editor (and on the Registrar). We did not try to DECREASE the number of conferences so that one volunteer registrar could handle the load, instead we have spent most of this year debating how we can reorganize how the Consortium operates to handle the requirements of growth. We may have to spend part of next year helping the Editor prepare for a greater workload.

The second is the impact that a new region will have on existing regions. I have 10 institutions that have volunteered representatives to serve on the steering committee. It is apparent that many of these institutions have never sent either a presenter or attendee to one of our conferences and the non-involvement of these schools is the reason for starting the region. The remaining volunteers are enthused about ONE past encounter, indicating that while they enjoyed the experience, they did not feel a part of the region they attended, principally because the region conference only came into their geographic area infrequently. The folks at Millsaps have flown to South Central conferences for years and have been rewarded now with the hosting of a second conference (I visited with Dr. McCarley three years ago about starting a new region and he said that he'd have to fly up to Missouri, so he'd just as soon fly to Texas). Other Mississippi schools will come when the conference is in Mississippi, every five years (3 Mississippi colleges and 4 Louisiana colleges sent presenters to the 1998 conference in Millsaps (10 of 31 presentations). Only 6 presenters came from those Mississippi Colleges in the next three SC conferences and 5 from the Louisiana colleges (out of 110 presenters). For some of these schools it will still be shorter for them to drive to Texas than to Memphis. UALR will go to the Mid-South region instead of Central Plains or South Central, given the new alternative. We are about as far west in Arkansas as will be affected.

ARKANSAS

Dr. Mitchell,

I think a regional conference, such as you propose for Memphis, is a good idea. My faculty and I would be willing to support such a conference if the conference including programs specifically addressing the concerns of Computer Information Systems programs.

One of my faculty, Ms. Jean Hendrix, has expressed an interest in serving on the steering committee.

Dr. James Roiger, Chair
Division of Computer Information Systems
University of Arkansas at Monticello

Dr. Mitchell,

We are a small CIS faculty here at UAM, but would very much like to be part of this new regional consortium. You may include me in the group of those who are interested in serving on the steering committee.

In past years I have attended CCSC meetings and have found them worthy. I am especially interested in establishing a conference in which our students may participate/attend.

I look forward to hearing from you.

Regards,

Jean P. Hendrix
Associate Professor
Computer Information Systems Division
University of Arkansas at Monticello

Dr. Mitchell,

I am interested in attending any future conferences in the Memphis area and would be willing to recruit my students as well.
Thanks,

Terri Hopkins
Division of Computer Information Systems
University of Arkansas - Monticello

Sounds great. I miss the conferences.

Donna Satterfield (steering committee of original Midwest Conference)
Cybercollege of Arkansas
Instructor of Information Science
University of Arkansas at Little Rock

MISSISSIPPI

William,

Thank you for attempting to form this conference. I would be interested in participating and working on the steering committee. I have copied a colleague that may be interested in this conference.

Thank you,
Carla Lowery
MIS Instructor
Division of Business and Communications
Mississippi University for Women
W Box 940, Columbus, MS 39701

I did go to the conference at Millsaps. I would not be interested in hosting the event at MC any time soon, but I would be willing to travel 300 or so miles to the three organizational meetings and assume some responsibilities for organizing the conference..

Deborah B. Woodall Computer Science Mississippi College	woodall@mc.edu Box 4025.Clinton.MS.39058 601.925.3466
---	---

I'm willing to help. If you hold a meeting in Memphis, let me know and I will attend if possible. The name "Consortium for omputing in Small Colleges" is not that attractive to some of us... But, I think this sounds like a good idea overall!

Several years ago, I helped start the "Southern MIS Association" which we turned into "Southern AIS". It is still going strong as a regional affiliate of AIS, with meetings in Atlanta each year.

Best wishes,
Brian

Brian J. Reithel, Ph.D.,CDP
Associate Vice Chancellor for University Relations
and Area Coordinator for MIS/POM
Holman 240
University, MS 38677
reithel@bus.olemiss.edu

ALABAMA

This was my first year to attend the conference at Nashville and I was impressed with both the organization and papers. I brought a group of students who participated in the programming contest. Would a new conference also include the chance for students to attend and possibly have a programming contest

Jean Henderson
University of North Alabama
LOUISIANA

I do think that this is a good idea, and I would be willing to serve on the steering committee. ULM has a new library with facilities for hosting small conferences such as this. Furthermore, the Dept. of Computer Science will be moving into a new building this ummer. I would like to see ULM host one of the spring conferences.

Virginia Eaton
Dept. of Computer Science
University of Louisiana at Monroe

TENNESSEE

I think this is a good idea and you would like to serve on the steering committee (meet in Memphis)

Valerie Chu at LeMoyne-Owen College in Memphis

We will not be at SIGCSE, but would be interested in a planning meeting here or elsewhere in the mid-south ...
Dan Brandon, Computer Science, Christian Brothers University

MISSOURI

This is a good idea. Several years ago there was an attempt to set one up for eastern Missouri and Western Illinois, but, unfortunately, there was not enough interest. I would certainly come to such a conference (please schedule so it doesn't conflict with the Missouri Academy of Science - I hate conflicting loyalties). I would be willing to serve on the steering committee and otherwise help to get this off the ground.

David Naugler
Department of Computer Science
Southeast Missouri State University

EXHIBIT 12

From: [Dr. William Mitchell](#)

To: cunningham@cs.olemiss.edu ; rsingh@rustcollege.edu ; jholloway@picard.tnstate.edu ; sedge@uu.edu ; hakim@lambuth.edu ; bclifford@fhu.edu ; pevans@fhu.edu ; jkirts@fhu.edu ; demingr@bethel-college.edu ; johnsonr@bethel-college.edu ; rpsmith@csm.astate.edu ; hammerand@csm.astate.edu ; cseaton@alpha.ulm.edu ; schwadr@millsaps.edu ; woodall@mc.edu ; egathers@utm.edu ; ejoyner@utm.edu ; vivek_savur@nile.loc.edu ; valerie_chu@nile.loc.edu ; jhenderson@unanov.una.edu ; george.boger@murraystate.edu ; victor.raj@muraystate.edu ; england@rhodes.edu ; gottlieb@rhodes.edu ; dbrandon@cbu.edu ; dsibley@muw.edu ; clowery@muw.edu

Sent: Saturday, February 09, 2002 3:02 PM

Subject: Starting a new computer conference for the lower Mississippi region

Most of the faculty receiving this letter have had some contact with the Consortium for Computing in Small Colleges (soon to change its name to something like the Consortium for Computing Science in Colleges)[browse www.ccsc.org]. Some have attended our regional conferences, the most recent having been held in Nashville last November (the SE region) at David Lipscomb University. I am the founder of the consortium and the board member charged with developing new regional conferences. The SE region has never ventured west of Nashville. We have a Central Plains region that serves schools in a band along the Missouri and Kansas borders, and a Southwestern region that pretty much stays in Texas. For several years I have thought that there were enough faculty along the Mississippi to support a conference that would draw from the Delta (Cape Girardeau to Jackson, MS, Nashville to Little Rock). I have collected your names and would like to have you reply if you would like to see an annual spring conference for computer educators (business, science, and engineering, two and four year programs--oriented along the lines of ACM's SIGCSE). The CCSC is now in its 19th year and sponsors 5 fall conferences and three spring conferences, publishing the presented papers in the refereed Journal of Computing in Small Colleges. Our mission is to support computing educators through the publishing and

networking that occurs at our inexpensive regional conferences (attendee expense: registration, transportation, meals and hotel less than \$300).

If enough of you reply with the commitment that you or a colleague at your school would be willing to participate, I will arrange a planning meeting in Memphis later this spring. There is no financial risk in starting a conference since the CCSC pays all the bills, and it does not take a lot of work or resources. It can be very effective with as few as 30 participants. It does require an active conference committee and faculty who will present papers, workshops, and panels. The Conference would be scheduled on a Friday afternoon and Saturday morning, so that participants could drive in Friday morning and home Saturday afternoon, probably the last weekend in March of 2003.

Please respond to me if (1) you think this is a good idea and you would come to the Conference if we create it;

(2) you think this is a good idea and you would like to serve on the steering committee (meet in Memphis)

(3) you think this is a good idea and you would like to volunteer a colleague to serve on the steering committee.

APPENDIX 13: MEMBERSHIP SECRETARY REPORT

November 7th, 2003

Submitted by: Kris Powers

I. Summary of current membership

Regions	Membership by region							
	Central Plains	Eastern	Midwest	Northeastern	Northwest	Rocky Mountain	South Central	Southeastern
regular	59	1		144	1		52	
associate type unspecified	2	92	58	2	67	38	3	70
total for region	61	93	58	148	68	38	55	70
Total CCSC membership	638							

The total membership appears to have fallen slightly from its total of 643 last year. We do, however, have some data difficulties, and so membership can be surmised as constant.

II. Transfer to new membership database system

Transfer of membership data to new database was accomplished for the membership year beginning August 1, 2003. At that time the old system was discontinued, and the data from that system was imported into the new system (with an archive kept for any future needs). The data has since been cleaned by examining the records by hand, and looking for inconsistencies and/or duplication. Both member and institutional data have been thus cleaned. The new data is in the now in the hands of the data base administrator waiting to be imported.

III. Regional registration

Regional registration was undertaken by NE in the spring as well as RM and MW in the fall (with the other regions still relying on national administration). The NE conference had significant bookkeeping difficulties in the spring, probably due to the larger size of the conference. Both NW and RM reported smooth experiences. In the interim between the fall and spring conferences, regional administration procedures will be reviewed and updated. All spring conferences will be encouraged to undertake local registrations.

Missing registration reports for 2003 conferences: Eastern, Northeastern, South Central

CCSC Database - Outstanding Functionality Requirements

November 7th, 2003

Items in **blue** are those identified at the spring board meeting as needing attention.

General

- Are separate passwords possible for superusers (db administrator, membership secretary, maybe asst) versus local registrars? It may be desirable to have conference set-up or alteration be a more protected function.
- Edit member records (for typos, etcetera)
- Notate when a payment is received (for fiscal year accounting)
- Track when an individual's record was last modified
- Drop down menu for institutions needs to be altered (too many institutions)
 - use state drop down and wild card match?
- Add a field for FAX numbers
- Need a "unique address line" (for e.g., schools in which different departments have different addresses)
- Need to include department names in data.
- Confirm correct membership rules (allow payment to be applied to: current year, current half year, or the next year) **Recall:** Membership year corresponds to fiscal year and runs Aug 1 – July 31
- Record refunds (complete and partial – e.g., check from institution for more than one person, and then one person comes but not the other person...)
- Producing labels
 - generate labels for members only, all or limited to: a particular state, subset of states, subset of regions
 - allow people to "opt out" of the mailing list
 - add non-members to mailing lists
 - check the sizes produced (probably will need 7 x 2 option)
 - numbers of # fields is insufficient for data in old system
- Producing reports
 - need to be able to generate membership reports for: a particular state, subset of states, region, subset of regions
- Allow an individual to NOT have an institution
- Titles for individuals?? (drop down, type in?)
- Text files of records: comma delimited
- Receipts: email generation, generation of printed version with place for signature (special request for picky schools)
- Email acknowledgement of registration
- Person look-up by institution; list all the people at an institution
- Phone #'s (extension, area code, foreign countries)
- Need a way for people to use both their home and institution address
- Need to support international addresses
- Financial bookkeeping:
 - entry of **possibly multiple** check, PO, or credit card numbers,
 - record PO's and billing dates of PO's
 - generate a listing of outstanding PO's and the date billed

Conference functionality

- Student events: programming/web/poster contests
- Alter individual information: name (in case or marriage), address, institution, title
- Alter registration info (\$\$, meals, etc)
 - Handle typos
 - Allow people to buy things at separate times (e.g., adding an extra meal onsite)
- Track when a registration record is last modified
- Workshops: names, multiple, pre- and post- conference, different fees for each (3-2 possible)
- Comment field for registrations (special, unanticipated needs)
- Registration types (board, attendee, presenter, invited speaker, vendor, team advisor, student presenter, student team member, other, sponsorer) *Which ones?*
- How is a payment to be applied to the charges for several individuals recorded? How is receipt issued? Can partial receipt be issued?
- Meals: number of meals for conference, whether students get meals, more than 1 meal per person
- Associate more than 1 person with a given vendor registration
- Reports: # of registrations of each type, # of extra proceedings purchased, # of workshop attendees
- Name tags: # per page? (4? 8?)
- Vendor fees: not constant across vendors necessarily, number of meals and how notated
- Mark people as attended

Membership secretary functionality:

- Add schools (even if there's no current member there - e.g., like addressed to "chair"?)-
How?
- Membership history information (to determine, for example, how many copies of the Journal to print) (See attached example.)
- Mark people as “inactive” (do not remove from database)
- Generate information for ad hoc reports and ad hoc queries
- Generate electronic receipts for membership only
- Listserv—*make sure than bounced email goes to membership secretary*
- Access email contact information for those who do not wish to be on the listserv (for personal communication from the membership secretary)
- Info about whether an individual wants to receive proceedings (some don't)
- Membership renewal

APPENDIX 14: PUBLICATIONS COORDINATOR REPORT

CCSC — PUBLICATIONS CHAIR REPORT

7th November 2003

John G. Meinke

JOURNAL ISSUES:

During calendar year 2003 we prepared conference proceedings for nine (9) conferences which were published in six (6) issues of the *Journal*. The following table summarizes submission details in final printed form for each of the nine conferences:

Conference	Paper s			Other			Submitter s	Text Pages	
	Num ber	Pages	Averag e	Num ber	Page s	Averag e		2003	2002
Eastern	25	241	9.64	9	31	3.44	57	272	257
Midwestern	11	105	9.55	8	16	2.00	25	121	110
Rocky Mtn	17	178	10.47	8	17	2.13	26	195	211
Northwestern	11	111	10.09	10	21	2.10	41	132	121
Southeastern	31	309	9.97	2	20	10.00	56	329	233
Northeastern	22	205	9.32	11	27	2.45	64	287*	304
Central Plains	20	195	9.75	3	7	2.33	42	202	194
South Central	20	144	7.20	4	11	2.75	46	155	228
Mid South	21	178	8.48	10	19	1.90	35	197	n/a

* Includes 42 student poster session abstracts comprising 55 pages representing 99 authors/coauthors, including faculty advisors. Three (3) of those faculty advisors are included in the "Submitters" count as co-authors of papers or participants in tutorials, workshops, or panel discussions.

Notes:

1. These figures are hand-counted. Thus, there may be some “off-by-one” errors. However, they can be regarded as reflecting the general characteristics of each conference.
2. The columns under “Other” include: panel discussions, tutorial presentations, workshops, invited speakers – anything other than refereed papers. (Note that the student poster presentation abstracts for Northeastern are not included in “Other” nor are the student authors for those abstracts included in the “Submitters” figures. They are reflected in the “Text Pages” count, though.)
3. The “Text pages” count does not reflect “extra pages” which include the title page, the copyright page, the table of contents (which can be as high as eight pages), the Board Roster, the roster of CCSC Corporate Sponsors, the Foreword, and the individual conference leader pages including the conference welcome message, the regional steering committee roster, the conference committee roster, the roster of referees, and the roster of session moderators. Thus, the total text page count does not accurately reflect the page counts of the individual *Journal* issues.

Issues:

1. *Paper page count limitations:* This issue is not getting back to the individual conferences. In addition, frequently the conference contact for preparation of manuscripts to forward to the publications chair isn't known by me until well after the paper acceptances have already been transmitted to the authors and the authors are already preparing final manuscript. The winning page count was from Midwestern – 21 pages when final formatting was accomplished. Rocky Mountain had an 18 page paper, Southeastern had a 17 page paper as well as two 14 page papers, and Central Plains had a 17 page paper, a 15 page paper, and a 14 page paper. 13 page papers were included in Northwestern (2 papers), Eastern (4 papers), Rocky Mountain, Northeastern (2 papers), and Central Plains (2 papers). I feel that we need to establish clearly through the conferences that the maximum length is ten pages – at that point we can accommodate several papers that go over, but we can simply refuse to print a paper that is anywhere over 14 or 15 pages – the maximum guideline is there! (Note that the copyright notice takes up space on the first page, and frequently also causes a page break to occur early – the abstract leaves not enough room so that an orphan/widow occurs on the first page – thus we may end up adding a page to the author's final submission.) However, that maximum page length MUST be communicated from the individual conference – it really needs to be included in the call for papers!

2. *Issue page count limitations:* We need to watch these very carefully! I have in the past used a 400 page limitation for bulk mailings based on past experience. Last December's bulk mailing consisted of a Journal issue that was 368 pages of text plus 12 leader pages for a total of 380 pages. We included a three sheet newsletter which would be equivalent to about 12 pages of regular text, so that brought the “page count” to 392. The mailing weighed in at exactly 16 ounces on the Muhlenberg College scales, the limit for bulk mailings, and when it was weighed by the US Postal Service scales it came to 0.9965 pounds – 0.0035 lbs. off the limit – that's a bit too tight for me to deal with! (For those on the Board unfamiliar with the issue, it was several years ago that we had an issue of the Journal exceed the one pound bulk mailing weight

limitation, and the only alternative was to pay first class postage for the mailing, a significant impact on our treasury!)

3. *Combined conference proceedings*: Page counts caused some real problems with the Fall conferences. Both Eastern and Southeastern went significantly over the roughly 200 pages of text guideline, posing problems with combined Journal issues. Midwestern and Rocky Mountain went together fine, but then there were problems combining with Northwestern since either Eastern or Southeastern would exceed the page limit. The decision was to let Southeastern be the stand-alone, since it was the largest, and move three 13 page papers from Eastern into the previous issue. (While they would not appear within the same issue, they would be available to the attendees at Eastern since all attendees become members, and in the past the previous issues have been available at the conference.) That decision was made based on the cost of completely separate issues for each of Northeastern, Eastern, and Southeastern.

We need to seriously look at the combined issue situation. Examining the above table, the “problem” conferences did not have an average length paper page count extremely out of line. Rather, the problem was the number of papers that were accepted. (While we do have the long paper offenders, overall it appears to wash out to a reasonable average for each conference. Note, though, that South Central has been very clear on page count problems to their authors, and their average is a full two pages less!) I don’t believe that the Consortium Board wants to seriously impact the flavour of any of the conferences by limiting the number of accepted papers – rather, we should be encouraging an increase in the number of quality accepted papers. Thus, we may face more additional issues of the Journal, and should accept that increased cost.

Overall, we see from the final two columns of the table that there is a roughly ten page increase for many of the conferences. I expect that that increase will probably be something that we see in general, particularly as we see more and more graphics in the manuscripts.

At this point I anticipate that over the next year our printing costs will go up as we face more and more pages of copy for each conference, and must be prepared to print separate proceedings for each conference.

NEWSLETTER:

We printed newsletters in January, February, and June for inserts with the Journal, as well as the stand-alone issue in September. The December bulk mailing caused me to exercise a bit of restraint in including newsletters in each issue due to the bulk mail weight limitation problem and coming so very close in that mailing.

ACM:

I supply the pdf format for each of the papers to ACM for posting to the Digital Archives, and as far as I know that is going well. At this point the pdf for the individual papers for the first three issues of Volume 19 have been supplied to ACM, and ACM has been asked to “move slowly” on the Southeastern papers – waiting until after the conference to post them to the Digital Archives.

I received an inquiry from ACM during the summer for Volume 6 Number 5, and assumed that it was a typo, that they really meant Volume 16 Number 5, and responded that in that particular volume there were only four issues. No, it was the Spring 1991 issue (South Central). My wife

was able to find the floppies, forward them to me, and I was able to recreate the pdf, and within 24 hours of when it was forwarded to ACM it was available on the Digital Archives. It's interesting to note that that particular conference had 13 papers comprising 97 pages of text for an average of 7.62 pages per paper, and 8 panels/tutorials/workshops comprising 11 pages of text for an average of 1.38 pages per "abstract". The longest paper when reformatted to our current format was 12 pages, with 3 papers at 10 pages. Three were 42 people listed as authors/co-authors/discussants.

MANUSCRIPT CHANGES PLANNED:

As a result of some recommendations, several changes are planned for future manuscripts:

1. Drop titles of authors in the table of contents. I have included, in the past, whatever was submitted by the authors. I have received feedback that they create discrepancies in the table of contents.
2. Include whether a session is a panel session, tutorial, workshop, whatever, in the table of contents.
3. There are no "hard and fast" planned changes in manuscript submissions. There was a recommendation that we accept pdf format. However, it is very difficult at this time to extract from pdf, and the figures present more problems than solutions. I have asked that I receive either a hard copy or a pdf copy so that I know what the author originally intended. That is not happening, so I'm still flying blind on what the author expected the final copy to look like. A suggestion was that we provide a set of templates, WordPerfect and Word, such as what ACM currently provides. I see that as a possibility, but requiring very careful preparation of the template. It's very interesting how submitters can go as awry as they do when following what one considers specific guidelines.

Northwestern is currently exploring the possibility of submitting on-line with the tested and proven package prepared by South Central. While that package proved to be wonderful last year I'm hearing more problems from Northwestern regarding being able to implement that tool. In the last year I must say that South Central was the easiest conference to work with in preparation of final manuscripts.

4. Copyright releases continue to be a problem. One conference, Rocky Mountain, apparently did not send copyright releases to the authors until I inquired of the status of the copyright releases – all of a sudden there was a mad scramble to obtain copyright releases from authors and the final manuscript sat waiting until that would be accomplished. The copyright releases are essential due to publication to the ACM Digital Archives.

MAILING ISSUES:

A problem that has surfaced this Fall is obtaining mailing labels for the Journal. There appear to be two issues impacting the production of the mailing labels: (1) the integrity of the data, at which point printing mailing labels with bad data is pointless; and (2) apparently the mailing labels could not be made available from the database at that point, so the effort was to resolve the data integrity problem and then address the mailing label issue. In the meantime, the September Newsletters sat until George Benjamin decided to use the mailing labels from the June mailing, and at least got them out! In the meantime, I had authorized the posting of the October issue of

the *Journal* at the end of September, which at the time of the release could not be accomplished due to the mailing labels not being available.

From a publications perspective we have a very serious problem here. The membership benefits includes **mandatorily** the *Journal*, and it appears that at this point we do not have a mechanism to get the *Journal* to the membership! We need immediate answers to two questions:

1. What is being done to accomplish database integrity, and when will it be accomplished? We need an immediate answer on that, and if the answer is not acceptable we need to take steps immediately to resolve that issue.
2. What is being done to resolve the mailing label issue, and when will that be accomplished? Again, we have an obligation to the membership which must be met. The Board committed to the new database being established by a formal database administrator and it appears that the expectations have not been met. The Board has a legal commitment to the membership, which is binding.

APPENDIX 15: TREASURER REPORT

Treasurer's Report

	CCSC	CP	EA	MW
BEGINNING BALANCE	\$5,000.00	\$7,551.95	\$748.59	\$6,305.17
INCOME				
Membership Dues	1,282.50			
Dues Collected in 2001-02	1,945.00			
Dues for 2003-04	105.00			
Conference Head Tax	26,568.00			
Conference Head Tax from Spring Proceedings	9,485.00			
Back Issues	1,338.00			
Interest	2,093.16			
National Vendor Registrations	4,000.00	300.00	700.00	700.00
Grants			180.00	845.00
Registration		9,371.00	12,476.00	9,700.00
Advanced Registrations			3,740.00	1,820.00
Extra Meals		146.00	306.00	
Extra Proceedings		40.00	60.00	10.00
Donations	0.50			
Other	4,000.00		655.00	
Other Advance Income			351.00	345.00
TOTAL INCOME	\$50,817.16	\$9,857.00	\$18,468.00	\$13,420.00
Reserves for Advanced Payments	\$105.00	\$0.00	\$4,091.00	\$2,165.00
NET INCOME	\$50,712.16	\$9,857.00	\$14,377.00	\$11,255.00
EXPENSES				
Conference Meals		1,610.93	4,810.53	2,138.50
Conference Rentals				
Conference Head Tax		2,460.00	4,182.00	2,460.00
Journal Printing	24,503.77			

Journal Mailing	2,977.77			
Professional Fees	10.00			
NECC Expenses				
Web Expenses	2,045.00			
Office Supplies	70.42	294.89	721.14	56.37
Postage	202.75	248.72	341.04	289.41
Printing & Dup.	121.39			
Brochure Printing	93.00	135.00		967.03
Proceedings		96.00	288.00	24.00
Speakers Expenses			74.07	200.31
Student Programs	428.42			81.65
Student Awards		700.00	306.00	180.00
Advances				
Board Travel	16,564.38		238.53	
Board Meeting Expenses	1,635.96		206.62	
Audit Committee Expenses	802.02			
Conference Development	601.44			
Phone/Fax	1.00			
Checks/Bank Fees	38.14			
Credit Card Fees	333.50			
Interest	74.29			
National Vendor Reg. to Conf.	2,400.00			
Other		214.00	606.00	100.73
TOTAL EXPENSES	\$52,903.25	\$5,759.54	\$11,773.93	\$6,498.00
RESERVES				
Head Tax for Future Memb.	\$10,675.00			
Future Grants/Conf. Payments	\$1,500.00			
TOTAL RESERVES	\$12,175.00	\$0.00	\$0.00	\$0.00
Net 2002-03	(\$14,366.09)	\$4,097.46	\$2,603.07	\$4,757.00
Year End Balance	(\$9,366.09)	\$11,649.41	\$3,351.66	\$11,062.17
Year End Adjustments	\$14,366.09	(\$1,877.62)	(\$540.21)	(\$1,782.97)
Final Balance	\$5,000.00	\$9,771.79	\$2,811.45	\$9,279.20

Accounts

Checking	\$7,372.32
Savings	\$19,589.62
Certificates of Deposit	\$67,452.92
Cash	\$13,771.00
Accounts Receivables	\$270.00
Total	\$108,455.86

APPENDIX 16: 2004 CCSC-RM Proposed Budget

CCSC:RM 2004 Conference Budget (Proposed 10-30-2003)

Income	Number	Per Item	\$
Registrations-Full-Early	40	\$135	5,400
Registrations-Full-Late	5	\$145	725
Registrations-Student	10	\$35	350
Extra Meals	2	\$25	50
Vendor's Registration	0		-
Nation Vendors			300
Extra Proceedings	0	\$10	-
Previous Proceedings	0	\$10	-
Other Income Items	0		-
UPE Grant			175
Microsoft Programming Grant			-
			\$
Total			7,000
Expenses			\$
Extra/Previous Proceedings	0	\$6	-
Steering Com. Ex.	0		-
Phone/Fax	0		-
Postage	1500	\$0.37	555
Office Supplies	0		-
Brochure Printing	1500	\$0.25	375
Duplication	55	\$1	55
Speakers Expenses	2	\$25	50
Consortium Head Tax	45	\$41	1,845
Meals			-
Breaks	55	\$6	

			330
Banquet	55	\$25	1,375
Luncheon	55	\$15	825
Other meals	2	\$25	50
Student Programs			-
Student Awards	1	\$175	175
Consortium Membership			1,000
Other Expenses	55	\$3	165
			\$
Total			6,800

APPENDIX 17:
2004 CCSC-SC Proposed Budget
CCSC
South Central Conference Budget, 2004

Income

	Number	Per Item	Total
Registrations-Full-Early	70	\$120	\$8,400
Registrations-Full-Late	10	135	1,350
Registrations-Student	10	45	450
Extra Meals			0
Breaks	1	300	300
Vendor's Registration	0	100	0
Nation Vendors			500
Extra Proceedings	5	10	50
Previous Proceedings	0	10	0
Other Income Items			0
Total Income			\$11,050

Expenses

Facilities	1	\$1,800	\$1,600
Extra/Previous Proceedings	5	6	60
Steering Com. Ex.	1	350	350
Phone/Fax	0		0
Postage	1	500	250
Office Supplies	1	145	145
Promotions	1	400	400
Duplication			0
Speakers Expenses	1	50	250
Consortium Head Tax	80	41	3,280
Meals			0
Breaks	1	300	300
Banquet	82	25	2,050
Luncheon	75	15	1,125
Other meals			0
			0
Student Programs			0
Student Awards			200
Consortium Membership			1,000
Other Expenses			0
Total Expense			\$11,010

APPENDIX 18: 2004 CCSC-MW Proposed Budget

Midwest Conference Budget For Fall, 2004 Conference

Income	<u>Number</u>	<u>Per Item</u>	<u>Total</u>
Registrations			
Full-Early	55	130	7150
Full-Late	5	140	700
Student	15	40	600
ProgContest Teams	10	45	450
Workshops	25	15	375
Local Vendor	2	150	300
Nation Vendors	5	100	500
Extra Meals	2	40	80
Other Income Items			
Microsoft Grant			500
UPE Award			175
Vendor Break Sponsorship			300
		Total Income	\$11,130

Expenses	<u>Number</u>	<u>Per Item</u>	<u>Total</u>
Consortium Membership			1000
Consortium Head Tax	60	41	2460
Extra/Previous Proceedings	15	6	90
Planning Meeting Meals			250
Planning Meeting Travel			250
Postage	2	250	500
Office Supplies			150
Brochure Printing	2	500	1000
Duplication			200
Speakers Expenses	2	450	900
Meals			
Breaks	75	8	600
Banquet	75	20	1500
ProgContest Break	10	4	40
Luncheon	85	12	1020
Students			
Event			200
Presentation Awards			175
Prog. Contest Awards			150
		Total Expenses	\$10,485

Balance \$645

APPENDIX 19: 2004 CCSC-EA Proposed Budget

CCSCE04 Budget

	Number	Per Item	
Income			
			\$
Registrations-Full, Early	100	\$110	11,000
Registrations-Full, Late	25	\$120	3,000
Registrations-Student	25	\$35	875
Extra Meals			-
Vendor's Registration	10	\$150	1,500
Extra Proceedings	10	\$10	100
Previous Proceedings	10	\$10	100
Other Income Items			-
			\$
Total			16,575
Expenses			
			\$
Extra/Previous Proceedings	10	\$5	50
Steering Com. Ex.			-
Phone/Fax			-
Postage	2000	\$0	740
Office Supplies			50
Brochure Printing			500
Duplication			-
Speakers Expenses			1,000
Consortium Head Tax	125	\$40	5,000
Meals			-
Breaks (2)	150	\$7	975
Banquet	150	\$23	3,405

Luncheon	150	\$11	1,605
Other meals (Reception)	150	\$6	900
			-
Other Expenses			-
Contest Awards			600
Meeting Room Rental			500
Projector Rental	3	\$15	45
			\$
Total			15,370