CCSC Board Meeting
Covington, Kentucky
March 7, 2007

Present: Susan Dean, John Meinke, Jim Aman, Lawrence D'Antonio, Brent Wilson, Kris Powers, Deborah Hwang, George Hauser, Bill Myers, David Naugler, Bob Neufeld, Ernie Ferguson, Liz Adams, Will Mitchell, Stephen Stepanek

Called to order: 6:15 pm by President Susan Dean

Reports

- President's Report (Dean): Nothing to add. Thanked Kris Powers for her years of work with CCSC.
- Past President (Aman): Nothing to add. Correction: The CSTA Liaison for Higher Education is Stephen Cooper, St. Joseph's University.
- Vice President (McNally): Nothing added. Were any votes during the period of officer transition not reported in the minutes? Susan Dean will check her records.
- CP (Neufeld): Nothing to add. Conference sites are planned through 2009.
- Eastern (Adams): 2008 conference, Oct 10-11 @ Hood College, Frederick, MD, chaired by Liz Chang & Gary Gillard. 2009 conference @ Villanova, chaired by John Lewis & Don Goelman (date undecided).
- Midwest (Hwang): Nothing to add.
- Mid-South (Naugler): Nothing to add.
- Northeast (D'Antonio): Nothing to add.
- Northwestern (Hauser): Nothing to add.
- RM (Carey): Ernie has become an administrator and could not be here. The issue of no-shows was raised. Circulating a list of these individuals was offered as a way to avoid this problem again. Could a list of authors be maintained online for quick reference? This is a serious issue which has occurred in several conferences from time to time. If printed proceedings were not available for distribution at a conference, the papers of these individuals could be pulled and would not appear in print.
- SC (Fernandez): Nothing added. Conference sites are planned through 2011.
- SE (Treu): Nothing added.
- Nominating Committee (Aman): Nothing to add.
- National Partners (Ferguson): Nothing to add, but various notes in the report were further explained.
- Publications (Meinke):
  - John cannot catch all the instances where conferences used the term "refereed" instead of "reviewed."   It should always be "double blind peer reviewed".
  - Discussion: Do we need paper copies at the conferences? ACM is posting the proceedings prior to conferences so papers could be pulled from there. John would no longer be constrained by the printing and mailing times needed to get the hard copy proceedings to the conference.
  - Polled Reps about not having hard copy at the conference if the papers are available electronically prior to the conference. None of those present had a problem with the suggestion. The President read consensus on this issue. Fall 2007 conferences will not have hard copy proceedings unless they are

specifically requested.
- o All conference dates must be sent to John Meinke as soon as possible after they are decided by the regional committee.
- o Deadlines for submission of final versions of papers still needs to be coordinated with John Meinke.
- Membership (Powers):
  - o Some data has not yet made it into the database. Registrars getting info entered is critical.
  - o URL for Registrar instructions: 209.170.250.48/ccsc. This is sent via email to registrars when the Membership Secretary is given the person's contact info.
  - o CCSC now has seven international members.
- Database Committee (Powers and Wilson): Nothing to add.
- Conference Coordinator (Mitchell):
  - o Introduced Steve Stepanek, organizer of the new Southwest Region conference, which will be held April 4-5, 2008, in Cal State-Northridge. Estimated attendance may be as high as 130-150, although using a more conservative figure for budget projections was strongly urged.
  - o Northern California has been suggested as a good potential location.
- Treasurer (Myers):
  - o Distributed and discussed a current 2005-06 Treasurer's Report
  - o 2007-08 Consortium budget will be sent to the Board for approval in April, 2007
  - o Discussion of letter to Comptroller of the Currency with suggested corrections and changes. The Board directs Bill to send the letter.
- Audit Committee (Suzanne Smith): Contained in Appendix A of these minutes.
- UPE (Adams): No report.

Approval of Budgets

- Midwest 2007
  - o Motion to accept the budget by Bill Myers, second by Deb Hwang. Motion passed.
- Southeast 2008
  - o Motion to accept the budget by Bill Myers, second by Liz Adams. Motion passed.
- South Central 2008 will be distributed, discussed, and decided by email

Old Business

- Comptroller discussion and decision will be handled by email
- Travel Reimbursement Policy:
  - Travel Reimbursement Form distributed, containing the rates of reimbursement for various categories.
  - Motion to adopt the Travel Reimbursement Policy as distributed, to take effect when the new form is approved (via email). Made by Liz Adams, second by Larry D'Antonio. Motion passed.
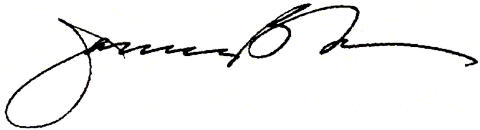
New Business

- Next Annual Meeting
  - Motion to hold the 2008 CCSC Annual Meeting in conjunction with the SIGCSE Symposium in Portland, Oregon. Made by David Naugler, second by Kris

Powers. Motion passed unanimously
- Membership Secretary Election
  - Motion to close nominations by Liz Adams, second by John Meinke. Motion passed.
  - By acclamation, Jim Aman was elected.
- "Special Duties" Committee
  - Standing Rule 1 of Article VI of the bylaws identifies some individuals assigned special duties but does not specifically those duties. The Special Duties Committee will work with these individuals to provide that definition.
  - Motion to create the Special Duties Committee by Bill Myers, second by Liz Adams. Motion passed.
- Listserve via CCSC website: Bob Neufeld has had discussion with Myles McNally about having such a service through the organization's website. Bob asked if any other regions are interested in using this resource. Further discussion will occur by email.
- Publications page on the CCSC website now has a link directly to the ACM Digital Library. Will Mitchell is working this year to make all links live, including tables of contents.
- History of CCSC: Will Mitchell is preparing a presentation and Wikipedia article on this topic.
- Historical listing of titles and authors is being prepared by Will Mitchell. This will be housed on the CCSC website. The list will be searchable so all the papers of an author can be easily located.

Meeting adjourned at 9:55 p.m.

Respectfully submitted,

J. R. Aman, Past President

APPENDIX A:

Report of the Audit of CCSC Fiscal Year 2005-2006   3/7/2007

1. Take each bank statement provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report.
Savings accounts, CD accounts and checking accounts matched. No documentation was found for the Pay Pal account.

2. Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement.

We verified April 2006 Wachovia checking account. All matched except check #5005 (amount matched, but payee did not match).

3 Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement.

We verified March 2006 Bank of America checking account.

4. Pick a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region).

The following Northwest region expenditures were incorrectly reported as board expenses:

- *check#5975 for $123.60 written to George Hauser 5/18/06*
- *check#5988 for $184.60 written to Eastern Washington Univ. CS Dept. 7/15/06*

Other problems include:

- *Check 4/14/06 written to James Aman for $345.44 was recorded as written to University of Memphis*
- *Dates for October expenses show incorrect year (2004)*
- *Check to Valerie Chiu 6/06 recorded as $61.93 actually paid out as $64.93*
- *Checks dated in March are separated by April dated checks.*

5. Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods.

This task cannot be accomplished without registration reports from every region. Only the Southeastern Conference provided a detailed registration report. However, the report for SE conference did not match the total registration recorded on the treasurer's report. The committee recommends that a procedure for conference reporting be established so that there is an adequate audit trail of income and expenses.

6. Verify that all the appropriate amounts have been reported on the tax forms.

No tax forms were provided by the treasurer.

7. Verify that all appropriate forms have been filed when due.

No tax forms were provided by the treasurer.

8. Verify deposits of money paid by the national vendors.

We found supporting documentation for all but $300 of the $6300 national vendor (partners) income.

9. **Verify that the numbers of members reported by the regions as having registered to attend the conference are reported accurately in the membership report, and that deposits of fees associated with these registrations are accounted for in the Treasurer's records**.
We were unable to verify this information because there was no membership report provided by the national membership chair to the audit committee to enable them to reconcile to the individual regional membership records. Most regional reports did not include detailed registration records.

10. Verify correspondence between numbers in the membership report and Treasurer's records of deposits paid by (or on behalf of) new and renewing members who did not attend conferences.
We were unable to verify this information because there was no membership report provided by the national membership chair to the audit committee.

11. For each region, verify that disbursements of funds for conference expenses agree with attendee counts and are within the approved conference budget.
We were unable to verify this information because there was no membership report provided by the national membership chair or membership reports provided by the regions to the audit committee.

12. Verify that disbursement of funds for non-conference expenses are in accord with the approved budget for the fiscal year being audited, and with any relevant guidelines established in the operating procedures as reflected in the bylaws, standing rules, and minutes of the meetings of the CCSC Board.
 Documentation is not available to perform this task.

Final Report on 2005-2006.

 2005-2006 Audit Committee
Suzanne Smith, Chair
Judy Mullins
Carol Spradling

Appendix One

CCSC Spring 2007 Board Meeting

Draft Agenda and Area Reports

Draft Agenda

CCSC Fall 2006 Board Meeting
Wednesday, March 7, 2007 – 6:00-11:00 p.m.
Marriott Board Room III

As usual, Board members are requested to report verbally only on any additions to, or action items contained in, the written reports submitted and distributed prior to the meeting.

Officers' Reports:
    President
    Past President
    President-Elect

Regional Reports:
    Central Plains   Northwest
    Eastern   Rocky Mountain
    Midwest   South Central
    Mid-South   Southeast
    Northeast

Other Reports:
    Nominating Committee   Conference Coordinator
    National Partners Program   Treasurer
    Publications   Audit Committee
    Membership   UP
    Database Committee

Approval of Budgets:
    MW 2007
    Other Regional Budgets
    CCSC

Old Business
    Comptroller
    Travel reimbursement forms

New Business
    Motion on location of next Annual Meeting (to bring to the membership Friday night)
    Membership Secretary Election
    "Special Duties" Committee
    Other

Report of the President

Susan Dean

I'll leave it to Myles to report whether we've set a new record for email voting since last fall! I do appreciate the responsiveness by the Board that allowed us to move along well on that as 2006 came to an end! However, taking at least a week to vote on each of those budgets meant we never got to several items from the fall meeting that had been deferred to email discussion. We really need to get firm about having the budgets ready for approval at the Board meeting approximately 18 months (because the call for papers for the region's next conference should be should be distributed at the current conference, but cannot be if there is not already an approved budget for the next conference) prior to the conference – including getting them distributed to the Board in time to examine them and ask questions via email prior to the face-to-face Board meeting!

Here comes the same word I used in my fall report – ***Communication***! In so many areas, I see this as our biggest issue. Our three key positions – Treasurer, Membership Secretary, and Publications Chair -- are all having trouble getting information to and receiving information from the people working at the regional level. Deposits are being made, and the Treasurer is not always knowing what they are for. Paper submission dates are being set without prior consultation with the Publications Chair. Post-conference reports are not getting to the Membership Secretary. The "double blind peer reviewed" phrase that can mean so much when our authors come up for promotions and tenure is not consistently being used in what the regional people submit to the *Journal*, despite email to the Board from the Publications Chair in October, and a front-page article in the December Newsletter….. recurring theme I see here is communication, and the link that can make that happen is the Regional Representative. Please – take back to the people planning and running the conferences the information and policies that come out of our Board meetings, both face-to-face and electronic… and take responsibility for making sure the people in your region coordinate dates, and provide accounting and other information as needed!

Last but certainly not least -- as this is the last Board meeting before the end of the fiscal year, I want to express thanks to Kris Powers for her years of service as Membership Secretary.

Report of the Past President

Jim Aman

Because CCSC will no longer have the position of Past President after July 31, this is in many ways a historic document. Sadly for such a significant epistle – but entirely in consistent with the change in the bylaws – it will be brief.

The Past President has no specific duties and, therefore, has no report.

However, as CCSC Liaison to the Computer Science Teachers Association, I can place some official notes in the permanent record. Following the Fall '06 Board meeting, CSTA's Board of Directors appointed Dr. Steve Cooper (St. John's University) as Univeristy Liaison. We have had a few email exchanges and will meet in person at SIGCSE '07.

From CCSC's side, quite a few steps have been taken in the past six months. The membership has received a lengthy message from me in a CCSC Newsletter. I also wrote an invited article for the CSTA Newsletter which came out in December. The CCSC membership has been notified of my appointment by the Board and about the level of commitment this Board has made to working with CSTA. All CCSC conferences have been urged to plan special sessions for K-12 teachers and to consider inviting local members of the CSTA Board as guest speakers. Both Midwest's and Northwest's effort in this regard were very successful (cf. Regional representatives' reports). Similar activities are being planned for the 2007 conference. I have heard of other regions also planning K-12 sessions or activities. Important now is to keep the momentum going.

Report of the Vice President

Myles McNally

During this last period the Vice President tallied and recorded 10 Board votes conducted by email. The results are listed below, followed by the three regional conference budgets that were approved during those votes. He also solicited nominations for the position of Membership Secretary. Only one nomination was received, and that candidate's position statement is included in this document following the Nominations Committee report.

A request: When submitting materials for the Boards Reports document (i.e., this and future such documents) please submit Word or RTF files. PDF files must be converted, and usually require extensive formatting. Also, please don't include dumps of web content. These are also quite hard to format and usually go beyond what is need in a Board report. Just include a URL that interested parties can follow.

Results of Board Actions Conducted by Email

August 24, 2006: The Board voted on the following amended motion, submitted and amended by John Fernandez and seconded and amendment agreed to by George Hauser, and

that read

> I move that we accommodate Susan Dean and John Meinke for arrival on Wednesday and staying over Saturday night for the fall and spring board meetings

The motion passed with 11 votes for, 0 votes against, and 4 individuals not voting.

September 1, 2006: The Board voted on the following amended motion, submitted by Jim Aman and seconded by John Fernandez, and that read

> For the fall, 2006, Board meeting, CCSC shall cover the hotel cost for Saturday night to facilitate travel connections for Board members requesting this accommodation in writing or by email to the Treasurer by September 28, 2006

The motion passed with 10 votes for, 0 votes against, and 5 individuals not voting.

November 8, 2006: The Board voted on the following amended motion, submitted by Bill Myers and seconded by David Naugler, and that read

> To accept the 2007 MidSouth Conference Budget

The motion passed with 13 votes for, 0 votes against, and 2 individuals not voting.

November 15, 2006: The Board voted on the following amended motion, by John Meinke and seconded by Jim Aman, and that read

> I move that the minutes of the Fall 2006 Board meeting as circulated by Myles McNally on 2nd November 2006 be approved with the following amendment:

On page 3, item 7, second paragraph ("July 15th is the last reasonable date for Fall conferences.") be stricken.

The motion passed with 12 votes for, 0 votes against, and 3 individuals not voting.

November 22, 2006: The Board voted on the following amended motion, made by John Meinke and seconded by Bob Neufeld, and that read

I move the attached Southeastern 2007 budget as sent out by Bill Myers on 23rd October 2006.

The motion passed with 12 votes for, 0 votes against, and 3 individuals not voting.

December 1, 2006: The Board voted on the following amended motion, made by John Meinke and seconded by Bob Neufeld, both of whom accepted the friendly amendment by

Bill Myers as reflected in circulated updated budget, and that read

To accept the 2007 South Central Conference Budget.

The motion passed with 14 votes for, 0 votes against, and 1 individuals not voting.

December 15, 2006: The Board voted on amending the motion originally made by Bill Myers to approve the 2007 NW budget. The amendment was made by John Meinke and seconded by George Hauser, and read

To approve the (as circulated) amendment to the 2007 NW budget, moved by John Meinke, seconded by George Hauser. This amendment was not accepted by Bill Myers, who moved approval of the original version of the budget.

The amendment passed with 12 votes for, 2 votes against, and 1 individuals not voting.

December 16, 2006: The Board voted on amending the motion originally made by Bill Myers to approve the 2007 NW budget. The amendment was made by Bill Myers and seconded by

Jim Aman, with the amendment (proposed by John Meinke and seconded by

George Hauser) as approved by the Board in the vote reported on 12/15/06, and read

To approve the (as circulated) amended 2007 NW budget.

The amendment passed with 13 votes for, 0 votes against, and 2 individuals not voting.

January 6, 2006: The Board voted on amending the motion originally made by John Meinke and seconded by Jim Aman, and that read

Susan Dean and John Meinke are authorized an extra night on the front end for the Spring 2007 Board meeting in Covington, Kentucky, if needed to accommodate arrival at the Board meeting in time for its scheduled beginning.

The amendment passed with 13 votes for, 0 votes against, and 2 individuals not voting.

February 6, 2006: The Board voted on amending the motion originally made by Kris Powers and seconded by Jim Aman, and that read

Regional representatives shall be responsible for forwarding the conference summary reports to both the Board Membership Secretary and the Board Treasurer within 60 days of regional conference conclusion.

The amendment passed with 8 votes for, 2 votes against, and 5 individuals not voting.

2007 CCSC Mid-South Conference Budget

Approved by the Board on November 8, 2006

	Number	Per Item	
Income			
Registrations-Full-Early	55	130	$7,150
Registrations-Full-Late	10	170	$1,700
Registrations-Student	8	40	$320
Registrations-Student-Late	2	60	$120
Extra Meals			
Banquet		20	$0
Luncheon		12	$0
Vendor's Registration	2	250	$500
National Partnerships			$300
Sponsorships	2	100	$200
Extra/Previous Proceedings	4	10	$40
Other Income Items			
Prog Contest Registrations	15	120	$1,800
UPE Grant			
Microsoft Programming Grant			
Total			$12,130
Expenses			
Extra/Previous Proceedings	20	6	$120
Steering Com. Ex.			$180
Phone/Fax			$0
Postage			$450
Office Supplies			$810
Brochure Printing			$225
Duplication			$250
Speakers Expenses			$170
Consortium Head Tax	65	41	$2,665
Meals			$0
Breaks	120	8	$960
Banquet	120	20	$2,400
Luncheon	75	12	$900
Breakfast	75	8	$600
Student Programs			$650
Student Awards			$270
Consortium Membership			$1,000
Hall Rental/Multimedia			$220
Other Expenses			$150
Total			$12,020
Balance			$110

2007 CCSC South-Eastern Conference Budget
Approved by the Board 11/22/06

	Number	Per Item	
Income			
Registrations-Full-Early	70	$130	$ 9,100
Registrations-Full-Late	10	$145	1,450
Registrations-Student	10	$25	250
Registrations-Board	10	$95	950
Extra Meals			150
Vendor's Registration			200
National Partner Registration			300
Extra Proceedings		$10	-
Previous Proceedings		$10	-
Other Income Items			
UPE Grant			150
Programming Teams	25	$50	1,250
			-
Total			$ 13,800
Expenses			
Extra/Previous Proceedings	15	$6	$ 90
Steering Com. Ex.			250
Phone/Fax			15
Postage			50
Office Supplies			200
Publicity			200
Duplication			100
Speakers Expenses			1,000
Consortium Head Tax	80	$41	3,280
Meals			-
Breaks			400
Banquet	95	$30	2,850
Luncheon	175	$15	2,625
Presenters Luncheon	45	$10	450
Pizza Party			350
Consortium Membership			1,000
Other Expenses			-
Programming Contest			150
Research contest			200
			-
Total			$ 13,210

2007 CCSC South-Central Conference Budget
Approved by the Board 12/1/06

		Number	Per Item	2007 Projected
Income				
	Income			
	Registrations-Full-Early	62	$125.00	7,750.00
	Registrations-Full-Late	5	$135.00	675.00
	Registrations-Student	5	$45.00	225.00
	Extra Meals			0.00
	Vendor's Registration	2	$125.00	250.00
	Extra Proceedings	5	$10.00	50.00
	Previous Proceedings	0	$10.00	0.00
	Other Income Programming Teams			
	Other Income Items			
	UPE Grant			175.00
	National Partners			300.00
	Vendor's Contribution			
	Total			9,425.00
Expenses	**Expenses**			
	Extra/Previous Proceedings	5	$6.00	120.00
	Steering Com. Ex.	1	$200.00	200.00
	Phone/Fax			5.00
	Postage	1	$500.00	500.00
	Office Supplies	1	$90.00	100.00
	Brochure Printing	1	$400.00	400.00
	Duplication			0.00
	Speakers Expenses			
	Consortium Head Tax	67	$41.00	2,747.00
	Meals			0.00
	Breaks			0.00
	Banquet/Entertainment	83	$40.00	3,320.00
	Luncheon	75	$7.50	560.25
	Other meals			0.00
	Transportation			0.00
	Student Programs			0.00
	Student Awards			300.00
	Consortium Membership			1,000.00
	Other Expenses			0.00
	Transportation			
	Total			9,252.25
	BALANCE			172.75

2007 CCSC Northwest Conference Budget
Approved by the Board 1/6/07

CCSC/NW 2007 Budget

Version December 2006		2007 Proposed		2005 Actual	2004 Actual
Income					
Registrations- Full-Early	70	$135	$9,450	$4,320	$12,180
Registrations- Full-Late	10	$160	$1,600		
Registrations- Student	15	$25	$375		
Extra Meals	10	$25	$250		$460
Vendor's Registration	3	$150	$450		
National Partners	3	$100	$300	$300	$200
Extra Proceedings	6	$10	$60		$100
Previous Proceedings	0	$10	$0		
(Registrations, meals, vendors, sale of proceedings)				$8,270	
TOTAL			$12,485	$12,890	$12,940
Expenses					
Extra/Previous Proceedings	15	$6	$90	$54	$90
Steering Com. Ex.	1	$1,100	$1,100	$1,163	$275
Phone/Fax	1	$15	$15		
Postage	1	$600	$600	$328	$591
Office Supplies	1	$350	$350	$265	$126
Brochure Printing	3	$90	$270		
Duplication	1	$50	$50	$43	$356
Speakers Expenses	1	$400	$400	$179	$407
Consortium Head Tax	80	$41	$3,280	$3,403	$3,280
Consortium Membership			$1,000		
Meals				$5,146	$2,504
Breaks	95	$4	$380		
Banquet	90	$20	$1,800		
Luncheon	90	$8	$720		
Other meals (Breakfast)	95	$8	$760		
Social Hour	1	$200	$200		
Student Programs	0	$0	$0		
Student Awards	2	$150	$300		$250
Shuttle van and gas	1	$150	$150		
Conference Services (rooms, etc.)	1	$1,000	$1,000	$1,375	$120
TOTAL			$12,465	$11,956	$7,999
Difference			$20		

Revised December 7, 2006

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Central Plains Region Report

Bob Neufeld

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Central Plains Conference 2007

Our thirteenth annual conference is scheduled for April 13-14 at Drury University in Springfield, MO. Scott Sigman is conference chair.

- Joe Hummel of Lake Forest College is running a pre-conference workshop on *Introducing Visual Studio Team System Into the Curriculum.* SIGCSE is sponsoring part of the costs.
- Thirteen papers were accepted out of nineteen which were submitted for a 68% acceptance rate. Additionally the program has four tutorials, two panels, and a session of "nifty course assignments." A student poster session has been added to the student web site contest and a Saturday afternoon programming contest.
- The complete program and other conference information may be found at http://www.ccsc.org/centralplains/. Keynote speaker is Doug Roller, CEO of Duck Creek Technologies in Bolivar, MO.
- Conference Steering Committee and Regional Board members are also listed at http://www.ccsc.org/centralplains/.

Future Conferences

CCSC:CP 2008 is to be at University of Missouri - Kansas City, on April 4 and 5, with Judy Mullins as chair. Tim DeClue has invited us to Southwest Baptist University in Bolivar, MO. for our 2009 conference, returning to the site where the Central Plains region began in 1995.

Other Issues

Each year seems to bring unique challenges and opportunities. This year we did obtain some corporate sponsorships to support contest prizes. Planning meetings which do not require all to be physically present have had some glitches. It is always gratifying to see new leadership emerge and local participants join in planning a successful conference. We continue to use the modified SIGCSE electronic paper submission system and are pleased with that.

Respectfully submitted,
Bob Neufeld
Central Plains Regional Representative

Eastern Region Report

Elizabeth S. Adams

Eastern Report for Spring 2007 Board Meeting
Prepared by Elizabeth Adams, Regional Representative

The twenty-second annual conference of the CCSC Eastern region was held at the University of Mary Washington in Fredericksburg, VA on October 27th and 28th.

Here are the statistics for the conference:

Total Number of Registrants:		140
	Faculty	90
	Students	45
	Vendors	4
Papers submitted:		73
Papers presented:		30
Panels presented:		1
Tutorials presented:		4
Workshops presented:		5
Vendor sessions: **(National vendors were invited to present at these sessions.)**		5
Student posters presented:		22
College programming teams:		14

Here is the information about the program:

There were two pre-conference workshops beginning at 9am on Friday October 27. The welcome began at 1:00pm, followed by the keynote speech. There were two concurrent sessions, each with four tracks, on Friday afternoon. Student posters were also presented on Friday afternoon. The reception, banquet, and banquet address were held starting at 5:45pm. The programming contest for college students was held on Saturday morning. Three concurrent

sessions, each with four tracks, were held on Saturday morning. These tracks were primarily paper session, but also included one panel session, one workshop, and a special session funded through the SIGCSE Outreach Program. The conference luncheon took place on Saturday from 1:30 to 3:00pm. Awards for posters, the programming contest, and best papers were announced at that time. Two workshops were held on Saturday afternoon. The Steering Committee held a meeting following the luncheon.

Keynote speech: Dr. Shari Lawrence Pfleeger Economics of Cyber Security, RAND Corporation

Banquet Address: Dr. Charles P. Pfleeger The Dumbest Ideas in Computer Security, Pfleeger Consulting Group

The student poster prizes consisted of gift certificates to BestBuy. UPE donated a portion of the money used to purchase the student prizes. The winners of the contest were Elizabeth Davis, Jeff Levy, and Brian Shea.

The programming contest prizes and refreshments were paid for by local industry sponsorship. 14 teams, representing 11 different schools, competed. The first, second, and third place teams were, respectively, Randolph Macon College, SUNY Brockport, and James Madison University. Prizes were BestBuy gift certificates.

Jennifer Polack welcomed participants at the opening session, Karen Anewalt welcomed participants at the reception, and Dr William Frawley, President of the University of Mary Washington, welcomed participants at the luncheon.

Both the approved budget proposal and the post-conference budget are shown below. The conference had a $728.32 dollar profit.

Slides from some of the presentations at CCSC:Eastern 2006 are available at the website. http://ccsce06.umw.edu/

The twenty-third annual conference of the CCSC Eastern region will be held at St. Joseph's College, Patchogue, New York on October 12th and 13th 2007. The CCSC.org website has a link to the conference Call for Participation. The link is http://www.sjcny.edu/ccsce2007. A text version of the Call for Participation went out to all SIGCSE members as well as previous CCSC-E attendees. Paper flyers will be distributed at SIGCSE.

Here is some additional information that went out with the e-mail Call for Participation. Although the submission deadlines may seem far in the future, they will creep up on us.   Here are some highlights and important dates.

What: Consortium for Computing Sciences at Colleges
       23rd Annual Eastern Conference 2007
Where: St. Joseph's College, Patchogue, New York
When: October 12 and 13, 2007
Web: http://www.sjcny.edu/ccsce2007

	Submission Deadline	Acceptance Notification	*Last* Chance	Registration Req'd by
Papers	March 31	May 26		June 22
Reviewer Signup	March 31	May 26		
Panels	March 31	May 26		June 22
Workshops	March 31	May 26		June 22
Tutorials	March 31	May 26		June 22
Nifty Assignments	March 31	May 26	Sept 15	
Lightning Talks	March 31	May 26	Sept 15	
Faculty Posters	March 31	May 26	Sept 15	
Student Posters	Sept 15			
Programming Contest		Sept 15		
K-12 Presentations	Sept 15			
K-12 Workshops	Sept 15			

* Some categories have a "Last Chance Submission". Items will be   accepted until that date but will not be published in the proceedings

Midwest Regional Report

Deborah J. Hwang

Midwest Conference 2006

The final attendance figures for the conference was 84 regular registrations, 99 full student registrations, 22 programming contest-only registrations, and 10 K-12 teacher registrants.

Midwest Conference 2007

The 2007 Midwest Conference Committee met on October 29, 2007, at Franklin College, Franklin, IN. The deadline for paper submissions was set to March 16, 2007. The deadline for panels, tutorials, workshops, and the "nifty" sessions was set to March 30, 2007. The student poster submissions deadline is August 31, 2007. The next conference committee meeting to set the program will be on May 5, 2007, at Miami University-Hamilton, Hamilton, OH.

Steering Committee

The Midwest Region Steering Committee has not met since the last Board meeting. The next steering committee meeting will be on May 5, 2007, at Miami University-Hamilton, Hamilton, OH.

Respectfully submitted,
Deborah J. Hwang, Midwest Representative

Mid-South Region Report

David Naugler

2007 Conference

The Fifth Mid-South Conference will be held on March 30-31, 2007 at the University of Louisiana at Monroe with Paul Wiedemeier as the conference chair. For paper submission and reviewing we used the same facilities as SIGCSE and the Central Plains region, thanks to Henry Walker of Grinnell College. Sixteen papers were selected from twenty-six submissions after a double blind review process where each accepted paper had at least three referees. There were thirty paper reviewers from sixteen institutions representing ten states and one foreign country. Ten papers had one author, five had two, three had three, five had four, and three had five. The conference schedule includes sixteen papers, four tutorials, two panel discussions and one pre-conference workshop. The banquet speaker will be Mike Maslowski, Senior Vice President and CIO of CenturyTel who will speak on *The Future of Information Tehcnology in a Flat World*. The 2007 Conference Committee is listed at the conference's website (www.ccsc-ms.org).

2008 Conference

The Sixth Mid-South Conference will be held at Arkansas Technical University in Russellville. Larry Morell of ATU and Gabriel Ferrer of Hendrix will be conference co-chairs. Larry Morrell is also site chair.

Future Conferences

The site for Seventh (2009) Mid-South conference has not been firmly established.

Respectfully submitted,

David Naugler
Mid-South Regional Representative

Northeast Region Report

Lawrence D'Antonio

2007 Conference

The Twelfth Annual CCSCNE conference is to be held April 20-21, 2007 at the Rochester Institute of Technology. Paul Tymann from R.I.T. is the Conference Chair.

There were 48 papers submitted of which 21 were accepted. This represents an acceptance rate of 44%. In addition the conference features three panels, three tutorials, and three pre-conference workshops. Since student posters are no longer being printed in the proceedings, abstracts for posters aren't due until March 2.

There are two invited speakers, Andy van Dam, Brown University and Mary Jane Irwin, Penn State.

2008 Conference

The Thirteenth Annual CCSCNE conference is to be held April 18-19, 2008 at Wganer College on Staten Island. Adrian Ionescu from Wagner is the Conference Chair.

Submitted, February 28, 2006

Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of New Jersey
Mahwah, NJ 07430
Phone: 201-684-7714
Email: ldant@ramapo.edu

Northwestern Region Report

George Hauser

Future Northwestern Conference Sites

Year	Dates	School	Location
2007	10/12/13	Linfield College	McMinville, OR
2008	10/3-4 or 10-11	Southern Oregon University	Ashland, OR
2009	10/2-3 or 9-10	Pacific Lutheran University	Parkland, WA

Regional Board Meeting

The Linfield College campus was the site of our January Regional Board meeting.

- We accepted Southern Oregon University's bid to host the 2008 conference in Ashland, OR. This is our first conference in southern Oregon and we hope it will infuse some new spirit into the region.
- We agreed to make the Registrar an appointed board position. We have had a lot of difficulty with conference registrars and this will (hopefully) solve that. Appointed positions will be held for one year and there will be a one year overlap with the next person in the position. This makes an appointment a two year commitment.
- We want to invite CSTA members in particular and high school teachers in general to our conference. As they have no funds for such endeavors we wish to discount the registration fee. We may increase the regular registration by $5 to offset this as we understand that it has to be done entirely within the conference budget.
- We are going to finish the conference HOWTO manual started years ago. Once created each year's conference committee will update it. Looked at documents on the national web site and got some useful information but mostly old old stuff or broken links (it should have been fixed by now).

Our next Regional meeting will be held May at Southern Oregon University, Ashland, OR.

Respectfully submitted,
George Hauser
Northwestern Representative

Rocky Mountain Region Report

Ernest Carey

Rocky Mountain Conference 2006

The conference was held October 20 and 21 at Fort Lewis College in Durango, CO. Noel LeJeune of Metropolitan State College of Denver was Conference Chair. Aaron Gordon of Fort Lewis College, CO was the site chair.

- Presentations included 15 papers, 1 panel, 4 tutorials, and 1 student presentation.
- Two vendors were present.
- In the conference evaluations, all aspects of the conference including presentations, keynote, food service, and motel accommodations were all rated highly. The online course presentations were mentioned more than any others as being the most valuable part of the conference. The Keynote address by Robert Sebesta was also mentioned on several surveys. Several evaluations mentioned the need for more vendors.

Future Conferences

2006   The next conference for the Rocky Mountain Region will be back at Utah Valley State College on October 19-20, 2007. The site chair for that conference will be Pat Ormond of UVSC and the conference chair will be Aaron Gordon of Fort Lewis College.

Other Issues

1. We had three speakers that did not show up. If we had large numbers of speakers this would not be much of an issue but for small conferences, it is not good. I know that the board has discussed no-shows but we seem to be experiencing them more often and it is beginning to look like acceptance and publication are the only motivating factors for some faculty members. Withholding the publication is not an option with our current practice of handing out the journals at the time of the conference.

Respectfully submitted by

Ernest Carey
Rocky Mountain Representative

South Central Region Report

John D. Fernandez

Final 2006 South Central Conference Report

After Bill Myers' hard work of tracking down all deposits for South Central, we find the 2006 Conference to have made a profit of $1805. We had 70 full registrations and 15 students.

2007 South Central Conference

Midwestern State University at Wichita Falls, Texas is hosting the April 27-28 conference. Twenty nine papers were submitted and 17 were accepted for publication. In addition, the conference will include 7 tutorials and 2 student papers.

Future Conferences

The SCC Steering Committee has planned the following future conference sites:
2008 Texas A&M University – Corpus Christi – Corpus Christi, TX
(This conference is tentatively planned for 18-19 April 2008.)
2009 Southeastern Louisiana University – Hammond, LA
2010 Rogers State University – Claremore, OK
2011 St. Edward's University – Austin, TX

Other

An item of concern for the Steering Committee is that there are no stated boundaries for regions and it is very possible for two regions to have conferences that are geographical close which will reduce attendance for both conferences. In addition, the issue of all authors having to sign the copyright release was discussed. Other conferences, e.g. ASEE, only require the lead author to sign the copyright release. If we could change this procedure, it might make the delivery of papers to John Meinke a little more timely.

Respectfully submitted,

John Fernandez

Southeast Region Report

Kevin Treu

Fall 2006 CCSC:Southeastern Conference

The 20^h CCSC Southeastern Conference was hosted by Lipscomb University in Nashville, TN on Nov 10-11, 2006. There were 114 registrants (16 of whom were students, and 23 of whom were first time attendees). The program included 27 papers, 2 tutorials, and our student paper competition. 20 people attended the pre-conference workshop. Student participation was very high, with 26 teams (exactly 100 students) representing 17 schools in the programming contest. 10 students authored papers in the student paper contest. Winners in the programming contest were Mercer University (1st) and Bob Jones University (2nd and 3rd). A student from Roanoke College was the winner in the student paper contest.

Fall 2007 CCSC:Southeastern Conference

Coastal Carolina University in Conway, SC (near Myrtle Beach, SC) will host the 2007 conference on Nov 9-10 for the very first time. John Stamey is the site chair. The rest of the Conference Committee has not yet been determined. The conference web site is:

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http://cs.furman.edu/ccscse/conference.php?year=21st
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The call for participation is available at the site. March 23 is the deadline for paper submissions. (September 14 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2008 CCSC:Southeastern Conference

Augusta State University in Augusta, GA will host the 2008 conference in November. The site chair will be Dee Medley.

Other Regional Issues/Activities

Task Force Initiatives – The regional board is working on some initiatives that are expected to improve the conference and the operations of the region. Specifically:
- Review and assessment of electronic communication/publicity methods
- Consideration of a move to electronic submission and refereeing
- Consideration of alternative forms of presentation and participation at the conference

Reports on these initiatives are expected at the regional board meeting on March 9, with specific recommendations to be discussed and adopted.

CCSC:SE Conference Hosting Manual – A hard-copy version of a Conference Hosting Manual

has been created and was employed successfully for the first time in 2005. It is undergoing revisions for 2007, and an online version is under development. This, together with the existing CCSC:SE Conference Host Proposal form, provides detailed assistance to host sites.

Respectfully submitted,
Kevin Treu
Southeastern Regional Representative

Nominating Committee Report

Jim Aman (Chair), Rob Bryant, Tom Wulf

For the first time in CCSC history, there will be no election in the presidential cycle. Other positions usually elected by the membership are, under the revised bylaws, elected by the Board. However, four Regional Representative positions are open for election.

The Nominating Committee places the following names in nomination for the positions indicated below:

Midsouth:	David Naugler
Northeast:	Lawrence D'Antonio
Rocky Mountain:	Ernest Carey
Southeast:	Kevin Treu (filling remaining two years of current term)

The Southeast Regional Representative elected in 2006 could not serve; Kevin Treu was appointed to fill the position until the next election. Therefore, this term will expire in 2009. The other three positions are full three-year terms.

Nominations will be accepted from the floor of the General Meeting on March 9, 2007, at Covington, Kentucky.

Respectfully submitted,

Jim Aman, Chair (for the Committee)

Position Statement for Membership Secretary

Jim Aman, Saint Xavier University

Although the assigned duties of the Membership Secretary do not seem very extensive, they are, in fact, quite complex. They are also absolutely essential to the business of the Consortium. Effectively handling this position requires knowledge about Consortium structure and operation, a good relationship with the Board and particularly with the Database Administrator and the Treasurer, and the patience and foresight to adapt procedures as the Consortium grows in the coming years.

I have served in CCSC at the regionally as Papers Chair, Conference Chair, and Midwest Regional Representative and nationally as a Board member, Vice President, President, and Past President. I have a good grasp of the contemporary issues and problems of the Consortium, understand the responsibilities of the Membership Secretary, and have established working relationships with the entire leadership. These factors should ease the transition in personnel for the Consortium. I would like to continue my involvement at the national level by assuming the important responsibilities of the Membership Secretary.

National Partner Chair Report

Ernie Ferguson

The National Partner Program now has three partners:
Addison-Wesley Computing, Microsoft, and Thomson Course Technology and perhaps O'Reilly. I will be talking with them special at SIGCSE. National Computations Science Institute dropped out as it has served the needs of their grant for dissemination of information. IBM dropped as they said they are putting their education dollars elsewhere. I think Derek Chase has left O'Reilly as he hasn't responded to my attempts to contact me.

Microsoft's Van Eden passed the CCSC partner program over to Kent Foster. My emails to Van Eden were being forwarded to Foster with no response. It took four months for me to track down the problem. After meeting with five representatives from Microsoft via a conference call Microsoft has renewed their partnership and Kent Foster and I have a good working relationship.

Microsoft wants to be more actively engaged with our organization. They are not interested in having booths in a vendor area with their representatives standing around. They feel our conferences are too small to warrant participating as a vendor. (I have heard this from other vendors.)

Some ways they would like to participate:
- a. Providing keynote speakers on topics such as security or societal issues of computing. They promised such talks would not pitch their products.
- b. Conducting free pre-conference or post-conference workshops.
- c. Giving talks during the conference.
- d. Conducting student contests in conjunction with the conference similar to their ImagineCup contest. (http://imaginecup.com/)

I did promise them as a National Partner they could send flyers promoting their student Imagine Cup Contest for inclusion in faculty and student registration packets.

I have not been able to determine how many of our National Partners are sending displays to our conferences without sending representatives.

I have not been able to determine if *The Journal* is now going to our National Partners. The National Partners need some tangible evidence of what bang they got for their bucks! They need more visibility and/or evidence of their visibility. This might include:
- a. Section on our web site dedicated to National Partners. It should have its own tab with Logo and links to partner's site. It should have a link to our brochure describing how to become a National Partner.
- b. Regional conference programs sent to all National Partners.
- c. Copies of *The Journal* sent to National Partners.

I think we are getting better treatment of our National Partners who attend our conferences. I have not received any complaints other than the one from IBM which related to a problem that happened before we had a National Partner chair.

I printed a brochure describing the CCSC National Partner Program. I will be distributing them to all SIGCSE vendors when I meet with each one.

I welcome suggestions on how to enhance our National Partner Program.

Publications Chair Report

John Meinke

Spring 2007 Conferences

All Spring conference proceedings have gone to the printer. A summary of the statistics for each conference follows:

Conference	Number Papers	Average Size	Panels/tutorials/...	Average Size	Student submissions	Average Size	Face Count
South Central	17	8	7	1	2	2	154
Central Plains	13	8	9	2	n/a	n/a	122
Mid South	16	6	11	2	n/a	n/a	125
Northeastern	20	10	9	2	n/a	n/a	199

Note that the Central Plains panels/tutorials figure includes three nifty assignments sessions. The Mid South figure includes three poster sessions.

Once again, my thanks to the editorial team: Susan Dean and George Benjamin. Susan did not spend as much time this time editing individual papers, but was there to help with the proofing, something that is essential – a new pair of eyes is needed for that process. My thanks also to Laura Baker and Ken Hartness from South Central, Dean Sanders from Central Plains, Charlotte Owens from Mid-South, and Mike Gousie from Northeastern. Responsiveness was superb. I do most of my work on this project in the evenings and on weekends. To get excellent response on weekends speaks for the working together with these folks.

I must reiterate the need for individual conferences to negotiate the due dates for manuscripts with the Publications Chair. We're now looking at another Spring Conference on the West Coast. Will's solution is that the conference papers be placed on a CD locally along with the CCSC copyright notice so that I am not under pressure to get the hard copy put together. I have real problems with that. The final publication in hard-copy form has specific pagination, which is reflected in the ACM Digital Archives. It's clear on the ACM Digital Archives that this is an electronic representation of the hard-copy. I really have major problems with having multiple versions of our publications out there, as well as questions regarding copyright – there should be one official copy that matches in both hard copy and electronic format.

The problem is the conferences getting their deadline dates together – we need a

conference coordinator who coordinates existing conferences. For years now South Central, the third of the current Spring conferences has coordinated well with me and managed to get their program together and their authors notified, and have the submission of final manuscripts sites available before the Christmas holiday. I am able to use the Christmas holiday time to stay caught up! Mid-South this year set a 31st January deadline for final manuscripts – roughly eight weeks before the actual conference. By the time we get the submitted manuscripts in form and also try to deal with the last stragglers – I cannot guarantee this year that Mid-South will have a set of proceedings in place for the conference. How about Spring conferences review their time deadlines and try to get their conference programs together prior to the Christmas holidays so that work can commence over the holidays? South Central's dates this year were 4th December notification of paper acceptance with final copy due on 15th January. It works! Please, particularly the early Spring conferences – consider this time-line. It will be more critical next year with another potential early Spring conference, and Mid-South must reconsider their deadlines to insure proceedings availability at the conference!

Copyright releases

There is ongoing confusion regarding copyright release forms. We have an option on the copyright form for non-copyrightable papers such as those coming from the military academies. Papers submitted by authors from the military academies must remain in the public domain. That is the purpose of the second option on the standard copyright form which is available at faculty.ed.umuc.edu/~meinkej/ccsc/release.pdf.

We have a separate copyright form for tutorial and panel presentations whereby the copyright is held by the author(s). The restriction is that it can be used if the manuscript is at most two pages. This cropped up this Fall regarding representation of a workshop/tutuorial. It is the responsibility of the regional representatives to insure that their regions utilize the correct forms. If the authors submit a copyright form releasing everything to the Consortium they cannot re-present the workshop or tutorial at another conference! That defeats the whole purpose of the Consortium, the dissemination of information! Please go to faculty.ed.umuc.edu/~meinkej/ccsc to find the appropriate forms and download them. The form is termed the CopyrightSelfHoldRelease. It is very important that this form be used when appropriate. (Note that this is based on ACM's restrictions, and it is an ACM restriction that the description be no more than two pages.)

Manuscript submissions

I would ask one more time to please note the following materials available for downloading from http://faculty.ed.umuc.edu/~meinkej/ccsc:

    release.pdf – standard copyright release
    CopyrightSelfHold.pdf – copyright release for panels and tutorials 2 pages or less
    Manuscript_Formatting.pdf – formatting guidelines
    Manuscript_Guidelines.pdf – summary of what should be submitted with the manuscript
    Paper_Chair_Guidelines.pdf – summary of how the individual conference Paper Chairs
        interact with the CCSC Publications Chair to accomplish the final manuscript

copy

Please commend these various documents to the regional conference Paper Chairs.

We continue to have problems with authors submitting only pdf versions of their papers. These are always the papers that are full of special characters, superscripts, subscripts, etc. We find that this is simply unacceptable. The amount of time that we spend trying to reformat is unbelievable. We would like a pdf copy so that we have a reference copy to see exactly what the author expected the final paper to look like. However, we do need submission of the paper in Word or WordPerfect. While updated software that may allow the handling of LaTeX and other electronic versions has arrived, that will only be determined when we try it, so at this point that cannot be guaranteed, and I would ask that we err on the point of conservatism. We really don't want to be down to the wire with one last paper that came in late and simply won't reformat, and then we're going back to the author. Please, make it clear that we cannot at this point deal with pdf only! However, having the pdf copy [in addition to the Word or WordPerfect version] lets us see what the author expected the final copy to look like. There have also been many cases where the author did not submit separate figures and we had to scan the figures from the pdf version. Sometimes the figures simply will not extract from the Word or WordPerfect copy.

ISSN

We continue the process of applying for an ISSN, International Standard Serial Number.The forms and supporting materials have at this point all been submitted and we await a response.

Journal on CD Publication

We continue looking at the pros and cons of publishing the *Journal* on a CD. We have a mockup of the April and May issues of the *Journal* (Central Plains and South Central as well as Mid South) ready for the Board to evaluate. .I will plan on the CD being available at the Board meeting. I will comment that there is a significant amount of extra time preparing the CD. I would estimate that about 50 man-hours went into the preparation of this particular issue. I don't see a good way to cut the time back due to the bulk of the time being spent inserting html links to the various pdf and html files involved. Thus, including Northeastern would probably involve an additional approximately 25 hours of clerical work. I do not have student assistants, and my support staff is currently in the mode of "doing more with less". I cannot look to my support staff for assistance.

I am right now seriously questioning why we want the *Journal* on a CD. We already offer the electronic copy on the ACM Digital Archives. Why do we want to expend the extra resources to produce electronic copy that is already available to not only the Consortium membership, but also the rest of the professional community?

Software

We have upgraded the software that we are using with the purchase of Adobe Acrobat Professional 8 and Corel WordPerfect Office X3 Student and Teacher Edition. While it did not arrive in time for preparation of the Spring conference proceedings we are confident that it will

be a giant step forward for the next set of publications.

Calendar Guideline

Apparently CCSC has a conference "Operations Manual" that our conference coordinator shared with the California group. This manual was prepared in 1993 and updated in 2003. Page 10 of the manual provides a "Sample Timeline". I was dismayed to see that the sample timeline allows only 6 weeks from final due date of papers to the conference. (The timeline had a 4th March final paper deadline with a 15th-16th April conference.) This is not realistic. Conferences need to plan on ten weeks of lead time, and negotiate any reduction in time with the editor. For Spring conferences this may require finalizing the program prior to the Christmas holidays. For example, South Central has their conference this year 27th-28th April, their committee met on 1st December to finalize the program, and the deadline for final manuscripts was 15th January. Our offices shut down for the week between Christmas and New Year's which gives me time to stay caught up. It was truly a pleasure to be significantly along and all caught up when we went into our university registration in January. I would ask that other Spring conferences look carefully at South Central's model. (I have major doubts that Mid-South's proceedings will be there in time this year considering that only eight weeks were allowed from final manuscript submission to the conference. All stops were pulled out and as manuscripts arrived they were processed immediately. The final submission came in on 2nd February for a 30th-31st March conference.)

I believe that a lot of the overhead time is forgotten. It takes days to proof, correct, reproof and correct. (I will comment that no matter how many times you proof a document the size of our proceedings you will miss some items.) Once the manuscript is submitted to the printer, the blue line is set up and mailed. Thank goodness George Benjamin is in an overnight postal delivery from the printer so the transmission takes only one day, but then there is another set of proofing. Any errors that are found at that point must be corrected on this side of the Atlantic and sent back, and that's where we end up losing a work day due to six time zones difference. Then, we are under the schedule of the printer as to when the final document can be printed. Shipping of the printed proceedings then involves another week.

Six weeks is not acceptable. Neither is eight weeks when one considers combined issues. The eight weeks will then be governed by the earlier of the two conferences. In addition we frequently have to make a last minute decision regarding which conferences to combine due to page counts.

One thing that we have prided ourselves in over the many years is that the Proceedings are always in a consistent format. That has remained so throughout how many years. I would like to see that continue over the time that I remain publications chair.

Respectfully submitted,
John Meinke, Publications Chair

Kris Powers

1)   Numbers

The conference attendance numbers, as maintained in the membership database, held stable relative to the prior fiscal year.

Region	06-07 Conference Attendance	05-06 Conference attendance	05-06 Members (Business Mtg 3/3/06)		04-05 Conference attendance	04-05 Members (Business Mtg 2/23/05)	
CP	*NA*	60	61		56	63	
ES	90	90	78		82	75	
MW	82	59	64		71*	86	
MS	*NA*	72	50		68	7	
NE	*NA*	121	113		120	124	
NW	80	83	86		80	80	
RM	33	61	43		48	41	
SC	*NA*	62	46		44	66	
SE	77	92	100		77	107	
TOTAL		**639**	**641**		**646**	**649**	

At the fall '06 meeting is was determined that numbers will be reported in terms of conference attendance, as well as total numbers of members in each region at the time of the Annual Business Meeting. The chart above reflects those numbers for the fall '06 conferences.

2)   Database Issues

The situation as described in the fall remains stable: some of the membership related issues from fall '05 persist, most notably the lack of functionality for the membership secretary to generate renewal notices as per bylaws, email lists and report generation/data. Other needs like system redundancy and online conference registration have taken precedence, due to their more significant impact on the Consortium's membership.

Respectfully submitted,
    Kris Powers
    CCSC National Membership Secretary

Consortium for Computing Sciences in Colleges
Membership Registration Form

Desired Membership Type	Description	Annual Dues
♦ Regular	Open to those involved with computing at the collegiate level; includes a subscription to the Journal and voting privileges.	
♦ Affiliate	Open to anyone; includes all the benefits of regular membership except voting privileges and eligibility to hold office in the Consortium.	$35

Name: _____

Position: _____

Phone: _____

Email: _____

For regular membership, please also provide:

Department: _____

Institution: _____

Street Address:

_____

_____

_____

City, State, Zip :

_____

♦ Please check if the address above is your *home* address (as opposed to your institution's address).

Voting Region   ~   *Select exactly one*

♦	Central Plains	♦	Northeast
♦	Eastern	♦	Northwest
♦	Midwest	♦	Rocky Mountain
♦	Midsouth	♦	South Central
		♦	Southeast

♦ Please check if you do *not* want to be included on general mailing lists, which may be provided to CCSC vendor partners and other groups.

♦ Please check if you do *not* want to be included on mailing lists for official CCSC announcements.

Please make checks out to CCSC (the Consortium for Computing Sciences in Colleges).
The Consortium will assess a charge of $25 for each check returned to it by the issuing bank.

Please mail this form and remittance to:

Dr. Kris D. Powers, CCSC National Membership Secretary
Dept. of Computer Science
Tufts University
161 College Avenue
Medford, MA 01255

CCSC Election Procedures

When (i.e., time after Annual Business Meeting to completion)	What	Who
at meeting	Nominations	Vice President
1 day	Complete listing of nominees and their institutions transmitted to Membership Secretary (to facilitate preparation of ballots)	Vice President
2 weeks	Position statements collected from nominees	Vice President
2 weeks	Draft of ballots transmitted to Vice President	Membership Secretary
3 weeks	Election document (including nominee position statements) and ballot corrections transmitted to Membership Secretary	Vice President
3 weeks	Election mailing labels, grouped by ballot and zip code sorted, transmitted to Membership Secretary.	Database administrator
5 weeks	Election ballots mailed to membership	Membership Secretary
9 weeks	Deadline for ballot return; ballots returned to Vice President (4 weeks mandated by Bylaws for return of ballots)	membership
10 weeks	Election results made public	Vice President

* Different ballots will be prepared for each region voting on their representative; all other regions will receive the same general ballot. The different ballots will be color coded for easy sorting.

* Ballots will in no way identify the individual voting member.

* Ballot will be distributed with 2 envelops: a smaller, anonymous envelop and a member return envelop. The anonymous envelop will contain the actual ballot, and will be used to retain the confidentiality of a members vote. The anonymous envelop will be mailed back to the Vice President in the member return envelop which must be submitted with the voting members name and signature for verification. Once the Vice President has verified the member and duly noted their participation, the member return envelop will be discarded and no association with the inner, anonymous envelop containing the ballot will be maintained.

* The return envelop will not include postage.

* After checking the validity of the name and signature, the Vice President will remove the (anonymous) ballot from the envelop and no further association between the ballot and envelop will be maintained or noted.

* Ballot may be distributed using envelops bearing the logo of a particular institution, but the notice: **CCSC Election Materials Enclosed** must be clearly stamped on the outside.

Conference Coordinator Report

Will Mitchell

Attached are the minutes of the organizing committee for the new Southwest region. It is expected that Dr. Steve Stepanek will drop in to say hello to the board. The meeting was hosted by CalState-Northridge, and the department paid all the expenses. The new Dean of the Engineering College attended morning session and expressed great enthusiasm for the project. He has recently arrived from Sacramento, and encouraged me to start a region there.

The highlights of the report are that the new conference will be hosted by CS-N the first week of April, 2008, with a student poster competition, a programming contest, AND a program for high school teachers. The committee was also enthusiastic about CD distribution of the proceedings, intending to give CDs to attendees and not purchase proceedings from the Consortium (they anticipate that because membership begins with payment of conference registration, participants will be receiving a journal in May).

I have also attached a description of each organization committee member as taken from their web pages so that the board can appreciate the variety of talented individuals who will be contributing to CCSC (Myles McNally: these are suppressed in this report collection, see Will's complete report in a separate document). Two on the committee have participated in previous CCSC conferences.

--Will Mitchell

CCSC Southern California Steering Committee
January 27, 2007
CSUN

Notes from Will's Background Information:
- CCSC (Consortium of Computing Sciences in Colleges) still publishes the journal itself however it is part of the ACM digital library. The journal is oriented toward CS pedagogy and is refereed.

- General Conference Information:
    - Commuter conference (only one night of hotel stay)
    - Approximately 200 mile radius
    - Community for UG faculty in small schools (involvement of state schools is relatively new)
    - Place for faculty to share experiences
    - Paper presenters are often willing to go out of their region

- Biggest Problem
    - Publishing journal

- o Editor uses Word Perfect template
- o Printed/bound journals are given out at the conference.
- o Discussing moving to CD publication
- o In order to link into the current publication cycle the conference needs to be in March or early April of 2008

- Regions
  - o Relatively autonomous
  - o Funding, doc, support provided by CCSC
  - o Incorporated volunteer organization
  - o Websites can be hosted on the CCSC server or the regions can make their own arrangements and just link to the CCSC home page.

Conference Details:
- Begin Friday at 2:30 with plenary
- 2 sessions Friday, 3 sessions Saturday
- 3 tracks: papers, tutorials, panels
- Approximately 15 papers (3 per session)
- Student sessions (posters, speaking, programming contest)
- K-12 outreach – topics for HS teachers on Saturday
- SIGCSE – program to send workshop/tutorials from previous meeting to this event.
- Fee:
  - o $35 pp for one year's CCSC dues
  - o $1200 "dues" to national
  - o Rest of budget costs @ our discretion.
- Financial Goal: to break even
- Ideal set-up:
  - o Event on Campus
  - o Nearby hotel for lodging (banquet in hotel)
- Vendors
  - o Time/space for vendors (they want to demo)
  - o Get vendors to sponsor breaks.
- Nice call for papers and schedule at www.ccsc.org/centralplains

2008 Conference Specifics:
Suggested Date: April 4-5, 2008
Suggested Host: CSUN (Steve needs to check calendar details)
- Proceedings to be electronic with paper copies to follow later (thus there is not a push on printing and binding)
- We do need to keep our deadline schedule coordinated with the other region who will be sharing the proceedings volume with us.
- Suggested timeline
  - o Paper Submission -   Dec 1, 2007
  - o Author notified, reviews done -   Feb 1, 2008
  - o Papers back from authors -   Feb 15, 2008 (maybe 2/22)

Conference Committee

Conference Chair (coordinating role)	Maria Zack and Lori Carter
Site Chair (site arrangements)	Steve Stepanek
Paper Chair (call for papers, facilitates review)	Myungsook Klassen
Author Chair (collects final papers from authors and works with CCSC editor on publication)	Lori Carter
Publicity/ Website	Paul McQuesten
Registrar	June Porto
Speakers	Mike Barnes
Student Posters	Kim Kihlstrom
Vendors	Chang-Shyh Peng (Myungsook Klassen to verify)
Tutorial/Panel	Ali Farahani
Programming Contest	John Noga
K-12 Outreach	CSUN

Regional Officers:
- Chair – Mike Barnes
- Treasurer/Membership Officer – June Porto
- Secretary
- Editor – Lori Carter (Mike Barnes will help)
- Regional Rep – Kim Kihlstrom will attend March Meeting at SIGCSE   (paid expenses by national)

Useful Information:
- CCSC is an Indiana Corporation
- There are nice models for the by-laws on the web (Will sent information)
- Steve will follow up with verifying the details of hosting the conference at CSUN and then we will be begin the next round of planning.

Maria Zack
1/31/07