Minutes
CCSC Fall 2005 Board Meeting
Denver, CO
October 20-21, 2005
Susan Dean, President-Elect

Call to Order at 7:07 pm by President Jim Aman
Present: Jim Aman, Susan Dean, Rob Bryant, John Meinke, Kris Powers, Bill Myers, John Howland, George Hauser, Larry D'Antonio, Bob Neufeld, Deborah Hwang, Kevin Treu, David Naugler, Ernie Carey, Ernie Ferguson (NVP), Brent Wilson (DBA), Will Mitchell (Conference Coordinator)

1.   President (Jim Aman)
      Introductions of new Board members
            Susan Dean - President Elect
            Deborah Hwang - Midwest Representative
            David Naugler - Midsouth Representative (check this!)
            George Hauser - replacing Phil Prins as Northwest (check this!)
      Nothing further to add to report in Appendix 1.

2.   **Past President** (Rob Bryant)
      Nominating committee will be Rob Bryant and regional representatives whose positions are up for election.
      Nothing further to add to report in Appendix 2.

3.   **President-Elect** (Susan Dean)
      Announced, as former chair of the Audit Committee, that there is a committee with chair in place for the spring audit.
      Announced that results of electronic decisions by the Board since the spring meeting are listed in Appendix 3.

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

      Central Plains (Neufeld)
            has copies of call for papers.
      Eastern (deferred to Friday, Adams not having yet arrived)
      Midwest (Hwang)
            Next conferences is in Greencastle, IN.
      Mid-South (Naugler)
            Bill Myers asked if we need to take action about their corporation dissolving, and
            Will Mitchell agreed to find out.
      Northeast (D'Antonio) - nothing to add
      Northwest (Hauger)
            91 people attended the conference
      Rocky Mountain (Carey)

Welcomed the Board to the Rocky Mountain Conference.
South Central (Howland) - nothing to add
Southeast (Treu) -   nothing to add

5.   **National Vendor Program** (Ernie Ferguson)
   •   mailed brochures to possible partners.
   •   he'll work up a business card to leave with vendors at SIGCSE in Houston.
   •   current National Partners are IBM, NCSI and Microsoft (Jane Prey is contact)
   •   wants Board members to give him names of potential contact people
         Suggestions: Intersystems (Caché), Dell (Cathy Bareiss has a contact there)
   •   Following up to see who was sent to fall conferences, looking for how received,
         what can we do better. Follow up with conferences' vendor chairs (getting those
         from web sites)
   •   National partners get Display space at conferences, listed in program, link and
         logo on CCSC web site.
   •   on registration form, need a way for people to opt out if don't want name and e-
         mail given to the vendors.
   •   Ernie asks that the regional representatives carry back to the conference folks
         that the national partners are to be assessed no vendor fees or registration fees.
         They do pay for meals.
   •   Regional representatives need to make sure the conference committee and
         regional board understand that for each national partner the conference
         receives $100 credit toward the conference expenses.
   •   Kevin Treu asked that when Ernie writes to vendor chairs and conferences, he
         cc: the regional representatives too so they will know the conference has been
         contacted.
   •   Ernie recommends name change to "National Partners"
         Motion: John Meinke moves that we change the name, Bob Neufeld seconds.
         Motion passed without opposition.
   •   Ernie - recommends the NVP individual contact receive copies of the Journal.
         This should not just be who attends, it should be the contact who has to justify
         the expenditure. John Meinke asked who takes care of it – Kris Powers replied
         that she will put them into the database.

6.   **Publications** (John Meinke)
   •   John Meinke expressed concern about problems with the mailing lists not
         including all members.
   •   John Meinke reported that the national vendors were listed in the fall *Journal*
         issues - if not, they'd miss half the issues for the year.
   •   John asked that the regional representatives take back to regional publications
         people that there is a spam filter on our end; if they get no response from John,
         he might not have received it so please try again with different wording.
   •   John referred the Board to the page counts table in his report (appendix).
   •   Larry D'Antonio brought up that the Northeastern board has concern that the
         change limiting paper size to 6 pages will reduce the number of paper
         submissions. Will we lose authors? John Howland responded that they disliked
         it in the South Central region, but in the 3 years since the change they have not

experienced reduced submissions.

7. **Membership** (Kris Powers)
   - Kris reported that membership counts are still coming in.
     Considerable discussion ensued, from which the action items are as follows:
     1. Regional registrars need to mark attendees as "paid" in the database. Bill Myers pointed out that one becomes a members as soon as one pays, so marking "paid" should not wait until after the conference even though the membership will extend for a year beyond the conference.
     2. Conference chairs need to submit the "post-conference report" to Kris.
     3. Regional representatives need to make conference chairs aware of procedures posted online regarding post-conference reports, handing of and accounting for money received, etc.
        When they make deposits, this should be reported to both the Membership Secretary and the Treasurer.
     4. Kris will revise the documentation of procedures as needed.
     5. Jim Aman said there should be a web page with instructions for regional representatives as well.
   - Concerns raised during the discussion to be addressed by the database committee include:
     1. Accounting for incoming money is an unreasonable responsibility for her with conferences not following standard procedures for deposits and accounting. If we had online registrations, and all individuals sending checks to her, this would help.
     2. Kris was unable to pull from the database the information needed to send renewal notices.
   - Other concerns raised during this discussion:
     Larry D'Antonio asked about policy regarding refunds when an author does not attend the conference. Consensus is for a general policy not to refund money to those whose papers have been published, nor people who don't tell us until after the conference.
   - Kris reported that there were only a few non-deliverable ballots in the election mailout. Only one person complained of not receiving a ballot.

8. **Database Committee** (Brent Wilson reporting; Kris Powers, Chair)
   - Brent: We've gone from centralized business model to distributed. Now there are failings of not getting local registrars to finish some of the tasks.
   - Work underway:
     1. reworking front end of web application to be easy for members to register.
     2. interface for national board members to pull needed data
     3. Regional Registrar Help Document – also a CD where he's recorded 7 videos that describe and walk through all this – these are online on the site. This provides instructions for the regional registrars.
   - The database committee is to meet Friday afternoon.
   - Deborah Hwang asked about problems accessing the database during the Midwestern conference in September. This problem should not recur, as Brent

had made all the changes to the wrong conference.
- Jim Aman expressed appreciation for the report.
- Kevin Treu expressed appreciation that post-conference report can be done online soon.

9. **Conference Coordinator** (Will Mitchell)
Considerable discussion took place regarding the possibility of lifting the moratorium on new regions to create a Southwest Region:
- Mechanics of how to form a conference committee, how to determine poten tial viability.
- Impact of growth on key functions - membership, publications, treasurer.
Membership - Kris - complicates progress on maturing the registration system; increased costs for mailing of election notices. Time to take care of elections.
Database - Brent - in current form, it's not a lot to add another conference. We just did that with Mid-South. Long-term, we need to be in a different place – system is designed for centralized control, but is distributed. System needs to be redesigned.
Treasurer - Bill - free online banking, work is now easier. Another conference won't push him.
Publications - John M - this is where we need to look at deadlines - don't have final papers for all conferences coming in at same time. Most papers for spring conferences all come in February, .
Considerable discussion took place regarding the value of "Proceedings of" vs. "Papers published at" with respect to promotion and tenure - decision is to remove "Proceedings of" from the Journal, and to continue to make it clear in publication that papers have been refereed.
- Impact on neighboring regions.

Action items:
- Publications committee:
  1. research cost of hiring professionals to do editing. Possibilities mentioned include Sheridan, Safari U. Bear in mind that for some disciplines (for example, CIS), the consistent appearance of the papers is important.
  2. research cost of having a single *Journal* issue for each conference.
  3. drop "Proceedings of" from the *Journal.*
  4. cost and logistics of distribution of *Journal* via CD.
  5. cost of providing access to ACM Digital Archives for CCSC membership.
- Database committee:
  not mailing duplicate copies of *Journal* to conference attendees.
- Jim Aman - cost of Cevent?

Other concerns:
- Ernie Carey - Look at other regional adjustments - e.g., split up the Rocky Mountain region, since travel distances are so great.

Criteria for the Board to raise the issue, perhaps at the Spring meeting, of lifting the

moratorium on new regional conferences:
- Solution of the problems associated with Membership and its support by the database.
- Costs and time-frames for publications.

Will - in future meeting, when moratorium is lifted, board needs to say what kind of offer are we making to the people in CA? Does first conference start the region, or do they have to prove themselves by conference results? This needs to be decided in conjunction with lifting the moratorium.

10.   **Treasurer** (Bill Myers)
Major items from Treasurer's report (appendix):
- net income for year is a little under $3,000 (lowest in 10 years)
- When regions use the ATM machine for deposits, contact Bill – tell him deposited this much money on this date and what it was for.
Copy of that needs to go to Kris.
Bill also needs hard copy the deposit slips.
- "Other" income of $36,000 needs to be reconciled. Kris thinks she has records that have not been communicated to Bill
- needs more notice if conference needs cash advances. Some places wanted food money before conference. Rob thinks the industry is doing that.
- Our major bank is letting us do free online banking. Will make bill paying much easier. Holding off to make sure it's really free, then full speed ahead.

Motion: The Consortium will earn the $35.00 individual membership fee and conference head tax at a rate of $3.00 per month for each month, except for the months of July and August (in which months little Consortium business or programming occur) when the rate will be $2.50 per month. Seconded by Kris Powers. *Motion passed without opposition.*

- Discussion with Accounting professors is summarized in Treasurer's report. Among their suggestions is the need for a Comptroller position to handle details, whereas Treasurer should handle strategic concerns.

Rob Bryant **moved**, second by Kris Powers, that the position of Comptroller be established by the Board.
Discussion included clarified that the Comptroller would come to at least the Spring Board meeting, and would receive the conference budgets.
Susan Dean expressed opposition to the Comptroller having both check-signing authority and responsibility for doing auditing.
Amended **motion** clarified that the Comptroller is to be elected by the Board.
Amended motion, also seconded by Kris Powers, passed without opposition.

- We need a standardized expense form, and to have conference expenses broken down by categories.
- Travel policies for the regions need to be established. Travel expense

> reimbursements must be accompanied by documentation.
> - Jim Aman - we need a policy statement that the conference chair cannot be the conference treasurer.
> - Regional representatives need to communicate these items to the regional boards, who need to amend their bylaws accordingly.

Bill Myers **moved** adoption of the Midsouth budget for the 2006 conference. Seconded by David Naugler.
In reponse to John Meinke's question, David responded that the $1000 "miscellaneous" of contingency until they have more experience.
Motion passed without opposition.

Bill Myers **moved** adoption of the Midwest budget for the 2006 conference. Seconded by John Meinke.
Motion passed without opposition.

Meeting was suspended at 11:00 PM, resumed at 8:08 AM Friday, October 21, 2005.

Present: Jim Aman, Susan Dean, Rob Bryant, John Meinke, Kris Powers, Bill Myers, John Howland, Liz Adams, George Hauser, Larry D'Antonio, Bob Neufeld, Deborah Hwang, Kevin Treu, David Naugler, Ernie Carey, Ernie Ferguson (NVP), Brent Wilson (DBA), Will Mitchell (Conference Coordinator)

11. Jim Aman announced that the **2006 fall Board meeting will be in conjunction with the Northwestern Conference**; will look for proposal from Eastern or Southeastern for 2007.

12. **Discussion of CCSC Affiliation for High School Teachers**
    Discussion included consideration of allowing them to be full members, and of providing conference attendance rates similar to those of students. Consensus was that they are eligible for Affiliate membership, and that is sufficient.

    Action item:
    Kris will modify the membership and registration forms to ask whether the employing institution is a college, to include the choice of Affiliate membership, and to describe last spring's change in definition of the membership year.

13. **Proposed Bylaws** - Rob Bryant, Bylaws Committee Chair
    Considerable discussion produced changes to be made to the proposed Bylaws:
    - Institutional membership class is not needed.
      (Libraries can get subscriptions to the *Journal* as Affiliate members.)
    - Numerous wording changes for clarity and consistency.
    - Numerous suggested changes in the accompanying explanations.

    Questions raised during discussion included:
    - There was considerable discussion regarding whether one person could serve simultaneous in two Board positions - 9 say yes, 3 no, though no one really

thinks it's a great idea.
- Will Mitchell - how does a member get a list of voting members?
  Jim Aman - should get it from the regional representative, this is an implementation detail to be handled in the Standing Rules.

Procedure:
- Committee will revise the proposed Bylaws per today's discussion.
- Revised proposed Bylaws will be posted online by Jim.
- Board members are to send any further proposed changes to Susan Dean, with copies to Jim Aman and Rob Bryant.
- Proposed Bylaws must be approved by the Board in time to send to the general membership at least 30 days prior to the Annual Meeting.

14. **UPE report** (Liz Adams):
See report (appendix), and send requested information to Liz.

15. Vote on the proposed budget for the 2006 Eastern Conference will be by email.

16. **Paper Submission and Review System** (John Howland)
System works well, could be modified, assumes UNIX, Apache, perl.
Ernie Ferguson reported that Central Plains is using the SIGCSE system this year.
Henry Walker is hosting it at Grinnell College, and would like to see others of us use it.
Mandates pdf file submissions; camera-ready will be submitted in Word or WP.
Liz Adams - Eastern and Northeastern are using system by Amruth Kumar at Ramapo.
Jim Aman will put this on the agenda for the Spring Board meeting, when the Spring conferences can report on experiences.

17. **Wiki and Blackboard status** (discussion of their future)
Jim Aman suggested we drop those and just do email, as these are not being used.
Deborah Hwang volunteered to set up an email digest.
Liz Adams requested that we not include what we're replying to in email.
Agreement was to keep using email, and to be careful not to include what's being replied to unless necessary for clarity.

18. **Inter-regional coordination**:
Need to be make sure conferences are geographically and temporally sepearated.
Adjacent regions are the issue.
Must have communication between representatives of neighboring regions.

19. Rob Bryant sent email asking for information needed for "in cooperation" status of conferences. Regional representatives need to make sure that information gets sent to him.

20. Suggestion was made that we create polo shirt or sweatshirt for CCSC:
Jim Aman will look into it, get back to us.

21. Liz Adams - this year's Eastern chair had trouble getting the mailing list.

We should have a CCSC mailing list for sending out CFP and programs for just our conferences - to all CCSC members.

Kris -will change membership and registration forms to ask
1) check if not include on list to CCSC NVP and others
2) check if not include on list for announcements.

22. Jim Aman requested a motion from Board to allow reimbursement for the dinner last night that exceeded expense limits.

George Hauser moved, Deborah Hwang seconded. ***Motion passed,*** with one "no."

Meeting was adjourned at 11:00 AM.

CCSC Fall 2005 Board Reports
Appendix to Minutes

* Proposed Bylaws and Standing Rules were emailed to the Board
  by Rob Bryant on 4 October. They were revised and resubmitted
  to the Board based on input from the Board meeting. The intermediate
  version is not reproduced here, in hopes of avoiding confusion.

Report of the President
Jim Aman

First, I want to thank Paul Myers for completing yet another stint in the "presidential cycle"of CCSC. Thanks, too, to Myles McNally, who completes four years as Midwest Regional Representative but will continue to manage the CCSC website. Rob Bryant shifts into the Past-President's chair, where he will be an important mentor and advisor to Susan Dean and me.

The board welcomes two new people as regional representatives, Deborah Hwang (Midwest) and George Hauser (Northwest). George is serving a one-year appointment while elected representative Phil Prins works through a one-year sabbatical. Ernie Ferguson was confirmed as chair of the National Vendors Program and has been very busy organizing that effort. Finally, Susan Dean rejoins the board, this time as President-Elect.

A number of important issues lie before us this year. They are reflected in the agenda for this meeting. These include bylaws revisions, organization of new regions, resolving any pending issues with the Consortium's database functionality, establishing a paper submission and review system, and adding structure to the National Vendor Program. No doubt other issues will arise through the year, but, for now, these are the major items before the board.

Report of the CCSC past-president

The following positions are up for election this coming spring:

  Publications Chair
   NW Rep
   SC Rep
   SE Rep

We would also elect a president-elect.

For Mid-South, the 2006 election will be filling a one-year term. The first full-term election in M-S will be in 2007.

As in the recent past, the nominating committee will consist of the current reps of the regions with positions up for election this spring.

If anyone has ANY possible nominations for any of the open positions, please let me know.

Respectfully submitted,

Rob Bryant, 10/3/2005

Report of the President-elect
Susan Dean

Seven motions have been submitted to votes since the Spring meeting:

1. To change Article VI - GOVERNING BODY, Standing Rule 3 which currently reads: "3. There are eight (8) regions authorized for elected regional representation (Article VI, Section 2b). These regions are Central Plains, Eastern, Midwest, Northeastern, Rocky Mountain, South Central, Southeastern, and Northwestern."
    TO:"3. There are nine (9) regions authorized for elected regional representation (Article VI, Section 2b). These regions are Central Plains, Eastern, Midwest, Midsouth, Northeastern, Rocky Mountain, South Central, Southeastern, and Northwestern."
    Passed 12-2 (2 not voting) - reported 3/8/05

2. PROPOSAL: "An email will be sent to CCSC members from the CCSC president. The email would describe why we feel the O'Reilly/SafariU program is of possible value to our members, provide information on how to sign-up if they desire, and requesting any feedback on the program."
    Passed 11-0 (4 not voting) - reported 5/6/05

3. MOTION: "To accept the 2005 Eastern budget."
    Passed 12-0 (3 not voting) - reported 5/13/05

4. MOTION: "To approve the amended Spring 2005 CCSC Board Meeting Minutes."
    Passed 12-1 (2 not voting) - reported 5/27/05

5. MOTION: "To approve the Rocky Mountain Budget."
    Passed 9-0 (6 not voting) - reported 6/16/05

6. MOTION: "To approve the appointment of Ernie Ferguson as the National Vendor Chair."
    Passed 13-0 (2 not voting) - reported 6/24/05

7. MOTION: To approve CCSC funds to have Ernie Ferguson, the national vendor chair, attend the fall board meeting in Denver
    Passed 14-0 (1 not voting) - reported 8/29/05

Results of Election, reported to the Board 6/14/05:

President-Elect: Susan Dean	Midwest Representative: Deborah Hwang
Treasurer: Bill Myers	Central Plains Representative:
Eastern Representative: Liz Adams	Bob Neufeld

Bylaws Amendment to change the membership year definition: Passed 129-1.

CCSC:Central Plains Regional Report
November 15, 2005

Regional Election

Bill Remington was re-elected as Registrar and Chuck Pheatt is filling out a term as Webmaster. Both are from Emporia State.

Central Plains Conference 2005

We had a great setting at Washburn University for our spring meeting. While the student web design contest has been part of our conference for quite a few years, the programming contest is relatively new and growing rapidly. For 2006, we are charging a team registration for the programming contest. Only the finalists in the web contest have attended and we've not had them or the programming teams pay the student registration fees (unless they wanted proceedings or extra meals). Our overall attendance was very good but we were probably down in regular paid registrants.

Award winners in the Student Web Contest:
  $400 - Overall contest winner: Emmanuel Amenuvor (Westminster College)
  $200 - First Place Best Use of Technology: Crystal Ward & Rebecca Buhman (Northwest Missouri State University)
  $200 - First Place Best Visual/Layout: Josh Collins (Northwest Missouri State University)
  $200 - First Place Best Content: Billy Dexheimer (Northwest Missouri State University)

Awards in the Student Programming Contest:
  $300 - Winning Team: Southwest Baptist University Team A (Pamela Clodfelter, Jeremy Matheny, Daniel Miller)
  $225 - Second Place: Southwest Baptist University Team B (Victoria Martin, Jeremy Pruett, Michael VanDevender)
  $150 - Third Place: College of the Ozarks A (Anatoli Lataria, Jakob Stuber, Nathan Tomack)

Central Plains Conference 2006

CCSC:CP 2006 is to be at Northwest Missouri State University in Maryville on April 7 and 8, with Ernie Ferguson as chair and Gary Ury as co-chair. While our August planning meeting was held on site, arrangements have been made to hold the January meeting via Web and conference call to cut down on travel. The CFP and conference details are at our web site. The committee is exploring ways of including high school teachers, perhaps through affiliate membership, and also encourages CCSC to consider a relationship with ACM's CSTA. Exciting program developments include a pre-conference workshop conducted by Microsoft on strategies for recruitment and retention of CS/IS/IT majors, Mark Guzdial of Georgia Tech as keynote speaker, and Jean Bartik, one of the original ENIAC programmers and an alum of Northwest, as the banquet speaker.

<u>Important dates</u>:
    Submission Deadline for papers, abstracts, etc.   December 5th 2005
    Acceptance Notification   January 9th 2006
    Final Paper Deadline   January 23rd 2006
    Student Poster Session Registration Deadline   March 12th 2006
    Student Web Contest Deadline   March 12th 2006
    Student Programming Contest Registration Deadline   March 25th 2006

Future Conferences
CCSC:CP 2007 is to be on April 13-14 at Drury University in Springfield, MO, with Scott Sigman as chair. In 2008, we plan to go to University of Missouri - Kansas City, with Judy Mullins hosting.

Paper Submission System
Ernie Ferguson, conference chair, has arranged with Henry Walker to use SIGCSE's paper submission system for our 2006 conference. If this is satisfactory, that system might be available to all regions in the future. As with SIGCSE, reviewers will register there (linked from CCSC:CP web site), authors will submit papers there, reviewers retrieve their assigned papers there, etc.

Web Site
The Central Plains regional web site is hosted permanently at http://www.ccsc.org/centralplains/. More complete information on deadlines, reviewer registration, board and conference committee listings, can be found there.

Respectfully submitted,

Bob Neufeld

Central Plains Regional Representative

Eastern Regional Report
Fall 2005

Note that this report is being written and submitted earlier in the week that CCSC Eastern's twenty-first annual conference is being held (October 14th and 15th) at Iona College in New Rochelle, New York. The website for the conference is http://www.iona.edu/cs/ccsce05.html

The program can be found at
http://www.iona.edu/academic/artsscience/departments/computerscience/ccsc05/schedule.cfm

There are two (2) free pre-conference workshops scheduled.
  1. Victor Clincy from Kennesaw State University entitled:
"Using an Easy-To-Use and Free Tool in Teaching and Researching Network and Security Issues"
  2. Marc D. LeBlanc and Betsey D. Dyer from Wheaton College entitled:
"Travels in DNA Land": Approaching DNA Sequence Analysis through Word Player

The keynote speaker will be Aaron Kerschenbaum from IBM's T.J. Watson Research Center.
The title of his talk is "Efficient Reasoning in Large Ontologies".

The banquet speaker will be Owen Astrachan from Duke University.
The title of his talk will be "On the Cruelty of Really Teaching Computer Science Redux".

The conference is holding a programming contest for both high school and undergraduate college teams on Saturday morning with orientation starting at 7:30am and the contest running from 8:30am to 12:30pm.

Student posters will be on display during the conference in the vendor area.

The conference committee members can be seen at
http://www.iona.edu/academic/artsscience/departments/computerscience/ccsc05/committee.cfm

Everything for the conference has gone smoothly except for the attaining of e-mail addresses from the database.[1]

The Steering Committee for the region includes faculty from thirteen (13) institutions, all of whom have served as Conference Chairs for at least one of the past Eastern Conferences.
The Steering Committee members can be seen at
http://www.iona.edu/academic/artsscience/departments/computerscience/ccsc05/steering.cfm
The Steering Committee met at SIGSCE 2005 and again at Iona College on May 7th 2005.

No progress has been made on regional bylaws.

Next year's conference, the Twenty-second (22nd) Annual Conference will be held at the University of Mary Washington in Fredericksburg, VA 22401.   The dates are October 27-28, 2006. The conference website will be: http://ccsce06.umw.edu
The members of the Conference Committee are:

---

[1] I would like this discussed at the meeting and will bring documentation of the problem

- Conference co-chairs: Karen Anewalt and Jennifer A. Polack-Wahl, University of Mary Washington
- Papers Chair: Stephen Corbersero, Moravian College
- Panels, Workshops, Tutorials Co-chairs: Rance Necaise, Washington & Lee University and Chuck Leska, Randolph-Macon College
- Vendors Co-Chairs: Brian Lawson & Kelly Shaw, University of Richmond
- Student Posters Chair: Sara Moore, University of Mary Washington
- Student Programming Contest Chair: Zvedan Petkovic, University of Mary Washington.

The deadline for paper, panel, workshop, and tutorial proposals is March

We tentatively have a site for the Twenty-third (23rd) annual conference. It will be announced as soon as it is definite.

We are looking for Conference chairs and host institutions for 2008 and 2009.

Respectfully submitted,
Liz Adams, Eastern regional Representative

Eastern 2006 budget as submitted prior to the Board meeting was withdrawn, and re-submitted to the Board later via email.

CCSC-Midwest Regional Report
October 4, 2005

Midwest Conference 2005

The Midwest Conference for 2005 was held September 23-24, 2005 at Millikin University in Decatur, Illinois. John M. Ross of the Indiana University-Kokomo 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 *Promoting Classroom Interactivity in Computer Science Courses Using Laptops, Pen-based Computers, Tablet PC's and DyKnow Vision* and post-conference workshop on *Secure Programming : How to Keep Our Students from Causing Buffer Overflows*. Our annual programming team contest also was held with a record 11 teams from 9 schools.   Taylor University provided the submission system for the contest.

UPE awards were given to the best student posters. Award plaques were also given to the top three programming teams and a cash prize to the first place team.

Attendance was 88, with 56 regular registrations, 17 full student registrations, and 15 programming contest-only registrations. A great time was had by all!

Midwest Conference 2006

The Midwest Conference for 2006 will be held September 29-30, 2006 at DePauw University in Greencastle, Indiana. The conference chair is William Cupp of Indiana Wesleyan University and Scott Thede of DePauw University will be the site chair. This conference will be co-located with the 2006 Indiana ACM-W Conference chaired by Gloria Townshend of DePauw University.

Other Issues

Michael Rogers of Millikin University was re-elected to the Region Webmaster position on the steering committee. Ron Harkins of Miami University-Hamilton was elected to the remaining two years of the At-Large position on the steering committee vacated by Deborah Hwang when she was elected as Midwest Representative to the Board.

The location of Midwest Conference 2007 tentatively has been awarded to Miami University-Hamilton with Laurie Werner and Ron Harkin as site chairs. The conference chair will be Kerry Smith of Franklin College.

Respectfully submitted by Deborah J. Hwang, Midwest Representative

Midwest Conference Budget
For Fall, 2006 Conference, version 3

Income	Number	Per Item	Total
Registrations			
Full-Early	55	140	7700
Full-Late	5	150	750
Student	15	40	600
ProgContest Participants	10	15	150
Workshops	25	15	375
Local Vendor	2	150	300
Nation Vendors	3	100	300
Extra Meals	4	40	160
Other Income Items			
UPE Award			150
Vendor Break Sponsorship			375
Total Income			**$10,860**

Expenses	Number	Per Item	Total
Consortium Membership			1000
Consortium Head Tax	60	41	2460
Extra/Previous Proceedings	15	6	90
Planning Meeting Meals			250
Planning Meeting Travel			200
Postage	2	300	600
Office Supplies			150
Brochure Printing	2	500	1000
Duplication			200
Speakers Expenses	2	450	900
Meals			
Breaks	75	10	750
Banquet	75	22	1650
ProgContest Break	10	5	50
Luncheon	85	12	1020
Students			
Event			200
Poster Awards			150
Prog. Contest Awards			150
Total Expenses			**$10,820**
Balance			**$40**

Mid-South Region Report
Fall 2005

2005 Conference

The Third Mid-South Conference was hosted by the University of Mississippi in Oxford, MS on April 1-2, 2005 and was attended by sixty eight professionals, eight students, eighteen programming teams (fifty four students), three paid vendors and two keynote speakers. Thirty eight papers were submitted of which twenty one were selected after a double blind review process where each paper had at least three referees - there were forty two referees from nineteen institutions. There were two pre-conference workshops, one post-conference workshop, four tutorials and two panels.

At the banquet the conference presented Dr. William Mitchell with a plaque, the ELVIS award, in recognition of his extraordinary leadership, vision, initiative and service.   Without Will's many contributions the Mid-South conference simply would not exist.   Thank you Will.

2006 Conference

The Fourth Mid-South Conference will be hosted by Christian Brothers University in Memphis, TN on March 31-April 1. The conference chair is Dan Brandon. The Conference Committee is listed at the conferences website (www.ccsc-ms.org).

Mid-South Region

The Mid-South region has completed the move from the Mid-South College Computing Conference to the CCSC-MS and now has a Regional Steering Committee.   The site of our 2007 conference has not yet been finalized.

Respectfully submitted,
David Naugler
Mid-South Regional Representative

CCSC-MS 2006 Conference Budget

Attendance   **Early Late**

		Early	Late
60	Professional registrations	50	10
12	Student registrations	10	2
72	Total Attendance		
15	Programming contest teams		
2	Vendors		

Income	#	per	$
Registrations			$8,250
Full-early	50	$125	
Full-late	10	$155	
Student-early	10	$35	
Student-late	2	$50	
Extra proceedings			$0
Extra banquet			$0
Extra lunch			$0
Prog Contest Registration	15	$100	$1,500
Vendors	2	$250	$500
Break sponsor			$200
Total income			$10,450

Expenses	#	per	$
Steering committee Jan meeting			$150
Postage			$500
Call for papers		$250	
Call for participations		$250	
Office supplies			$250
Registrar		$150	
Extra/student badges		$25	
Poster supplies		$50	
Paper for evaluations		$25	
Program printing			$250
Duplication			$325
Call for papers		$50	
Call for participation		$250	
Evaluation forms		$25	
Speakers expenses			$150
Hotel		$0	
Transporation		$0	
Lunch on Friday		$50	
Gift		$100	
Meals			$2,736
Banquet	$20	$1,440	
Breaks (non-sponsored), incl drinks	$5	$360	
Sponsored break	$3	$216	
Lunch on Saturday	$10	$720	

Security - Fri PM, Sat AM, 16 hr	$18		$288
Multimedia - Fri PM, Sat AM, 16 hr	$25		$400
Programming Contest			$700
Pizza		$150	
Drinks/snacks		$50	
Legal pads		$25	
T-shirts	$5	$300	
Prizes for winners		$175	
Miscellaneous			$1,000
CCSC expenses			$3,460
Consortium Membership		$1,000	
Attendee Membership & Journal	$41	$2,460	
Total expenses			$10,209
Net income			$241

Northeast Report
Report from CCSCNE to the CCSC Board

2005 Conference

The Tenth Annual CCSCNE conference was held April 22-23, 2005 at Providence College in Providence, Rhode Island. The conference had 121 regular (faculty) attendees and136 student attendees, including 32 programming contest teams and 43 student posters.

Paper submissions continue to be strong. There were 49 papers submitted of which 24 were accepted. This represents an acceptance rate of 49%. In addition the conference featured three panels, three tutorials, and two pre-conference workshops.

There were two invited speakers, Matthias Felleisen (Northeastern University) and Jim Kurose (University of Massachusetts).

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.

- IBM is attended as a National Sponsor (and made a presentation)
- Microsoft sponsored the first coffee break (and made a presentation)

There were six vendors who exhibited at the conference.

- IBM
- Addison-Wesley
- Charles River Media
- Microsoft
- O'Reilly
- Thomson Learning

The conference committee was introduced for the 2006 conference, which is to be held at The College of the Holy Cross, Worcester, Massachusetts, April 21-22. The conference chairs are Laurie Smith King (Holy Cross) and Karl Wurst (Worcester State College). The deadline for paper submission is November 21, 2005. All are encouraged to submit a paper, panel, or tutorial.

Other Items

1. The 2007 conference will be held at the Rochester Institute of Technology.

2. We are going to try Birds-of-a-Feather sessions at our 2006 meeting. We are going to schedule them as discussion tables at the Friday night banquet.

Submitted, October 2, 2005
Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of NJ
Mahwah, NJ 07430

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

Report of the Northwest Regional Representative
George Hauser

Northwestern Conference 2005

The 2005 conference will be held October 14 &15, 2005 at the University of Washington, Bothell campus. The program committee met on April 24, decided on papers, panels, and tutorials to accept and set the program. 30 papers were submitted and 15 were accepted for presentation and publication. Also accepted were 4 Panels and 4 Tutorials.

Northwestern Conference 2006

The 2006 conference will be held October 6-7, 2006 at Eastern Washington University in Cheney, Washington. The National Board is invited to have their Fall Board meeting at our conference.

Regional Board Meeting

The Eastern Washington University campus was the site of our May 14 Regional Board meeting. Looking ahead we will have the 2007 conference at Linfield College in northern Oregon; 2008 will be in western Washington, perhaps PLU; 2009 will be back in eastern Washington, completing our desired cycle through the region. We discussed ways to make the reviewer's task and results more clear. A draft revision of the reviewer instructions and review forms will be sent out by the Editor, Jenny Orr. Finally, the election of Jenny Orr of Willamette University as Regional Editor and Dave Wolff of Pacific Lutheran University as Regional Treasurer were certified.   A tour of Eastern Washington University, the site of the 2006 conference, concluded our meeting. They were in the middle of a massive construction project including new conference facilities and a new building for the Computer Science department.

Our next Regional meeting will be held at the conclusion of the conference on October 15.

Respectfully submitted,
George Hauser
Northwestern Representative

Report of the Rocky Mountain Regional Representative
Ernest Carey

Rocky Mountain Conference 2005
The Rocky Mountain Conference for 2005 will be held October 21-22 at Metropolitan State College of Denver, Colorado. The conference chair is Ernest Carey of Utah Valley State College and the site chair is Noel LeJeune of Metropolitan State College, Denver. The conference will consist of the usual three parallel tracks but the order of presentations will differ from previous conferences. To accommodate the schedule of the keynote speaker (Grady Booch) the keynote address will occupy the last slot in the program on Saturday, just prior to the luncheon wrap-up session.

Rocky Mountain Conference 2006
The Rocky Mountain Conference for 2006 will be held October 20-21 at Fort Lewis College in Durango, Colorado. The conference chair will be Noel LeJeune of Metropolitan State College, Denver and the site chair will be Aaron Gordon of Fort Lewis College.

WEB Site
Discussion will take place at the 2005 conference to designate a new web master and to use the server supported by CCSC national to host the Rocky Mountain page.

Actions from the 2004 Conference
The Rocky Mountain Standing Rules and Bylaws were approved at the general meeting of the 2004 Conference at Utah Valley State College.

Respectfully submitted,
Ernest Carey
Rocky Mountain Regional Representative

Report of the South Central Regional Representative
John Howland

September 8, 2005

The CCSC:SC annual conference was held at McNeese State University in Lake Charles, La on April 15, 16, 2005. The conference program featured a pre-conference workshop "Alice and Its Uses" by Wanda Dann, a technical program of 22 reviewed papers (selected from 36 paper submissions; 61% acceptance rate), 4 tutorials/workshops, student poster competition and a small vendor exhibit. The conference keynote speaker was Bobbie Gail Swan from Nasa Johnson Space Center in Houston, Texas and the dinner speaker was Dr. Charles D. Cavanaugh, Center for Advanced Computer Studies, University of Louisiana at Lafayette.

The conference had 44 faculty registrants, 11 student registrants and 3 guests (one was the Lake Charles, LA local FBI agent in charge of computer crimes). The conference also had local sponsorship of $300.00 from Thomson Publishing and $200.00 from Casio Calculators.

The 2006 SCC conference will be held at Sam Houston State University, Huntsville, Texas, April 21-22, 2006. Conference team is Timothy McGuire <mcguire@shsu.edu> , Ken Hartness <csc_kth@shsu.edu> and
Graciela Gonzalez <gonzalez@shsu.edu>. A student programming contest is a new conference activity for the South Central Region.

The SCC steering committee has decided on sites for its 2007, 2008, and 2009 conferences during its Fall meeting.
The sites are:

2007 Southeastern Louisiana University
2008 Texas A&M University at Coprus Christi
2009 Rogers State University
2010 St Edwards University

Respectfully submitted,
John Howland

CCSC-SOUTHEAST REGIONAL REPORT
Fall 2005

Fall 2005 CCSC:Southeastern Conference

The 19th CCSC Southeastern Conference is scheduled for Nov 11-12 at Lenoir-Rhyne College in Hickory, NC. Gail Miles and Dick Hull 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-Slaughter (membership chair, Georgia Perimeter), Susan Dean (publicity, UMUC – Maryland in Europe), Dee Medley (treasurer, Augusta State), Dennis Martin (local registrar, Jacksonville State), Bill Myers (at-large, Belmont Abbey), Becky Tallon (secretary and 2006 site chair, Lipscomb), John Meinke (Proceedings Editor, UMUC – Maryland in Europe), Paula Gabbert (at-large, Furman University), Joe Sloan and David Sykes (2004 site co-chairs, Wofford).

The members of the local conference committee are:

- Local Arrangements Chair: Gail Miles
- Local Publicity Chair: Gail Miles
- Speakers Chair: Dick Hull
- Vendors Chair: Gail Miles
- Corporate Sponsors Chair: Gail Miles
- Programming Contest Directors: Andy Digh, Chris Healy
- Web Contest Director: Becky Tallon
- Student Research Contest Director: Doug Burkholder

The scheduled program includes 16 papers, 1 panel, 2 tutorials, 1 session of "lightning talks" and one session of "nifty assignments".   A total of 24 regular papers were submitted of which 7 were accepted outright, 9 accepted conditionally, and 8 rejected (acceptance rate 67%).

A pre-conference workshop entitled "Learning to Program with Alice," will be presented by Dr. Steve Cooper of St. Joseph's University (scheduled from 8:30 a.m. to noon on Friday, November 11).

Dr. Owen L. Astrachan of Duke Univeresity will give the keynote address "On the Cruelty of Really Teaching Computer Science Redux."   Dr. Rahman Tashakkori of Appalachian State University will give the banquet address "What Does It Take To Get Undergraduates Involved?".

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 12th annual programming contest. As of this writing, 16 teams are registered, with 64 total students and

11 different schools represented.

The student research contest is in the second year of a significant re-design, which has been very successful. Specifically, the deadline was moved to mid-September (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, 10 submissions have been received.

Winners in each of the competitions will be announced at the conclusion of the conference on Saturday, Nov 12.

2006 CCSC:Southeastern Conference

Lipscomb University, Nashville, TN, will host the 2006 conference on Nov. 10-11. Becky Tallon and Jon Fouss are site co-chairs. This will be the 20th CCSC:SE conference, and we hope to celebrate that milestone during the conference.

Other Regional Issues/Activities

New Conference Features—We are experimenting with two new ways for people to participate on the conference program. These are an open "Nifty Assignments" panel and a session of "Lightning Talks". Attendees with ideas for interesting assignments can sign up to participate either before or during the conference. Lightning Talk participants are invited to sign up before the conference to share developing ideas in a rapid-fire, informal session. Details of both sessions can be found at our regional web site.

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 2006. This, together with the existing CCSC:SE Conference Host Proposal form, provide detailed assistance to host sites in our region.

Filling Positions – The Southeast Regional Board is in the process of seeking a person to fill the office of Local Registrar, as Dennis Martin will be retiring at the end of this academic year. In addition, spring 2006 marks the end of my current term as SE Representative to the CCSC Board.

Long Range Planning – We are, for the first time in our history, very close to identifying our conference locations for the next six years (through 2010). This is a positive indicator of the strength and interest in our conference.

Respectfully submitted,

Kevin Treu

Southeastern Regional Representative

PUBLICATIONS CHAIR REPORT
20th October 2005

Copyright Release Form Issues:

It surfaced during preparation of the Eastern Proceedings this Fall that apparently it is not well known that the official copyright release form available on the web (http://ccsc.org/publications/documents/release.pdf) contains two alternatives, one for the release of the copyright and the other for items that cannot be copyrighted and must remain in the public sector. The Air Force Academy required that a couple years ago, which is when the second alternative was added, and apparently the Military Academy at West Point has the same policy. Regional representatives, please make certain that your people coordinating manuscripts are aware of the two options.

We added another copyright release form this summer oriented toward panel or tutorial presentations and invited speakers. (Again, we followed ACM's lead adapting a form that they use.) This form allows the author to hold the copyright. The text of the item in this case cannot exceed two pages. Thus, the form is not linked to directly from the CCSC home page – its url is http://faculty.ed.umuc.edu/~meinkej/ccsc/CopyrightSelfHoldRelease.pdf. Again, this is designed for sessions that would very likely be presented at multiple conferences – e.g., an invited speaker (Owen Astrachan as an example) may give the same talk at multiple conferences. He should not have to come back to the Consortium for permission to have the abstract reused. The text is limited to two pages maximum.

Manuscript Length

We seem to be having real difficulties with the regions communicating manuscript length guidelines, in spite of the fact that everything is available from the CCSC web site. One conference, in particular, was concerned that our paper size limit is much smaller than SIGCSE's and presented a calculation that took me a while to figure out indicating that SIGCSE's five page limit would equate to twelve pages with our manuscript preparation guidelines. Yes, SIGCSE does use a 9 point type font so it would be more than five pages. I did the calculations, and leaving the assumption that SIGCSE's section and subsection headings are 9 point (actually they are 12 point) came up with CCSC equivalent page count to SIGCSE's 5 pages would be 6.83 pages for us – so our page limit is not as relatively restrictive as first thought. With our reformatting the final printed paper occupies more pages – wider margins and such. So, even if the manuscript as submitted is precisely 6 pages, the printed copy will be longer.

I am concerned that a Spring conference has published a 15 page double spaced limit in their call for participation. Double spacing is one issue, but figures will not shrink to half their orginal size, so 15 pages double spaced is not 7½ pages single spaced – rather gets longer!

Templates

We have been doing some work on adapting the ACM templates for use with our manuscript submission. The WordPerfect template has been pretty much completed, but will not be much help – in our opinion. There are so many interdependencies (e.g., generation of table of contents entries and index entries) there that we feel authors are actually better off using the manuscript preparation guidelines that we currently have – think that we could do some modifications.

Proceedings vs. Papers

This is an issue that comes up repeatedly. One thought that I have on it is that if we indicate that we are publishing the papers as opposed to the proceedings we can eliminate all workshops, panel presentations, tutorials, and student abstracts. That would be implied by the fact that we only have the papers. This does not provide a good record of the whole conference, but it would certainly simplify the editing process.

ACM Digital Archives

ACM continues to be wonderful to work with regarding posting the conference proceedings to the digital archives. I also no longer hold onto the proceedings before sending them to ACM – there was a lag in how long it took to get them posted. As things stand I have an excellent working relationship and we're getting very prompt response. All Fall conference proceedings were posted prior to 1st October. I see no problem with a conference proceedings appearing on the digital archives prior to the conference taking place. Interesting, there were some errors in one Midwestern paper (resulting from the fact that the only copy we received was in pdf format). The author submitted the corrections to me, I edited the file and sent it to ACM, and within the same calendar day that it was sent the file was updated.

Summary of Conference Data over the Last Three Years

The following is a summary of the entries in the various conference proceedings over the last few years. There are some interesting patterns there. Note that the figures were obtained by hand so there may be some counting or calculation errors, but they should be close to the actual.

	MW	NW	RM	EA	SE	CP	SC	NE	MS
Number of papers									
2005	12	15	18	18	16	16	22	20*	20
2004	21	23	21	21	15	19	22	25†	n/a
2003	11	11	17	25	31	20	20	22**	21
Average page count									
2005	9	8	11	9	8	8	8	11*	8
2004	7	8	10	10	7	10	7	10†	n/a
2003	10	10	10	10	10	10	7	9**	8
Tutorials/panels, etc.									
2005	11	8	8	15	5	8	5	9	9
2004	4	4	4	11	4	6	4	12	n/a
2003	8	10	8	9	2	3	4	11	10
Average page count									
2005	2	3	2	3	3	2	2	3	2
2004	1	3	2	3	1	2	1	3	n/a
2003	2	2	2	3	10	2	3	2	2
Total page count									
2005	136	140	190	216	137	144	180	301	194
2004	144	196	226	231	108	206	158	290	n/a
2003	121	132	195	272	329	202	155	287	197
Authors/Presenters									
2005	39	40	27	72	42	42	45	89*	44
2004	30	39	33	65	44	42	69	56†	n/a
2003	25	41	26	57	56	42	46	64**	35

* does not reflect 43 student abstracts, 62 student authors, 62 pages, 35 faculty advisors
† does not reflect 52 student abstracts, 76 student authors, 81 pages, 41 faculty advisors
** does not reflect 42 student abstracts, 69 student authors, 54 pages, 30 faculty advisors

CCSC Membership Report
Fall 2005
Draft

1)   Numbers

The conference attendance numbers, as maintained in the membership database, held relatively stable in the previous fiscal year.

Region	Attendees 04-05	Attendees 03-04
CP	56	34
ES	82	78
MW	71	68
MS	68	*
NE	120	117
NW	80	67
RM	48	34
SC	44	63
SE	77	91
TOTAL	**646**	**552**

Historical numbers will be forthcoming at the board meeting. Regional representatives are encouraged to bring copies of their region's records and to help consistency check our data.

2)   Distributed registration

Local registration still suffers from some confusion over process that needs to be addressed. This includes issues like

- awareness of database functionality
- money handling protocols

3)   Membership year

The new definition of membership year passed in the spring election has been implemented and is being applied to all new memberships.

4)   Renewal Notices

With the change in membership year, renewing the distribution of electronic renewal notices to members is of increasing importance.

5)   Election

The election was delayed this spring due to problems with the contracted printer. However, the number of returned ballots was down markedly (from ~24 down to ~12). There was one complaint of a member not receiving their ballot; however, their record in the database was accurate and active, and their address appeared correctly in the generated mailing labels. No other election issues have been reported.

6)   Database Issues
Membership functionality has improved dramatically with the addition of a GUI for standard membership services, including adding/editing member data. Generation of membership reports remain a challenge.

Respectfully submitted,
Kris Powers
CCSC National Membership Secretary

CCSC Database Committee Report
Fall 2005
Draft

Charge to the database committee at the spring 2005 board meeting:
"If the ability to add and edit memberships and to produce appropriate mailing labels for elections and renewal notices is not accomplished by April 15th and if full documentation is not completed by the end of the academic year, alternative solutions will be pursued. System redundancy must also be added."

Status:
1) Ability to add and edit memberships was available shortly after the spring board meeting.
2) Election labels were provided for the spring elections by the DBA in a timely manner, but the interface for the membership secretary to generate them independently remains inactive.
3) No functionality for renewal notices has been added.
4) Redundancy – reported complete (9/22/05); details forthcoming at the board meeting.
5) System documentation – reported 95% complete (9/22/05); expected complete at the time of the board meeting for review by database committee.
6) End user documentation - Small "how-to" videos will be on-line for help if local registrars need assistance; CD's of documentation/videos will be distributed at the meeting.

Database committee will meet on Friday afternoon following the regular board meeting at CCSC:RM. The committee is comprised of:
1) Kris Powers – Membership secretary (committee chair)
2) Brent Wilson – DBA
3) Bill Myers – Treasurer
4) Laurie Werner – Local registrar representative

A fifth member bringing additional database expertise to the committee is being actively sought; please make recommendations to the committee chair.

Issues to be addressed:
1) Reliability and support; relative feasibility/desirability of professionally maintained system
2) On line payments
3) Fiscal record keeping
4) Prioritization of outstanding functionality needs and timeline for deliverables.

Respectfully submitted,
    Kris Powers
    CCSC Database Committee Chair

Report of the Conference Coordinator concerning a new Pacific Coast Region

Will Mitchell

The President has asked that I outline for the Board the opportunity for starting a new region. We view ourselves as a national organization, but we do not have a presence (or members) in several states: Florida, Minnesota, Wisconsin, North Dakota, Iowa, California, Arizona, or Nevada (I have asked for a database report on members in the last three). The way that regions have been founded to date is by surveying faculty to find interest. I asked people at SIGCSE or at a region conference who came from out of region (1) Do you think that there is a need for an annual regional conference for computer faculty in your geographic area? (2) If there was such an annual conference, would you and your colleagues attend and participate on the program? (3) Would you be willing to provide leadership and institutional rescources to maintain such a conference?

When I got enough "yes" answers, especially to the last question, I tried to see if I could get 10 people from 7 or more schools to a meeting on a Saturday to plan a conference. These people are the first region steering committee and the first conference committee. When this happened, and they agreed to pursue putting on the conference, CCSC had a new region (the board was notified BEFORE this meeting the the invitation to form a region was about to be extended, and after the meeting that it was accepted).

The problem I face is how to come in contact with individuals to question. The natural place has been at some other meeting of educators, particularly at CCSC conferences and the membership meeting (Ingrid attended SC, as did Scott Sigman and others from CP, Rob attended RM and the membership meeting, several Memphis folks attended SE). In the case of SC and MW, I was working in the region and knew colleagues at other schools that I could survey.

Once the steering committee is formed the mechanics of putting on a conference is well-understood (RM, MW and SE started in hotels, the others at a steering committee member's campus). CCSC helps with publicity (the website and newsletter advertise the new conference nationally while the steering committee borrows from the CCSC membership list and compiles their own mailing list). The steering committee handles paper solicitation from their regional schools and does all the reviewing within their region (recruiting reviewers). The steering committee puts together the program following a budget the CCSC approves and with help from CCSC for speakers and special sessions and vendors, if needed. CCSC is committed to helping the conference break even. Once the first conference is held, the steering committee recruits attendees to serve on the next conference committee and organizes itself with regional bylaws to continue the conference. Thus, the first 10 people insure the continuation of the region.

In the states mentioned, we have little name recognition and few members and no contacts to survey. We do not know if that is because there are no small colleges with isolated faculty who are interested in sharing their experiences, or because, like in Minnesota, Iowa, and Wisconsin, there are already annual regional conferences that support the regional computer faculty, or simply that it is too difficult for the faculty who would be staunch members of CCSC to travel to one of our distant conferences and profit from the fellowship. Thus, there is no

obvious way to put together an initial steering committee that would be reasonably committed to making the region successful.

A different way to proceed would be for CCSC to "put on" a conference so that local people could try it out (if they were interested).   The model is that used by professional development seminars.   The Board constitutes a program committee (probably relying on volunteers from RM and NW), prints a brochure, reserves a hotel, generates a mailing list and announces nationally that CCSC is expanding into California and invites papers for the initial conference. If enough papers are received by the deadline, the conference is produced, if not it is cancelled and the submitters notified to submit their paper to an existing region.   If the conference occurs, a meeting is scheduled to recruit a steering committee to plan another conference.   If that is successful, the Board charters that steering committee and begins to support their efforts to make the new region succeed.   Or the Board might set some conditions to become a region: telling this steering committee that the next conference must draw X participants, and Y papers from within the region, and you must find a site for the third conference, after which the Board will certify a new region.   If the second conference does not meet the conditions the Board might withdraw its conference support or it might set some new conditions, giving a new steering committee another chance to show that the region is viable.

ASIDE
The resposibilities of a steering committee to solicit and review papers might appear daunting to those without exposure to the conference (in the second case above).   We have seen how different conferences have differing percentages of out-of-region presenters and widely differing review procedures and reviewer recruitment.   Localized reviewing has also led to some paper duplication between regions.   If we settle on SIGCSE's reviewer software we could move to a national reviewer pool, allowing regional editors to access this pool to insure that every paper gets three blind reviews by a knowledgeable reviewer.   This would make the task of starting a new region appear more manageable.   It would also open up the possbility of stardardizing the review forms and ratings and we could compare the ratings of accepted papers at different conferences when measured by the same reviewers, and see the pattern of ratings of each reviewer in the pool. This would tend to raise the level of the Journal.

National Vendor Chair Report

TO: CCSC National Board
FROM: Ernie Ferguson
RE: National Vendor Chair Report
DATE: October 6, 2006

A brochure describing the National Vendor Partnership program was prepared. A PDF version of this brochure is attached. It was mailed to all vendors who participated in SIGCSE 2005 at St. Louis plus other companies as I became aware of their address. The brochures were mailed the middle of August. Individual brochures were emailed to IBM, Microsoft and National Computational Science Institute (Shodor, NCSI).

I called Deb Raftery at IBM and attempted to smooth over problems IBM experienced last year with CCSC. Their partnership was extended for another year without any additional membership fee. To date, $2,000 has been received from National Computational Science Institute and Microsoft has issued a P.O. and a check is being sent.

The contact names and email addresses for IBM, NCSI and Microsoft were email to regional vendor chairs if one was listed on the conference site or to conference chairs. A copy of the brochure was attached to this email. I asked the vendor chairs to: a.) include the national vendor partners in the conference program, b.) contact the NVP's to see if a representative would be attending their conference and if they needed a display booth, and c.) ask them to locate the vendor displays in a high-traffic area. I sent the names and email addresses vendor chairs/conference chairs for all fall conferences to the three NVP's.

After the Midwest conference, I surveyed the NVP's and learned that none of them had attended. I just heard from IBM and they will have a representative at the Eastern conference. Microsoft said they had not had time to get prepare for the fall conferences. They plan to attend the spring conferences. Medical problems prevented Bob Panoff (NCSI) from attending. He plans to have reps at some of the other conferences.

A survey of the Midwest vendor chair and conference chairs revealed that none of the NVP's and only one other vendor had attended. The problem was traced back to the fact that the person serving as vendor chair had left the area but they had not updated their conference website. My emails were either going to someone who was no longer interested or were not being read.

I plan to continue a follow-up survey of national partners and conference vendor chairs after each regional conference. I plan to made contact with each vendor at SIGCSE 2006. None of the companies responded to the brochure mailing. Individual contact either in person or via email was required to establish a relationship for each of the current NVP's.

Recommendations:
1. I recommend we keep the NVP structure the way it is for the time being.   The single category is simple and less confusing than multi-categories. I will solicit responses from SIGCSE vendors and may come back later with suggested changes.
2. Regional representatives and current board members need to assist the national vendor chair. Get the word out! Please notify your conference committee of the

national partners and what the expectations are pertaining to NVP's. a.) The regions do not charge the NVP's vendor fees or registration fees. b.) The representative pay for meals. NVP's may request to conduct a workshop. Whether this request is accommodated is up to the conference committee. c.) The region does receive $100 credit for each national vendor partner who participates in their conference. Please send me contact names of potential NVP's.

3. I recommend that the name be changed to National Partners. We have an awkward situation now where NCSI, an organization, is registered as a vendor. NCSI has expressed a dislike in the name National Vendor Partner. I changed the name from program to partner while preparing the brochure.

4. I recommend the individual contact for each NVP be included in the mailing of the *JCSC*. Companies like to see their name in print.

Brochures sent to:

Addison-Wesley Publishing
Apple Computer
Charles River Media
DyKnow
IBM Corporation - Academic Initiative
InterSystems Cache' Campus
Jones and Barlett Publishers
McGraw-Hill Higher Education
Microsoft
The MIT Press
O'Reilly Media, Inc.
Prentice Hall
Scott/Jones Publishing
Springer
Thomson Course Technologies
Turing's Craft, Inc.
Wiley Publishing
Dell Inc.
Gateway, Inc.
Oracle, Inc.
SMART, Inc.
The Shodor Education Foundation, Inc.

Consortium for Computing Sciences in Colleges

Consortium For Computing Sciences In Colleges

National Vendor Partnership

Dr. Ernest Ferguson
CCSC National Vendor Chair
Northwest Missouri State University
800 University Drive
Maryville, MO 64468

Phone: 660-562-1551
Fax: 660-562-1963
E-mail: ferg@mail.nwmissouri.edu

CCSC Statement Of Purpose

Consortium for Computing Sciences in Colleges is a non-profit organization focused on promoting quality computer-oriented curricula as well as effective use of computing in smaller institutions of higher learning which are typically non-research in orientation. It supports activities which assist faculty in making appropriate judgments concerning computing resources and educational applications of computer technology.

Because departments in smaller colleges and universities are usually small and not highly specialized, the Consortium also encourages the sharing of expertise, effective curricula and efficient technological applications.

The Consortium is concerned with the advancement of major programs in both Computer Science and Computer Information Systems, and with the use of computers in the Liberal Arts and Sciences.

http://www.ccsc.org

Consortium for Computing Sciences in Colleges

National Vendor Partnership

The Consortium for **Computing Sciences in Colleges** invites your company to *part-ner with us* as a National Vendor.

As a National Vendor Partner you are guaranteed:

- A display booth in a high attendee traffic area at any or all of our regional conferences for one year.

- Registration at ALL regional conferences. (This does not include meals).

- Listing as a NATIONAL VENDOR in each regional conference program.

- Listing as a NATIONAL VENDOR on all official CCSC websites (national and regional).

- Right to cite your CCSC NATIONAL VENDOR status in your educational newsletters and/or web site.

- Company name and logo on the CCSC web site: http://www.ccsc.org

2005-2006 Regional Conferences

Fall 2005

Midwest Region, September 23 & 24, at *Millikin University,* Decatur, IL

Eastern Region, October 14 & 15, *Iona College,* New Rochelle, NY

Northwestern Region, October 14 & 15 at the *University of Washington, Bothell,* Bothell, WA.

Rocky Mountain Region, October 21& 22 at *Metropolitan State College,* Denver CO.

Southeastern Region, November 11&12, at *Lenoir-Rhyne College,* Hickory, NC

Spring 2006

Mid-South Region, March 31&April 1 at *Christian Brothers University,* Memphis, TN

Central Plains Region, April 7 & 8 at *Northwest Missouri State University,* Maryville, MO.

Northeastern Region, April 21& 22, at the *College of The Holy Cross,* Worcester, MA

South Central Region, April 21& 22, *Sam Houston State University,* Huntsville, TX

Become a **CCSC partner** today by sending a check for $2000 to the address at the bottom of this column. Send us the name, phone number and email address of your contact person. The CCSC National Vendor chair will contact this one person about all conferences. You will not have to deal with each conference individually. **We need to hear from you whether you partner with us or not.** The CCSC is attempting to facilitate the interaction between vendors and our membership. Feel free to send email to the below address and let us know how we might improve this relationship. What might we do to assist you in helping our membership?

E-Mail (even if not joining as partner):
- Contact name
- Contact telephone number
- Suggestions for modifications to partnership program

Also (if joining as partner):
- Check for $2000 made out to CCSC and mailed to address below.

Consortium for Computing Sciences in Colleges

Dr. Ernest Ferguson
CCSC National Vendor Chair
Northwest Missouri State University
800 University Drive
Maryville, MO 64468

Phone: 660-562-1551
Fax: 660-562-1963
E-mail: ferg@mail.nwmissouri.edu

Report of the CCSC board committee on Bylaws Revisions:

The bylaws task force (Rob Bryant, John Meinke, Susan Dean, and Jim Aman) sent the latest draft of the proposed updated bylaws to the CCSC board in early October.
The committee feels it is ready for a broader discussion of the draft.
We place before the board for discussion the draft of the bylaws to be followed by a separate document containing the standing rules.
The bylaws need to be approved by the board then put before the membership for approval.
Our hope for a timeline is that the board will approve the bylaws before Dec. so we may make preparations to place the bylaws before the membership next spring.
The corresponding standing rules document does NOT need to be approved by the membership since it is only for the board's operational rules.
We will want the Board to approve the standing rules "pending membership approval of the Bylaws" at some point prior to the Bylaws being approved by the membership -- which means that technically we have until next April or to get the standing rules ironed out.

Respectfully Submitted,

Rob Bryant, 10/3/2005
Bylaws committee

Paper Submission System Report

September 8, 2005

At the last board meeting, I was given the responsibility of looking into what was needed for packaging and distribution of the CCSC-SCC Paper Submission System. The system was designed and implemented by Stephen Dannelly (formerly of Texas A&M University, Corpus Christ) and students. Our current conference program chair has not had time to produce a generic version (less references to the South Central Region) suitable for distribution. Also, a user manual has not yet been produced. I have not had time to do any of these things either now that I am a department chair again. If someone is reasonably familiar with HTML, Perl and Apache web server admin, then the system could be used without too much customization work for another conference. It is still not a packaged, ready-to-use system

Respectively Submitted,

John Howland

UPE Report
Liz Adams

The UPE International Secretary is Orlando Madrigal.
Jeff Popyack is my contact at UPE.
This year UPE gave us $1200 on Feb 11,2005. They sent the check to Bill Myers, the CCSCtreasurer.

It appears that they increased their original contribution when they felt that
Additional UPE chapters were formed at schools as a result of exposure at CCSC
conferences. To that end I would like to be able to send a report to UPE via Jeff indicating
#1 which of our conferences this year (2005) got UPE funding
#2 how much each of the conferences got
#3 what the funding was used for (the more detail the better - e.g. who got what prize for what)
#4 a URL where UPE is referenced on each of the conference websites that received funding
#5 the URL where UPE is referenced on the CCSC.org website

Jeff has indicated that
- They would like to have more visibility if they are going to continue to participate.
- They would like to appear on our website.
- They would like to appear on the individual conference websites acknowledging their support of student poster sessions programming contests or whatever else

Consortium for Computing Sciences in Colleges
Treasurer's Report
October, 2005
Bill Myers

Notes to accompany spreadsheet

1.   This is preliminary. All funds received and dispersed are recorded. They are not yet classified so that I can complete our tax returns.
2.   All but $15 of the $36,253.50 recorded as other income for the Consortium is probably incorrectly recorded. In all probability, it consists of income from the Central Plains, Northeastern, and South Central conferences. All the documentation I have on the funds are that they were deposited into our accounts. (No location is given – depositors did not use an ATM machine to make a deposit.)
3.   The amount recorded as other income for the Eastern Conference comes from deposits made to our accounts in New Jersey. There was no documentation of their purpose.
4.   The head tax charges for the spring conferences were determined from the number of proceedings sent to each of the conferences, less their returns. In all probability, some of the proceedings did not go to registrants. Thus the head tax for the conferences will decrease, the cost of proceedings for the conferences will increase, the head tax collected by the Consortium will decrease, the income for proceedings for the Consortium will increase, and the reserve for head tax collected in the Spring will decrease. (The last is the only figure that will have an effect on the tax returns.)

The following (or a similar policy) needs to be documented for next year's tax return and audit as a result of the change in the membership year. I don't think that it rises to the level of a standing rule.

The Consortium will earn the $35.00 individual membership fee and conference head tax at a rate of $3.00 per month for each month, except for the months of July and August (in which months little Consortium business or programming occur) when the rate will be $2.50 per month. The Consortium will earn the $125 institutional membership fee at a rate of $10.50 per month for each month, except for the months of July and August when the rate will be $10.00 per month.

I had a conversation with the accounting professors at Belmont Abbey College. They also spent about 90 minutes examining our records. Here is a summary of their remarks -- comments that they believe would be made by an auditor.

1.   Our list of accounts is somewhat non-standard, but they do meet the needs of filing our tax returns. If they seem to meet our needs, we could continue to use them.
2.   They would suggest that we standardize our personal travel policy and forms. The forms should include the purpose and location of the meeting, the dates of lodging and of travel, a statement as to the starting and ending points of each segment of reimbursed travel by car, the signature of the person making the request, and the signature of the authorizing officer. The policy should have standard rates of reimbursements and maximums.

3.   They were concerned by the number of large reimbursements to individuals authorized by themselves (some conferences have the local treasurer as a position on the conference committee and not on the regional board) or to institutions authorized by employees of that institution. They understand that the treasurer's institution may occasionally be involved in a conference, but there is insufficient control when the treasurer's position changes each year, especially when that person is usually at the conference site. It would be best if a regional treasurer would have multiyear terms.

4.   They suggested that the position of a controller or a comptroller could be adopted to either supplement or replace the audit committee and to provide for a means to have a backup for the treasurer.

5.   There are other procedures that usually would be required (such as having signatures from regional treasurers to authorized expenditures and not just e-mails), but due our distributed nature we would not be strongly urged to adopt.

Treasurer's Report 2004-05
Preliminary

	CCSC	CP	EA	MS	MW	NE	NW	RM	SC	SE	TOTAL
BEGINNING BALANCE											85,084.20
INCOME											
Membership Dues	580.00										580.00
Dues Collected in 2003-04	2,012.50										2,012.50
Dues for 2005-06											0.00
Conference Head Tax	26,773.00										26,773.00
Conference Head Tax from Spring	8,155.00										8,155.00
Proceedings	516.00										516.00
Back Issues	230.00										230.00
Interest	1,884.38										1,884.38
National Vendor Registrations		100.00	200.00	100.00	200.00	100.00	200.00	200.00	100.00	200.00	1,400.00
Grants	1,200.00										1,200.00
Registration			550.00	875.00	10,340.00		12,180.00	9,105.00		10,625.00	43,675.00
Advanced Registrations			5,375.00		3,050.00		4,320.00	675.00		3,380.00	16,800.00
Extra Meals					138.00		460.00	60.00		350.00	1,008.00
Extra Proceedings				10.00	30.00		100.00			40.00	180.00
Donations											0.00
Other	36,253.50		10,448.00	7,050.59	880.00			150.00		1,610.00	56,392.09
Other Advance Income			170.00		155.00		135.00	110.00		135.00	705.00
TOTAL INCOME											$161,510.97
Reserves for Advanced Payments	$0.00	$0.00	$5,545.00	$0.00	$3,205.00	$0.00	$4,455.00	$785.00	$0.00	$3,515.00	$17,505.00
NET INCOME											$144,005.97
EXPENSES											
Conference Meals		1,147.21	7,930.00		3,350.09	7,986.15	2,503.50	2,539.96	1,933.69	5,299.64	32,690.24
Conference Rentals							119.99				119.99
Conference Head Tax		2,542.00	3,321.00	2,788.00	3,157.00	4,920.00	3,280.00	1,804.00	1,804.00	3,157.00	26,773.00
Journal Printing	23,431.22										23,431.22
Journal Mailing	2,294.06										2,294.06
Professional Fees	10.00										10.00
NECC Expenses											0.00
Web Expenses	99.00					80.00					179.00
Office Supplies	196.64			145.49	52.73		125.98		134.73	233.57	889.14
Postage	256.99	0.68	394.28	0.27	82.48	5.41	590.82	0.34	5.97	10.65	1,347.89
Printing & Dup.							356.00			16.25	372.25
Brochure Printing				552.20	198.00				63.16	130.20	943.56
Proceedings		24.00	54.00	48.00	18.00	24.00	90.00	156.00	48.00	54.00	516.00
Speakers Expenses					494.23	600.00	407.30		86.78		1,588.31
Student Programs					-17.50					71.21	53.71
Student Awards		1,678.00			140.00	765.00	250.00		200.00	601.90	3,634.90
Advances											0.00
Board Travel	20,292.20					1,837.09	220.14				22,349.43
Board Meeting Expenses	1,536.45		179.21		233.79		54.47			254.73	2,258.65
Audit Committee Expenses	314.20										314.20
Conference Development	454.54										454.54
Phone/Fax											0.00
Checks/Bank Fees	65.00										65.00
Credit Card Fees											0.00
Interest											0.00
National Vendor Reg. to Conf.	1,400.00										1,400.00
Other	1.00				55.90	8,474.00			91.49	160.50	8,782.89
TOTAL EXPENSES											$130,467.98
RESERVES											
Head Tax for Future Memb.	$10,290.00										10,290.00
Future Grants/Conf. Payments	$300.00										300.00
TOTAL RESERVES											$10,590.00
Net 2004-05											$2,947.99
Year End Balance											$88,032.19

Accounts

	Checking	$7,133.31	Reserves for Advance Income	$17,505.00
	Savings	$12,625.97		
	Certificates of Deposit	$81,980.64	Reserves for committed services	$10,590.00
	PayPal	$99.52		
	Cash	$8,145.00		
	Accounts Receivables	$7,051.59	Total Fund Balances	$116,127.19
	Total	$117,036.03	Accounts Payable	$ 908.84