CCSC CP Steering Committee Meeting Minutes
Saturday, August 4, 2012
Avila University
Kansas City, MO

Meeting led by Ron McCleary
Minutes by Scott Bell

- Meeting was called to order by Carol Spradling

- Rick moved minutes from March meeting be approved as submitted, David seconded, motion passed.

- Ron handed out copies of the CFP postcard which was distributed at SIGCSE

- Scott S mentioned that the Call For Papers needs to include "In cooperation with SIGCSE." It should be included on anything we publish. Sample is on the SIGCSE website. We also need to include UPE on programs.

- Board report by Carol and Scott S:
  ○ Use of conftool is ongoing development. Officers that are going to use it this year will meet after today's meeting.
  ○ Carol will submit 2014 budget to board prior to March board meeting. Ed should get preliminary budget email and can adjust for local costs. They will work with Judy to get submitted.
  ○ On any major publications we need to list SIGCSE and UPE
  ○ Need a new tab on website for "next year's conference" so there are links up ahead of time. Michael will take care of this
  ○ Need links on website for national vendors
  ○ ACM has a "distinguished speakers program" and will pick up part of funding for speakers from this list.
  ○ Need to include money in budget for speakers
  ○ If we are going to ask Henry Walker to set up review process for papers, the paper chair needs to contact him ASAP and see if we can get the server set up. Scott Bell/Bob Neufeld will contact Henry.
  ○ Need to start working on documentation of regional positions/ duties/ responsibilities including a timeline of tasks. There is some preliminary material on national website for that, but not much has been consolidated for our local regional activities.
  ○ There is documentation for papers chair, treasurer and registrar though may need updating.

Committee Responsibilities

Responsibility	Name	Comment
conference chair	Ron McCleary	
conference co-chair	Ed Mirielli	
grad schools	Carol Browning	Need to confirm
Lightning talks	David Heise	
Site support	Ron McCleary,	Need to use ConfTool; part of Brian's job as registrar; really need person to coordinate local facilities; support includes network, computers, software, rooms, judging location, etc.

Responsibility	Name	Comment
k12	Tim DeClue; Scott Bell	(Suggestion: do in summer); need to get the word directly to the teachers; need to get continuing ed credit; needs to be free; talk to HS Math club, HS Sci teacher, Business Ed,; check for listservs; go to DESE; Tim and Scott will coordinate the communication. Email pdf similar to CFP. Ron can get this 'cleaned up' for distribution. Develop more contacts leads: Cerner, Michael/Carol, Rick, Ron, Tim, Pat, Scott B, DESE. we perhaps need to have directed invitations to submit work focused on K-12 issues: 10K, AP, dual credit issues. CSTA, Project Lead the Way (ask Tim), Curriculum allignment initiative. Guaging student prep for post secondary
local vendors <delete>	Ron McCleary	May not have had any; try to secure door prizes
nifty assignments	Mahmoud Yousef	
panel, tutorials, workshops	Baoqiang Yan, Ed Mirielli	
papers	Scott Bell	Bob and Ed will help Work with Henry Walker (contact ASAP)
posters	Rick Barker	Went very well last year. We would like to repeat by having a room available during one of the sessions where judges can talk to contestants without others present.
programming contest	Jim Cain (Scott S will check)	Brian Hare, who chaired this in the past, can help but can't chair; check on VM or bootable CD/flashdrive; George still has VM for server; Pat Kopp will help with local setup; suggestion: contact coaches who bring several teams to help w/ problems. When asking for problems, include examples or links to old questions on website. Chuck Pheat would be a good member of committee.
publicity	Michael Rogers	
regional board rep	Carol Spradling	Up for election 2013
regional editor	Baochuan Lu	Up for election 2015
regional registration	Brian Hare	Up for election 2014
regional treasurer	Judy Mullins	Up for election 2015
regional vendors	Michael Rogers	
secretary	Scott Bell	Up for election 2013
two-year schools involvement	David Pope	
webmaster	Michael Rogers	Up for election 2013

Timeline
- 9/4
  CFP distribution target with arrival by 9/10 (mail on 4th) get mailing list from Mohmoud and Bob Neufeld. Cross post onto SIGCSE and other listserves. Michael will coordinate delivery to listserves. See below concerning 2 year schools
- 9/4
  Scott B and Tim DeClue will develop 'save the date' PDF to deliver to K12 teachers. Make sure we rewrite to indicate that we want papers for K-12 topics.
- 9/14
  Target date to email 'save the date' PDF to K12 teachers
- 11/28 Proposal submissions deadline for papers
- 11/28 Submission of abstracts for panels, nifty assignments, etc.
- 12/7 Extended proposal submission deadline
- 12/21 Peer reviews deadline
- 1/5 January planning meeting
- 1/8 Acceptance Notification
- 1/8 Early Registration Opens
- 1/22 Final paper submission
- 1/29 Email Conference Program (Michael, Scott and Tim will pull together contacts) Include another request for lightning talk submissions
- 3/1 Lightening talk submissions deadline
- 3/8 Early registration email reminder
- 3/15 End of Early Registration
- 3/15 Programming contest team registration deadline. TEAMS must register with Programming chair. Each student must register individually via ConfTool ($20) and the team must contact programming contest chair to register team by this date.
- 3/15 Poster contest reservation deadline
- 4/12 – 4/13 Conference

Misc
- There are issues mapping the categories from national budget to categories within conftools. We need to make sure that we establish categories that allow students to only register for programming contest and poster competition while either attending or not attending conference sessions.

- Budget review:
  - poster contest students register at $45/student

  - programming contest students register at $20/student with a maximum of 3 students/team

  - Programming Contest Awards
    - 1st 300
    - 2nd 210
    - 3rd 150
    - 4th 90

  - Poster Contest
    - 1st 150
    - 2nd 100
    - 3rd 75

- Programming contest: We need to find a chair (Scott S will contact Jim Cain). Pat can help with local issues and installation of software
- Posters need a separate room during a track session for judging.
- Sponsorships for contests
  - UPE, Cerner, Garmin, DST, Google (Michael will contact about possible speaker)
- Web Page needs:
  - tab containing information about the next year's conference.
  - Photos from confrences/meetings
  - Deadlines updated
  - 2011 archive if possible
  - reviewer registration link (once set up by Henry) CC Ed
  - submission/peer review links (same as above)
- Submissions/Peer Reviewers. Contact Henry Walker!!!!! Sooner the better Send out notice for volunteers for peer reviewing once site is ready
- CFP
  - distribution: email list, snail mailing list.
  - Ron will email to committee with RFC.
  - Scott Sigman mentioned that we serve 4 year schools well with our papers and how we present (very publishing oriented). 2 year schools have different needs. JUCO connections have dropped quite a bit. He proposes we expand CFP to invite participation from them. Include tracks that are attractive to these schools. Ron will add content to CFP and David Pope will work with him.
- Conf Speakers
  - Can get up to $1000 from ACM distinguished speaker
  - SIGCSE also has workshops available
  - Preconference Workshop
    - IOS vs Android
    - Parallel Programming
    - Google Fiber is a potential speaker/source
  - Keynote/Banquet Speaker
    - Ed will help coordinate, Linda Webster, Michael and Carol will work with him
    - They will report by October 15th

- T-Shirts were suggested. Possibly set them up on web site where they can be ordered without us having to pay the expense of pre-ordering.

- Conference Guide...SE conference has one that they have developed.
  - Scott Sigman will coordinate development of a guide for conference chairman to use which contains a timeline and responsibilities for each position. He will recruit past conf chairs to help put this together This group will include: Tim DeClue, Ed, Judy. Carol will coordinate. they will report back in January.

- Potential locations for conferences for 2015 and 2016. Note: these are VERY tentative!
  - 2015 - Missouri Western
  - 2016 - Washburn
  - Alternate: College of the Ozarks

- Facility tour

- Attendance:

  - Rich Barker, Washburn University
  - Scott Bell, Kansas State University
  - Bob Neufeld, McPherson College
  - George Gibeau, Ozark Technical College
  - Brian Hare, University of Missouri-Kansas City
  - David Heise, Lincoln University
  - Patrick Kopp, Avila University
  - Ron McCleary, Avila University
  - Ed Mirielli, Westminster College
  - Judy Mullins, University of Missouri-Kansas City
  - David Pope, Ozark Technical College
  - Michael Rogers, Northwest Missouri State University
  - Scott Sigman, Drury University
  - Carol Spradling, Northwest Missouri State University
  - Linda Webster, Westminster College
  - Baoqiang Yan, Missouri Western State University