Minutes of CCSCNE 2019 Conference Committee and Board Committee – September 15, 2018

In attendance: Alice Fischer, Stoney Jackson, Mark Bailey, Ed Harcourt (virtual), Sandeep Mitra, Mark Hoffman, Jim Teresco, Ali Erkan, Karl Wurst, Chris Martinez, Larry D'Antonio, Liberty Page, Darren Lim, Mike Gousie, Bonnie MacKellar, Mark Morton, Stefan Christov, Ben Fine, Susan Imberman.
Joan E. De Bello, Yana Kortsarts (joined us virtually)

Larry called the meeting to called to order at 10:08 a.m.

Conference dates were confirmed to be April 12-13, 2019

Courtyard by Marriott in Orange is the conference hotel. One must call the hotel directly and not the national number. Conference rate is $120 per night. Still need to negotiate the comp rooms and cutoff date for reservations.

Program: The structure of the program needs to be changed. Because of lack of auditorium availability, the keynote will not be at the beginning of the conference. Instead, it will be scheduled around 6:00 p.m. with dinner at 7:00 p.m. Posters will be before dinner in a different building.

Sessions will start at 1:00. Buildings for sessions will be in Kaplan Hall. Programming contest will be at Buckman Hall. Student lunch will be at the Student Center.

Keynote will be in Bucknall Theatre in Dodds Hall. Workshops will be in Buckman. Registration is in Student Center. Alumni room for dinner. Does not have enough for 220. It holds around 160 but there is a nearby lounge

Saturday will be at the Orange campus on the Merritt. Three break out rooms; nice conference rooms.

Posters: student posters will be on easels. Faculty posters will be on tables. We will likely need board/committee members to bring easels with them

Assorted bagels, donuts, Danish, Fruits and yogurt, low sugar oatmeal is good for breakfast because it is glutten free with fiber.

Communications: We continue to have problems with email aliases. We agreed to move to google groups. Please send to Stoney a list of emails of committee members and Board members.

Larry will email a list of all important deadline related to the program. WE need to agree on a deadline for the programming contest. We can accommodate.

Need to setup easychair for next year.

Easychair will not be used for student and faculty posters. Faculty and student submissions will be by email.

Check expiration email for easychair to make sure we save information in the system before it expires.

Last year's (2018) conference chairs reported as follows:

Papers: Ali reported that papers submission and reviews worked really well last year. Reviewers need to sign up again. There were cases when feedback from reviewers was not good enough to make a decision, so they had to act as reviewers. Good to have board members act as emergency reviewers.

Panels: Susan reported that they had no panel submissions last year. We need to work on recruiting panels. Submissions to panels have been very low over the last few years. Susan plans to put submit a panel. We are looking for ideas for panels. It was suggested that we look into student oriented panels and a graduate student panel hosted by professors. We may want to consider this, but they are not the type of panels that are published in the proceedings. Ed has alums in the New Haven area that he will contact. Alice has 2 or 3 that she can contact. A panel on going to grad schools was suggested. How does this impact the student unconference?

Tutorials: 7 tutorials submitted, accepted 4

It was pointed out that there is national CCSC discussion regarding the concept of a 'course in a box'. The idea of Nifty Assignments session also came up. Susan and Ali will discuss and present ideas.

Encore Presentations: Darrell reported that encore went from 4 to 7 submissions. We accepted all 7; there was an 8th that was weeded out.

Should we reject encore presentations? We agreed that if we start getting many of them, we can reject some. An encore talk that is duplicating another talk in the program can be rejected.

Board Meeting

Mihaela joined the meeting virtually.

CCSCNE 2019 will be at Ramapo college; conference's 25th anniversary.
CCSCNE 2021 is provisionally at Pace University in Westchester.

Editor's report has been emailed to all: Happy to have adopted easychair. Michaela recommended we use the same template for all submissions.

Currently, templates exist for papers and faculty posters. We have guidelines for others but people interpret them differently. She recommends templates for other submissions She has examples that she can provide to others. Co-chairs will review existing templates and make changes as needed. We then need to link to these templates from the corresponding pages of guidelines.

Is it possible to categorize accepted submissions, as it makes her life easier? It was suggested that she checks with Ed. We paid for multiple tracks, so we should be able to do that.

CCSC national editor strongly recommends we have deadlines that are 8 weeks before the conference date.

Latex: The national editor created latex template for papers. She will help him create templates for others. Overleaf will help with the change easier. Concerns were expressed about pushback if we require people to submit using Latex. For 2019 we will give them an option Word or Latex. Instructions to authors must state that they have an option. Don't just link to national since it says we only use Latex. More discussion is needed. It was suggested that we require pdf and let the author be responsible for submitting the correct format. If we collect pdf there are tools to add pages numbers etc. Larry will look into how much more money would it be to have faculty posters added to easychair. Someone stated that because faculty posters have a different deadline, we have to pay more.

We discussed the lower paper submissions and discussed incentives for more papers. One suggestion was to offer accepted authors an opportunity to participate in other ways such as a poster. We discusses ways to attract new faculty members. Perhaps offer faculty who are in their first year of employment complimentary registration. Another suggestion was to put a program together that would engage them, perhaps a workshop on how to write successful NSF grant proposals.

The Posters website needs updating regarding the method of submission. A member asked if we should state that student posters are not reviewed. We agreed that we should not.

We strongly encourage a dry of the programming contest especially since UNH has not run programming contests before.

Meeting adjourned at 3:10 p.m.

Respectfully submitted by
Ingrid Russell