Minutes
CCSC Fall 2004 Board Meeting
Kalamazoo, MI
September 30-October 1, 2004

I. Call To Order at 7:00 pm by President Rob Bryant
Present: Bryant, Aman, McNally, Adams, P. Myers, B. Myers, Carey, Powers, Treu, Howland, Neufeld, D'Antonio, Prins, Mitchell, Brent Wilson (DBA)

II. ROUTINE REPORTS & ANNOUNCEMENTS:

1. **President** (Rob Bryant)
   - Introductions of new members
     - Jim Aman – President Elect
     - Ernest Carey – Rocky Mountain regional representative
     - Larry D'Antonio – NE regional representative

2. **Past-President** (Paul Myers)
   Will be organizing the national meeting in February, preparing for elections, and arranging for SIGCSE cooperation status renewal

3. **President-Elect** (Jim Aman)
   - Announced lectronic decisions and votes since the spring board meeting as listed in Appendix 2.

4. **Brief Regional Reports** (full reports are appended to these minutes):

   Central Plains (Neufeld):
   Needs suggestions for scheduling poster sessions and contests so judges and other participants can attend. Responses: done on Friday morning at NE; SE has judges who are dedicated to the contest and forego the conference sessions
   Eastern – nothing to add
   Midwestern – nothing to add
   Northeastern (D'Antonio)
   Trend noted that the number of faculty attendees is decreasing but the number of students is increasing? Total attendance remains roughly constant. Why are faculty not participating?
   Northwestern – nothing to add
   Rocky Mountain (Carey)
   The passing of Peter Isaacson was noted. His loss may push the region to doing things in a more formal fashion. Adams suggests that CCSC make it a formal process that each region post paper acceptances and notices of delays on their website.
   South Central – nothing to add
   Southeastern – nothing to add

5. **Membership Report** (Kris Powers)
   - Now completely on a distributed database system. There has been confusion over processes for using the system within regions. The Database Committee is developing better instructions for regional registrars.
   - The definition of *Membership* needs to be refined.
   - The election system worked well. There were some problems with mailing addresses being wrong, missing some members. The committee thinks that problem has now been resolved.
   - A letter was sent to Mid-South members soliciting their choices of regions; those who responded have been assigned accordingly.
   - The membership rosters have been cleansed resulting in a net loss of members in every region except SC.

6. **Database Committee** (Bill Myers) – nothing to add

7. **Publications Report** (John Meinke) – nothing to add

8. **Conference Coordinator Report** (Will Mitchell) – nothing to add

9. **Treasurer's Report** (Bill Myers)

   - Reviewed Board member reimbursement procedures
   - Membership dues were down 20% but head tax was up by more than that. Keeping head tax at same level seems appropriate
   - No grants from IBM, UPE, or Microsoft
   - RB: Budgets should be approved 12-18 months in advance so there should be budgets submitted for spring, 2006, for action at this meeting
   - RB: Board has asked that a professional auditor be hired. Should we act on this now? We have been doing well without it. BM: Push for professional audit was in response to a desire to have bonding. Because bonding no longer seems to be an issue (would protect the organization), the professional audit does not seem necessary. There was no opposition on the board to dropping pursuit of a professional auditor.
   - A second signatory on the CCSC bank account is needed. BM will make arrangements for Kris Powers to be added as a signator.
   - **Budget committee appointed**: Liz Adams, John Meinke, Bill Myers (chair)

10. **ByLaws Task Force** (Rob Bryant)

    - Sent by Curt White in July. Has been little feedback. The task force wants to get the changes before the membership at the spring meeting. The Board needs to

approve changes by January to meet this objective. Susan Dean is the current keeper of the bylaws.

12. **Nominations Report** (Paul Myers)
- Nominations committee must be formed now.
- Seats standing for election this year:
    - President-Elect
    - Treasurer
    - Eastern Representative
    - Midwestern Representative
    - Central Plains Representative

13. **NECC Representative**
- Kevin Treu is to inform the board if any change occurs in the relationship with NECC
- Item will be removed from future agendas until such time as there is some change

III. OLD BUSINESS:

1. **National Vendor program**

- Mitchell gave renewal forms to existing national vendors; none were returned. He talked to several of the vendors later in the spring. They said they felt they had been mistreated at some of the conferences and didn't want to renew their national vendor memberships. They want to attend conferences and to be considered participants at the conferences.
- Current fee is $2000/yr. This was to include space on the CCSC national website, recognition in proceedings, and the right to attend any regional conference.
- Problems, concerns, and suggestions:
    - Communicating the existence of a national vendor to the publications chair.
    - Giving each national vendor a clear statement of their expiration date.
    - More frequent updating of the CCSC national website
    - Up-to-date list of national vendors, which should be displayed at all regional conferences, whether or not they attend.
    - A National Vendor Committee needs to be formed. This committee needs to create and distribute forms which clearly state the fee, benefits, and active registration period.
    - No point in keeping the fee so high that vendors don't see the value. Could it be revised to $1000?
    - A national vendor needs to provide the names of their regional contacts, and those contacts must be communicated to regional conference vendor chairs.

- Will Mitchell will continue as chair of the NV program. Other members: Kris Powers and Phil Prins. Regional vendors committee chairs should be actively involved and informed.

2. **UPE Funds**: Paul Myers reported that $35 remains in this fund. UPE has not renewed their support at this point.

3. **Future Fall Board Meetings**

- Suggests developing a set sequence of meeting places so the issue of identifying the site of a fall meeting doesn't have to be revisited each year. But not all regional conferences are held in sites easily accessible to the board members. Also, regional sites aren't usually selected with an eye to hosting the board.
- Suggestion made that the fall meeting site be selected each fall rather than in the spring. (BMyers) No action taken.
- 2005 meeting will be at Rocky Mountain Region (Greeley, CO).
- Northwestern Region (Spokane, WA) has been proposed for 2006.

4. **Publication specifications** (John Meinke)
   - Copyright issues
     a. Copyright was a problem in NW with a presenter who refused to sign the copyright agreement. Workshop is being presented, but the paper is not in the Journal.
     b. NE designates presentations differently ("Tutorial Presentation," "Workshop Presentation," etc.) to clearly delineate refereed papers from non-refereed.

   - Meinke questioned whether tutorials, workshops, student papers, and panels need to be included in the Journal? Proceedings would have abstracts of such but not digital archives. What we publish is a proceedings series. If we aren't putting the full proceedings in the Journal, then we should change the statement of contents so it properly reflects the content. If the non-refereed material isn't included, then should the message from the conference chair or the list of the conference committee be included? [Lively discussion ensued.]
     a. In SE, student papers aren't included in the proceedings so the deadline can be much later. These papers are published as an addendum and distributed at the conference. (KT)
     b. Each conference's proceedings could be organized in the Journal into separate sections. Each conference could choose to send the non-refereed submissions or not. (RB)
   - **Proposal** (Bryant): In the Table of Contents, special sessions (panels,

tutorials, workshops, student papers) will be denoted. Each conference chair will define the review process for each type of submission in addition to the overall acceptance rate of professional papers in the opening message. **VOTE: 10-2 with one abstention. Proposal accepted.**

- **Proposal** (Meinke): Limit of six single-spaced, 8 ½" by 11" pages (including appendices and figures) per paper according to a template developed and distributed by the Publications Chair. This limit goes into effect for fall, 2005, conferences. **VOTE: Unanimous. Proposal accepted.**

5. **Conference Publication Services**

- Should back issues of the Journal be published on CD? Should CD copies be made available at conferences?
- Advantages:
  - o Reduces mailing costs (app. $1200-$1500)
  - o Reduces printing costs, but this is offset somewhat by burning CDs
- Discussion:
  - o P&T Committees too often are not educated on CD publication
  - o Conference participants would have a paper copy; all others would have a CD for reference
  - o Several schools will not accept an electronic publication
  - o At least one conference acquires an ISBN number for their CD publication as a way to combat the acceptance problem.
  - o A suggestion which had support on the Board: Paper copies available at the conference and CDs for mass distribution.
- **Charge**: Meinke is charged with researching the issue and reporting back to the board at the spring 2005 meeting.

6. **Back issues of Journal**
- Will Mitchell retains many boxes of back issues of the Journal.

IV. NEW BUSINESS:

1. **Database status and upgrades** – (Kris Powers & Brent Wilson)
- Powers gave a brief overview of the filed report and explained a few of the broader issues
- New conference registrars need immediate and thorough training in the use of the system. The system can be a real timesaver.
- To ensure cleanliness of the data, control should remain with the DBA and Membership Chair.
- Discussion:
  - o Mitchell suggested a two-level database – a regional collection cleaned and then fed into the national database

- o Very lively discussion of the implications of changing the bylaws for a single membership year vs. the structure and operation of the database.
- **Charge**: DB Committee will address the regional and national issues with the database and set priorities for work with the database. Committee will set a list of priorities and forward it to the board for comment.

2. **Report submission for board meetings**
Committee members are urged most strongly to submit reports two weeks ahead of the meeting so distribution can occur one week ahead.

3. **Bylaws revision** (RB): Topic will be postponed until reflection, comment, and discussion have occurred.

(Adjourned at 11:15 p.m. Reconvened on Friday at 8:25 am.)

4. Posting of travel policy (Rob Bryant) – Myles McNally will post the policy if electronic copy is sent to him
5. Paper submission system
   a) SC and NE have online submission systems. A centralized system would would help Publications operations.
   b) Proposal by McNally: Create task force to bring a recommendation to the spring meeting.
   c) Charge: Howland will chair the task force with McNally, Meinke, and D'Antonio. They will report ASAP but no later than the spring meeting.
6. Long Range Planning
   a) McNally provided a summary of work to date and suggested that discussion today be focused on identifying issues rather than reaching a decision
   b) Background
      - McNally noted the existence of distinct views and has picked up another view from people not on the task force
      - Bylaws says CCSC supports faculty teaching CS and administrators who support them.
      - Major tension: View that CCSC should facilitate faculty at small institutions that need nearby conferences (for a variety of reasons). Given this, having numerous conferences is important and the quality of publications is less important. The other view is that we should be concerned about the quality of our publications, which suggests fewer conferences and will probably result in lower attendance.
      - Some divergent proposals have been offered within the task force, but there was no convergence of opinion so nothing has been brought forth.
      - Do we want to add conferences as they present themselves, or do we want to take a more long-range, planned approach to expansion?
      - Broad discussion followed.

7. **MOTION** by Adams: Extend an invitation to Mid-South to join the CCSC. **Second** by Prins. **VOTE: 11- 0. MOTION PASSED.** Bryant will send the invitation this weekend. If accepted, Bryant will appoint a regional representative pending formal election in spring, 2005.

8. Bylaws Discussion (Bryant)
   a) The proposed changes have been distributed to board members
   b) Changes:
      1. Article III: In title, three classes of membership.
      2. Article VI.6: Treasurer, Membership Secretary, and Publications Chair to be appointed by the Board. Exact wording of this section will be worked out by the Bylaws Committee.
      3. Article VI: EC suggests a two-year term for President with Pres-Elect and Past President alternating in existence. Corresponding changes in other sections will have to be made (VI.15, VI.12, VI.9 – may be others). Alternate plan is that there be a President and VP with the latter alternating between president-elect and past president status.
      4. Article VI.14: Statement regarding coordinating with neighboring regional reps. This might also be a standing rule.
      5. Article VI.15: Line of succession needs to be clear, regardless of other action on Article VI.
      6. Article III.3: Revise last sentence to "will qualify for all other member benefits."
      7. Article III.2: (MM) Strike the restriction in the first sentence. There was no objection to the removal.
      8. Article III.5: Modify to incorporate the verbiage from the Database Committee report. "changing the membership year to twelve months starting with either the date the membership was processed (for memberships not associated with attending a conference) or from the date of the conference (with a one months grace period in both cases)."
      9. Article IX: Bylaws refers to standing committees which are defined in standing rules. The committees should either be constituted in the bylaws themselves or the bylaw verbiage should be changed to reflect reference to standing rules. Other references like this across the document will be checked.
      10. Article VI.11.f: Consider dropping the entire subsection.
      11. Article XV.3: Modify last sentence to "... shall take effect with the next fiscal year ..."

Submitted Reports
CCSC Board Meeting
Fall, 2004
Kalamazoo, MI

President (Robert Bryant) – Appendix 1

Past-President (Paul Myers) – No report

President-Elect (Jim Aman) – Appendix 2

Regional Reports
     Eastern (Elizabeth Adams) – Appendix 3
     Southeast (Kevin Treu) – Appendix 4
     Central Plains (Robert Neufeld) – Appendix 5
     Midwest (Myles McNally) – Appendix 6
     Northeast (Lawrence D'Antonio) – Appendix 7
     Northwest (Phil Prins) – Appendix 8
     Rocky Mountain (Ernest Carey) – Appendix 9
     South Central (John Howland) – Appendix 10

Membership Secretary (Kris Powers) – No report

Conference Coordinator (Will Mitchell) – No report

Treasurer (Bill Myers) – No report (emailed separately)

Publications Coordinator (John Meinke) – Appendix 11

Bylaws Committee (Rob Bryant) – Appendix 12

Database Committee (Bill Myers) – Appendix 13

Membership Report (Kris Powers) – Appendix 14

Appendix 1:
Report of the President
Robert Bryant

Report of the CCSC president

The agenda contains all the issues that I am aware of the board needs to be currently addressing.

Of particular note, I would like to advance three main issues this year:

1. Placing a revised bylaws before the general membership for vote next spring.

2. Defining acceptable guidelines for the establishment of new CCSC regions (long range planning).

3. Addressing the publication guidelines/specifications so that the CCSC journal can continue to grow with manageable oversight and without loss of quality.

Respectfully submitted,

Rob Bryant

Appendix 2:
Report of the President-Elect
Jim Aman

Motions approved since the last meeting:

(1) Southeastern budget (email, Mon, 29 Mar 2004, from Curt White
       In favor: Richard, Curt, Phil, Liz, Paul, Bob, John H., Rob, Bill, John M.
       Opposed: none
       Not voting: Kris, Anne, Myles, Kevin

(2) Approval of CCSC Spring 2004 Board Meeting minutes (5 Apr 2004, from Curt White)
       The motion has passed.
       In favor: Curt, Phil, Kevin, Rob, John H., Richard, Bob, Myles, John M.
       Opposed: None
       Not voting: Paul, Kris, Bill, Anne, Liz

(3) Site of CCSC Fall 2004 Board Meeting (15 Apr 2004, from Curt White)
       Michigan: John H., Bob, Kevin, Myles, Phil, Anne, Rob, Curt
       Oregon: John M., Paul, Bill
       Abstain: Richard, Liz
       Not voting: Kris
       Michigan, here we come!

Appendix 3:
Report of the Eastern Regional Representative
Elizabeth Adams

The 20th Eastern Conference is being held October 15th and 16th at Loyola College in Maryland. It is being chaired by Ben Benokraitis. The Conference committee members and their affiliations are shown below.

Chair:	*Ben Benokraitis*	Loyola College in Maryland
Registration:	*Rich Brown*	Loyola College in Maryland
Local Arrangements:	*Margaret Daley*	Loyola College in Maryland
Publicity:	*Karen Anewalt*	Mary Washington College
	Jennifer Polack-Wahl	Mary Washington College
Speakers:	*Roger Eastman*	Loyola College in Maryland
Papers:	*J.D. Dougherty*	Haverford College
	Dave Binkley	Loyola College in Maryland
Panels, Workshops, & Tutorials:	*Barbara Mento*	College of Notre Dame in Maryland
	Keith Gallagher	Loyola College in Maryland
Posters:	*Bernie Esposito*	College of Notre Dame in Maryland
Programming Contest:	*Jim Glenn*	Loyola College in Maryland
Vendors:	*Dawn Lawrie*	Loyola College in Maryland
Activities:	*Liz Adams*	James Madison University
Website Coordinator:	*Duane Shelton*	Loyola College in Maryland
Webmaster:	*Goce Evtimovski*	Loyola College in Maryland

The webpage for the conference is http://justice.loyola.edu/ccsce04/ and it is beautifully done.

Flyers announcing the conference were distributed at last year's conference at Montclair University, at last fall's Southeastern conference and at SIGCSE 2004.   Eastern's steering committee met at Loyola in early May to finalize the program.

The keynote speaker will be *Dr. Avi Rubin of Johns Hopkins University who will be speaking on* Electronic Voting and Security.

 The dinner will have a program rather than a speaker. There will be a reading of *Computer Security*, a play by Dr. Richard Epstein West Chester University.

The complete program is available for download as a Word document on the conference webpage [attachment removed].

There were 41 papers submitted and 21 accepted.
There were 7 panels proposed and 6 accepted.
There were 3 workshops proposed and 2 will be presented as workshops and 1 as a tutorial.
Thus far we have 6 vendors either registered or sending books
The number of presenters/attendees who have pre-registered by September 22 is 44

There are 3 programming teams pre-registered as of September 22nd (Oct 1st is the cut off date)

There will be prizes for programming contest winners, student poster winner, and best paper award.

Next year's conference, the 21st Eastern Conference (2005) will be at Iona College in New Rochelle, New York, on October 14-15 and will be chaired by Catherine Ricardo.

The 22nd Eastern Conference to be held in 2006 will be at Mary Washington University in Fredericksburg, Virginia and will be co-chaired by Jennifer Polack-Wahl and Karen Anewalt.

Respectfully submitted,
Elizabeth Adams, Eastern Regional Representative

Appendix 4:
Report of the Southeast Regional Representative
Kevin Treu

The 18th CCSC Southeastern Conference is scheduled for Nov 5-6 at Wofford College in Spartanburg, SC. Joe Sloan and David Sykes 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), Dennis Martin (local registrar, Jacksonville State University), Bill Myers (at-large, Belmont Abbey College), Becky Tallon (secretary, Lipscomb University), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Dick Hull (2005 site co-chair, Lenoir-Rhyne College), Gail Miles (2005 site co-chair, Lenoir-Rhyne College), Paula Gabbert (at-large, Furman University), Priscilla Dodds (2003 site co-chair, Georgie Perimeter College), and Kris Powers (at-large, Tufts University).

The members of the local conference committee are:

- Local Arrangements Chair: Joe Sloan
- Local Publicity Chair: Joe Sloan
- Speakers Chair: Angela Shiflet
- Vendors Chair: David Sykes
- Corporate Sponsors Chair: David Sykes
- Programming Contest Directors: Andy Digh, Chris Healy
- Web Contest Director: Becky Tallon
- Student Research Contest Director: Terry Ferguson

The scheduled program includes 15 papers, 1 panel, and 4 tutorials/workshops.   A total of 25 regular papers were submitted of which 12 were accepted outright, 3 accepted conditionally, and 10 rejected (acceptance rate 60%).

A pre-conference workshop entitled "Introduction to Parallel and Cluster Computing," will be presented by Paul Gray, Dave Joiner and Bob Panoffof the Shodor Educational Foundation (scheduled from 8:30 a.m. to noon on Friday, November 5).

Bob Panoff of Shodor will give the keynote address "Thinking with Numbers: Computational Science and Quantitative Literacy."   Steve Cunningham of the National Science Foundation will give the banquet address "Computer Graphics and Active Learning in the Sciences".

Student activities consist of a programming contest, a web design contest, and a student research contest. A maximum of 25 teams is expected to register for our 11th annual programming contest.

Both the web design and student research contests have been significantly re-designed for 2004. Most notably, the student research contest deadline was moved to September 15 (from late May in previous years), and only extended abstracts (rather than full papers) have been solicited. Accepted abstracts will be presented as posters on the first day of the conference, with the top projects then given as full presentations on Saturday. As of this writing, over 12 submissions had been received.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 6.

2005 CCSC:Southeastern Conference

Lenoir-Rhyne College, Hickory, NC, will host the 2005 conference on Nov 11-12. Dick Hull and Gail Miles 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 2005. 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 5:
Report of the Central Plains Regional Representative
Robert Neufeld

Central Plains Conference 2005
Our eleventh annual conference is scheduled for April 1-2 at Washburn University in Topeka, KS. Bruce Mechtly is conference chair with Paul Wiedemeier, past conference co-chair, providing assistance. The CFP is in the mail and also available at our Web site. Last year we introduced "nifty" course assignments and a student programming contest. Those continue along with our student web page contest and a new student poster session. Detailed and current information will be posted to our regional Web site.

Important dates are:

Dec. 1, 2004	Paper Submission Deadline
Dec. 17, 2004	Panel, Tutorial, "Nifty" Course Assignment Abstracts Deadline
Jan. 10, 2005	Notification of Acceptance
Jan. 24, 2005	Final Paper Deadline

Regional Board Members

Regional Representative and Board Chair	Bob Neufeld
Registrar and Membership Chair	Bill Remington
Treasurer	Khaled Alshare
Editor	Ernie Ferguson
Secretary (new this year)	Cindy Hanchey
Webmaster (second term)	Bruce Neubauer
Immediate Past Conference Chair (of 2)	Mustafa Kamal
Immediate Past Conference Chair (of 2)	Paul D. Wiedemeier
Current Conference Chair	Bruce Mechtly
Next Conference Chair	Ernie Ferguson

Institutional affiliation and contact information are both available at http://www.ccsc.org/centralplains/2005_board.html Other members of the 2005 Steering Committee are listed at http://www.ccsc.org/centralplains/2005_steering.html.

Future Conferences
CCSC:CP 2006 is to be at Northwest Missouri State University in Marysville with Ernie Ferguson as conference chair and we have a preliminary invitation from Drury University in Springfield, MO, for 2007.

Web Site
The Central Plains regional web site is hosted permanently at

http://www.ccsc.org/centralplains/. In addition to the program, abstracts, and other items mentioned above, some archival material is included.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative

Appendix 6:
Report of the Midwest Regional Representative
Myles McNally

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. The conference will follow its usual format of three parallel tracks, with paper, panel, and tutorial presentations. There is a pre-conference workshop on *Promoting Classroom Interactivity in Computer Science Courses Using Electronic Whiteboards, Tablet PC's and DyKnow*and post-conference working group session on *Taking Advantage of Strengths in a Small Department.* Our third annual programming team contest will also held on that Saturday.

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

Midwest Conference 2005

The Midwest Conference for 2005 will be held September 23 and 24, 2005 at Milliken University in Illinois. The conference chair is John Ross of Indiana University Kokomo and Michael Rogers of Millikin will be the site chair.

Respectfully submitted by Myles F. McNally, Midwest Representative

Appendix 7:
Report of the Northeast Regional Representative
Lawrence D'Antonio

2004 Conference

The Ninth Annual CCSCNE conference was held April 23-24, 2004 at Union College in Schenectady, New York. The conference has 124 regular (faculty) attendees and124 student attendees, including 29 programming contest teams and 52 student posters.

Paper submissions continue to be strong. There were 53 papers submitted of which 25 were accepted. This represents an acceptance rate of 47%. In addition the conference featured four panels, two tutorials, and two pre-conference workshops.

There were two invited speakers, Fred Martin (University of Massachusetts at Lowell) and David Gries (Cornell University).

The programming contest took place on Friday morning. The top three teams were awarded prizes of $300, $210, and $105 respectively. Student posters were displayed during the Friday evening social hour. We gave three student poster awards of $50 each. At the Saturday lunch three best paper awards were presented with prizes of $150, $100, and $50.

The conference had two sponsors, whose support helped make the conference possible.

- Charles River Media sponsored a coffee break.
- Turings Craft sponsored the best paper awards.

There were seven vendors who exhibited at the conference.

- Addison-Wesley
- Charles River Media
- Course Technology
- John Wiley & Sons
- Public Static Void Main
- Prentice Hall
- Turings Craft

Turings Craft and Public Static Void Main also gave demonstrations at the conference.

The conference committee was introduced for the 2005 conference, which is to be held at Providence College, Providence, Rhode Island on April 22-23. The conference chair is Frank Ford (fpford@providence.edu). The deadline for paper submission is November 15, 2004. All are encouraged to submit a paper, panel, or tutorial.

Other Items

1. The 2006 conference will be held at Holy Cross College in Worcester, Massachusetts.

2. A subcommittee of the CCSCNE board prepared an Operating Documents report that was submitted at the September meeting of the board. This document gives a threaded view of items discussed and voted on at past board meetings. This allows the board to not just see the current version of board policies, but also earlier versions of those policies.

Submitted, September 20, 2004
Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

Phone: 201-684-7714
Email: ldant@ramapo.edu

Appendix 8:
Report of the Northwest Regional Representative
Phil Prins

Northwestern Conference 2004

The 2004 Northwestern Conference will be held on October 8&9, 2004 at Willamette University in Salem, Oregon. The Program Committee met on May 1, decided on papers, panels, and tutorials to accept and set the program. Thirty-one papers were submitted and 18 were accepted for presentation and publication. Also accepted were 2 Panels and 5 Tutorials.

Northwestern Conference 2005

The 2005 conference will be held October 14&15, 2005 at the University of Washington, Bothell campus.

Regional Board Meeting

The University of Washington, Bothell campus was the site of our May 15 Regional Board meeting. At that meeting we discussed judging criteria for the student poster contest and development of a procedural notebook for conference committee chairs. We also approved a new budget for the 2005 conference which is yet to be approved by the National Board. Finally, the election of George Hauser of Pacific Lutheran University as Regional Secretary was certified. A tour of UW Bothell, the site of the 2005 conference concluded our meeting.

Other Issues

Our next Regional meeting will be held at the conclusion of the conference on October 9.

Respectfully submitted,

Phil Prins
Northwestern Representative

Appendix 9:
Report of the Rocky Mountain Regional Representative
Ernest Carey

The *Twelfth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education will be held at Western New Mexico University, Silver City, NM, October 17-18, 2003. Watch the conference web site, ecarey.uvsc.edu/ccsc/ for further information.

The *Thirteenth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education will be held at Utah Valley State College, Orem, UT, October 22-23, 2004. The 2004 conference was originally scheduled for the University of Northern Colorado but a problem related to facilities forced a change to Utah Valley State College. Peter Isaacson, a long time leader in the Rocky Mountain Region and the program chair for the 2004 conference, passed away unexpectedly. Terry Scott assumed his role as program chair and the conference will be held as planned. For further details on the conference, check the conference web site at http://ecarey.uvsc.edu/ccsc. Ernest Carey (careyer@uvsc.edu) was elected as the Rocky Mountain Region Board Representative.

Appendix 10:
Report of the South Central Regional Representative
John Howland

September 21, 2004

After serving for a short period of time as regional representative (upon Nancy Cameron's resignation),John Howland was elected to the position of South Central Regional Representative.

The CCSC:SCC annual conference was held at Austin Community College, Austin, TX on April 16-17, 2004.

The conference program consisted of 22 papers (selected from 37 submissions, 59% acceptance rate), 3 tutorials, 1 panel, and 13 student posters. Conference attendance was 82, including 15 students. Information on winners of the student poster competition is available at http://www.sci.tamucc.edu/ccsc/ .

The 2005 Conference will be held at McNeese State University, Lake Charles, LA, on April 15-16, 2005. Conference chairs are William Denny (denny@mail.mcneese.edu) and Kay Kussman (kkussman@mcneese.edu). Paper submissions are being accepted until October 18, 2004.

The 2005 Conference marks the fourth year of use of the SCC region's use of an electronic system for submission and review of papers. The system is available to other regions for use by their conferences.

The 2006 Conference site will be finalized during our November 12, 2004 Fall board meeting.

Respectfully submitted,
John Howland

Appendix 11:
Publications
John Meinke

This past summer has been an ambitious period, with significant assistance from Associate Editor Susan Dean. Susan accomplished the vast majority of individual paper editing, and was integrally involved in the final assembly of all of the Fall proceedings. She now is experienced in every phase of the assembly of the proceedings, and could take over on a moment's notice, including being in possession of all the "boilerplate" files that are utilized in proceedings assembly.

It was a difficult time this past summer. I typically do not spend time in the classroom. We have been experiencing a shortage of faculty members, and found myself teaching a course in June in northern Italy, and I'm writing this report in Adana, Turkey, again spending time in the classroom. This is in addition to the normal schedule of site visits throughout Europe. This past summer also involved a residential move, and it's truly amazing the amount that has accumulated over the last years. Please note the change in my home address and telephone number from St. Ilgen to Oftersheim. I feel at this point that I will be somewhat organized by Christmas! Thus, my additional indebtedness to Susan Dean, who was also going through the residential move, as she had purchased a two family home and she moved into the first floor residence while I moved into the second floor residence, even while renovations were taking place!

	MW	NW	RM	EA	SE
Number of papers	21	23	21	21	15
Average paper page count	7	8	11	10	7
Number of tutorials/workshops/panels	4	4	4	11	4
Average tutorial/workshop/panel page count	1	3	2	3	1
Page count	144	196	226	231	108

Notes:

1. Average page counts are rounded, which means that one cannot simply multiply the number of papers by the average and come up with an accurate count for the actual paper page count.

2. These figures are hand calculated, and are subject to human counting error.

3. Summing the page counts does not give the total page counts – omitted from these page counts are title pages, copyright pages, tables of contents, board rosters, and forewords, and for conferences the welcomes, the rosters of referees, conference committees, regional boards, rosters of session chairs, invited speakers, and so forth.

Thus, the actual page counts are significantly higher than the summation of what is reflected above, the page counts for conference presentations. The actual printed page counts for the volume 20 issues 1, 2, and 3 is 980 pages.

4. The Rocky Mountain conference was particularly interesting, in that being paired with Midwestern we ended up with a page count of 396. The printer was contacted, and we would be well over the one pound bulk rate mailing limit. We explored the possibility of going to a lighter grade paper, but risked the danger of bleeding of the ink through the paper, so elected to move two of the much longer papers to the February issue of the Journal – both papers were 17 pages in length, so in all fairness moving one meant moving the other. There was no reasonable way that we could choose which paper to move separately.

   In addition, the Rocky Mountain conference has a panel (3 pages) and a paper (12 pages) that are also being presented at the Northwestern conference. A note was included in the Foreword of the *Journal* issue that included the Rocky Mountain proceedings indicating that the text for both presentations would appear in issue 2 of the *Journal.*

5. The Southeastern conference accomplished the reduction in paper length by summarily rejecting any paper that exceeded the guidelines for paper length presented for paper submission. The conference has an excellent program accomplished through enforcement of paper length guidelines. (I found it somewhat unreasonable that when reformatted three papers from Rocky Mountain ended up at 17, 17, and 16 pages respectively. I don't like not publishing a paper with the proceedings of the conference, but it is really unreasonable that 3 papers occupy 50 pages of a proceedings that has essentially a 200 page limit including leader pages. The individual conferences MUST accomplish reasonable page limits without the editor ending up the "bad guy".

6. The original format that the conferences had in the early years was five sessions, three parallel sessions within each session, and one of those sessions being a panel discussion or workshop. That guideline gives 20 accepted papers and five panel/tutorial/workshop sessions, plus possible pre- and post-conference workshops. Each conference will have its own identity, as it should, but each conference must realize that there are page limits for publication purposes that must be observed for us to remain viable. If we need to add issues of the *Journal*, the publication cost will have to come out of an increase in dues, which will also result in an increase in conference registration fees.

7. Conferences must realize that we need the following for the conference proceedings. Regional representatives are asked to take this information back to their respective regions and share this information with the appropriate folks at the conference level.

   (a)   The conference welcome, which needs to address the refereeing of the papers;
   (b)   Regional conference board roster;
   (c)   Conference committee;
   (d)   Roster of referees;
   (e)   Roster of session chairs, if they are to be included; and
   (f)   For both the keynote address and the banquet speaker, the name and affiliation

of the speaker as well as the title of the talk/presentation, along with an abstract of the talk if that is to appear in the proceedings

On other issues, we ran into major problems regarding the September issue of the *Newsletter*. When the mailing labels for the membership were downloaded there were only roughly 260 members of the Consortium. This is in sharp contrast with the normal 675 issues of the September *Newsletter* normally distributed. Apparently at least some of the members of the Board are not listed as members, including myself. In my case it appears that Article VII section 7.b (which mandates that a "dues notice" be sent out) and Article VIII section 2.b (membership will be terminated 90 days after receipt of such dues notice) were not followed. While the membership is on a fiscal year basis, the membership cannot be terminated on the fiscal year boundary if the "dues notice" is not sent out to arrive 90 days prior to 1st August. (This is an issue being addressed by the bylaws committee.) In the meantime, not sending out the September Newsletter to the full potential membership results in not being able to reach the minimum 400 issues necessary for bulk mailing, plus mandates that Newsletters be present at the conferences for all former members who are renewing their membership through the conference registration fee. It was a number of years ago that the Board did address this issue, and the decision at that time was that the September Newsletter be sent out to the full membership from the prior fiscal year, the assumption being that the vast majority would renew through Fall conference registrations.

Two additional items for the Publications Chair report:

1. It appears that we must enforce page limits on papers submitted. My recommendation would be that we limit papers to a maximum of six pages single spaced, including figures and appendices. Authors should be encouraged to place appendices on web sites that are referenced in the paper.

2. An issue has always been student papers. The Publications Committee is at this point preparing a supplement to the Southeastern proceedings which will contain the student research papers/abstracts. These will not be a part of the *Journal*, nor will they be posted to the ACM Digital Archives. They will be sent to the Conference Committee as pdf files, and offset printed as a supplement to be distributed at the conference. This seems to be a good solution for the student paper publication issue.

Respectfully submitted,
John G. Meinke, Publications Chair

Appendix 12:
Report of the Bylaws Committee
Rob Bryant

The bylaws task force (Rob Bryant, Paul Myers, John Meinke, Susan Dean, and (Curt White -retired)) sent the latest draft of the proposed updated bylaws to the CCSC board in late July. We hope to receive final board feedback by October 15th and then move forward this winter with following procedures to place the revisions before the general membership for vote this spring. The specific dates and procedures required for approval are described below.

If our CCSC annual meeting follows the pattern of Friday night at SIGCSE,
that will be 25 Feb, 2005.

Bylaws amendments approved by the Board must be distributed to the
membership at least 30 days in advance of the annual meeting,
so this means by 17 Jan, 2005. (Actually later than that but we will set it earlier, just to be safe.)

So, they must be approved by the Board in time to do that. (And, Susan Dean has to get any changes the Board makes into the latest version, and get that out to the whole membership -- meaning we need a really accurate list.) We will set the final board approval date to be November 15th, 2004.

There will be a ballot accompanying the annual election ballot. Approval is by a simple majority of votes case AND approval of at least 10% of the voting membership. (Again, we need to be sure everyone receives a ballot, so the list must be accurate.)

Then if approved they are effective 1 August.

Respectfully Submitted,

Rob Bryant, 9/22/2004

Appendix 13:
Report of the Database Committee
Bill Myers

The Database Committee meet for several hours on March 6. This is a summary of the items discussed.

No one on the committee had a problem with changing the membership year to twelve months starting with either the date the membership was processed (for memberships not associated with attending a conference) or from the date of the conference (with a one month's grace period in both cases).

Brent has agreed to add the following functionality to the database by the end of March. (Note: Brent is presently on sabbatical.)

> Regions will be able to produce a list of the e-mail addresses in their region with a delimiter of their choice.
> Regions will be able to add the names and addresses of the persons on their local mailing lists.
> Spring conference registrations will have their memberships correspond with the current membership year as defined in the Bylaws.
> A list of the functionality of the database will be provided with instructions on how to access each functionality.

Brent, George, and Will will coordinate the task of creating mailing labels for back issues for next Fall. Brent and Will will create a list of those needing back issues this last fall; Will will mail those issues. This will be completed by the end of May.

Chris will send Brent by the end of March a copy of the close-out spreadsheet that are to be used by conferences. He will evaluate how he can integrate it with the database and will at a minimum have available for download from the database by the end of April.

Brent will add on-line registration using PayPal (and then by using credit cards) after Miles is able to test it out on the national web site. Once this is operational, the national and conference web sites will be linked to the database to do online registration.

The Committee discusses with Brent what resources that he would need. He mentioned two:

> $500 to hire student aides (possibly paid through his university).
> Reimbursement for travel and lodging to attend Board Meetings, including paying for all the nights of SIGCSE (his university will not cover that expense).

Items that have been raised since our meeting:

The need to have a way to generate a listing of last year's members (both to produce mailing labels for the Newsletter and to contact those who have not renewed) either in combination with the current year's membership or with the current year's membership excluded.

Better communication with local registrars on the features available in the database. (This has not been as great a problem as last year, but I'm still getting a few questions on this. Since I know next to nothing about how to use the system, I'm not the person to ask.)

Appendix 14:
Membership Report – Fall 2004
Kris Powers

1) Numbers

The attendance numbers across the regions for conferences held in the preceding membership year.

CP	34
ES	78
MW	68
NE	117
NW	67
RM	34
SC	63
SE	91
TOTAL	**552**

Historical membership numbers for reference appear on the next page.

2) Distributed registration

All conferences are now performing local registration. In general, it seems to be working reasonably well, although there remains some confusion over process that needs to be addresses. This includes issues like
- marking registrants as paid and/or attended in the database
- the handling of money generated from student activities (posters, programming contests, etcetera)
- awareness of database functionality

3) Membership year

The definition of "membership year" continues to be a source of confusion in member services.

4) Data Cleaning

It has not been previously reported that the database data was cleaned by manual review in the fall of 2003, and so I would like to correct this omission. Members with "suspicious" or contradictory data (e.g., multiple address or university associations) were investigated (by Google searches and similar), and data updated accordingly. The same was done with institutional data.

5) Election

The new procedure developed for the spring election (by myself and then past-president Curt White) seem to have addressed the issues raised in previous elections about maintaining anonymity of votes, while verifying identity and membership. There were issues in the mailing, however, as some members reported not receiving ballots. It is suspected that this was a result of efforts to clean the data.

6) MidSouth members

As reported at the spring board meeting, membership applications were received from

the Mid-South Conference attendees in the. These applications were missing region selections, and so a letter sent to solicit these selections. (See attached.) Many letters did not evoke a response, and were assign regions by the membership secretary as per By Laws

7) Historical data on membership is provided in the tables following this report.

Respectfully submitted,
    Kris Powers, CCSC National Membership Secretary

Appendix to Membership Report: Historical Data

Membership Report Totals by Type

CCSC Membership	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Associate	6	6	6	8	6	10	8	0	4	5	0	2	
Institutional	54	64	60	91	75	61	58	36	37	39	26	24	
Regular	254	314	333	345	379	477	496	492	541	559	570	612	
Regular half-year	0	0	0	0	0	0	1	0	0	1	4	2	
Special	2	2	2	4	4	5	0	0	0	0	0	0	
Retired	0	0	0	0	0	0	0	0	0	0	0	0	
Totals	316	386	401	448	464	553	563	528	582	605	600	643	681

Membership/Attendance Type Report for Southeast

Member type	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	60	38	34	61	37	25	40	52	45	44	50	44	64
Other	0	0	0	0	0	0	0	0	2	0	8	0	0
Participant	54	35	31	25	29	34	23	18	28	24	25	33	38
Programming Team	0	0	0	0	0	0	1	0	0	0	0	0	?
Speaker	0	0	0	0	0	0	2	0	1	0	0	0	0
Speaker/ Guest	2	5	7	2	0	2	0	2	0	0	0	0	0
Student	19	6	1	20	4	33	11	8	4	3	4	4	16
Vendor	0	0	0	0	0	0	0	0	1	5	5	0	5
Total registrations	135	84	73	108	70	94	77	80	81	76	92	81	123
Total memberships													**119**

Membership/Attendance Type Report for South Central

Member type	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	60	107	45	50	45	38	31	33	52	33	38		
Other	0	0	0	0	0	0	0	0	0	1	0		
Participant	19	26	31	33	29	33	35	32	43	34	23		
Speaker/ Guest	1	2	3	2	0	2	0	0	0	0	0		
Student	6	3	1	13	16	19	19	7	33	10	24		
Vendor	0	0	0	1	0	0	0	0	0	0	0		
Total registrations	86	138	80	99	90	92	85	72	128	78	85		
Total membership												**61**	**52**

Membership/Attendance Type Report for Rocky Mountain

Member type	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	37	23	29	13	37	28	22	33	22	22	27	27
Other	0	0	0	0	0	3	0	6	0	0	0	0
Participant	27	31	23	22	21	16	21	15	13	15	23	9
Speaker	0	0	0	0	0	0	0	2	0	1	1	0
Speaker/ Guest	1	3	1	2	1	0	0	0	0	0	1	0
Student	3	2	7	4	1	10	3	6	3	2	3	11
Vendor	0	0	0	0	0	0	0	0	0	1	2	0
Total registrations	68	59	60	41	60	57	46	62	38	41	57	47
Total membership												**49**

Membership/Attendance Type Report for Midwest

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	37	26	26	39	27	33	36	27	40	47
Other	0	0	0	1	0	0	1	0	0	0
Participant	23	38	32	23	24	21	24	22	18	15
Programming Team	0	0	0	0	0	0	0	0	14	0
Speaker	0	0	0	0	0	2	2	3	2	0
Speaker/Guest	1	2	2	0	2	0	0	0	0	0
Student	4	1	8	2	6	9	4	14	36	13
Vendor	1	0	0	5	0	2	5	7	4	2
Vendor/Other	0	0	0	0	9	0	0	0	0	0
Total registrations	66	67	68	70	68	67	72	73	114	**80**
Total memberships										**80**

Membership/Attendance Type Report for Central Plains

Member type	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	26	35	29	27	65	32	35	40		
Other	0	0	0	0	0	0	0	3		
Participant	23	29	31	19	19	23	36	23		
Speaker	0	0	0	0	0	0	2	0		
Speaker/Guest	2	1	2	3	0	0	0	0		
Student	1	27	16	2	13	1	5	13		
Vendor	0	0	0	0	0	0	6	9		
Total registrations	52	92	78	51	97	56	84	88		
Total memberships									**~63?**	**53**

Membership/Attendance Type Report for North East

Member type	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	50	65	74	80	82	95	98		
Other	0	1	0	2	0	0	0		
Participant	68	79	85	46	56	51	42		
Prog. Team Advisor	0	0	0	0	0	6	6		
Programming Team	0	0	0	0	0	43	70		
Speaker	0	0	2	0	0	2	1		
Speaker/Guest	2	2	1	3	0	0	0		
Student	22	34	49	37	41	47	68		
Vendor	0	19	0	8	8	18	15		
Vendor/Other	0	0	20	3	0	0	0		
Total registrations	142	200	231	179	187	262	300		
Total memberships								**?**	**159**

Membership/Attendance Type Report for Northwest

Member type	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Attendee	26	37	32	33	37
Other	0	6	0	0	0
Participant	22	25	19	21	28
Speaker	2	1	2	0	0
Student	4	1	0	16	10
Vendor	1	4	0	4	3
Total registration	55	74	53	74	78
Total memberships					**79**

Membership/Attendance Type Report for Eastern

Member type	2001-2002	2002-2003	2003-2004
Attendee	28	66	46
Other	1	14	0
Participant	38	36	49
Programming Team	0	17	0
Speaker	3	0	0
Student	14	31	5
Vendor	5	2	0
Total registrations	89	166	100
Total memberships			**90**