The Pennsylvania Association of Computer and Information Science Educators
Executive Board Meeting
Milesburg, PA
Friday, September 17, 2004

- The meeting began at 4:10pm. Exceptionally bad weather and traffic reduced attendance and delayed some members. Present:
  Bloomsburg – Bob Montante; *California* – Nick Ford; *Indiana* – Soundararajan Ezekiel; *Kutztown* – Joe Cannon; *Lock Haven* – Susan H. Strayer; *Millersville* – David Hutchens; *Shippensburg* – Joseph Thomas; *Slippery Rock* – Paul Mullins; *West Chester* – Tom Ahlborn.

- Prior meeting's minutes were distributed. Discussion included the motion for outside-school invitations and the value of PACISE publishing for promotions. Minutes were eventually accepted with typographic corrections.

- Susan Strayer presented the Treasurer's report, her first as Treasurer.

  - Reconciling the books shows a $0.10 descrepancy with the bank's statement. A motion was introduced to increase the Treasurer's records by this amount, and seconded.
  - Dues have been received from 13 schools. East Stroudsburg has not paid dues lately, nor has it sent a representative. James Emert was reported to be their last representative.

  The treasurer's report was accepted.

- A lack of announcements was announced.

- The upcoming conference at Bloomsburg was discussed briefly. Initial planning is underway. The selected dates are April 1-2, 2005.

- There is still no location for the 2008 conference. West Chester has declined to host it.

- The PACISE website is hosted on a Unix box, with Paul Mullins as webmaster.

  - The registrar's nameserver needs to be reset to point to it.
  - Copies of the PACISE By-Laws are needed for posting. A paper copy can be scanned in. The status and location of the By-Laws were not certain.
  - A draft of the site's pages was circulated for review.
  - The website's URI is "`marble.sru.edu/~pacise`"

- Joe Cannon reported that the PACISE Journal is progressing slowly. He will pull the material together and forward it to Susan Strayer and Deborah Whitfield.

  - The Editorial Board consists of Cannon, Strayer, and Whitfield.
  - It was decided that papers should go the the Conference Papers Chair. Further logistics are needed to handle paper submissions.

- Tom Ahlborn proposed a submission deadline for review and publication of papers, with late submissions accepted for conference presentation only.

- A schedule was laid out as follows:

    * A Call for Papers to be distributed by November 15 (2004), including a statement of publication policies. The conference host writes the call for papers.
    * Firm submission deadline of February 15 (2005) for review and publication.
    * Notifications to be returned by March 7, three weeks prior to conference date. [*ed.*: Friday, March 11 would be exactly three weeks prior.]
    * Abstracts for unreviewed presentations will be accepted up to two weeks prior to the conference date [*ed.*: this would be Friday, March 18.]
    * Camera-ready copies of reviewed papers and unreviewed abstracts are to be ready and handed in at the conference.

- Reviewers should include the Editorial Board, with Mullins substituting for Whitfield, plus volunteers from other schools. The conference host/Board Secretary will send an email to Executive Board members reminding them to solicit volunteers from their faculties.

- Questions were raised about Programming Contest rules, stemming from the previous contest experiences.

    - What materials can teams bring? It was agreed to limit each team to three books.
    - What languages? Generally Java and C/C++ have been available; this seems a reasonable selection.
    - Choice of platform and online accesses must be up to the contest organizer.
    - Carol Wellington was identified as a likely source of information and problems from previous contests.

- Other business:

    - The meaning of the April motion to invite other schools was discussed. There was some consensus that similar-size schools were acceptable, but institutions such as Penn State would alter the character of the conference undesirably. There was also an inquiry about broadening the focus of the programming contest.

      A suggestion was made that PASSHE schools should pass invitations on to selected neighbor schools at their discretion.

      The Announcement and Call for Papers are to be posted on the website.

    - Dinner discussion included a requirement by SRU's provost that their program seek accreditation. The schools' positions on the matter are still inconsistent.

- The meeting adjourned at 6:43pm.

Respectfully submitted,
Bob Montante
PACISE Secretary

DRAFT

school		(expected)	remarks?
Bloomsburg		Bob Montante	
California		Nick Ford	
California		Mohamed Kholief	
California		Paul Sible	
Clarion		Jon ODonnell	
Edinboro		Joseph Molnar	
Indiana		Gary Buterbaugh	
Indiana		Soundararajan Ezekiel	
Kutztown		Joe Cannon	
Lock Haven		Susan H. Strayer	
Lock Haven		Bruce Wooley	
Mansfield		Clarence L. Krantz	
Mansfield		Joo Tan	
Millersville		David Hutchens	
Shippensburg		Joseph Thomas	
Slippery Rock		Beverly Gocal	
Slippery Rock		Paul Mullins	
Slippery Rock		Deborah Whitfield	
West Chester		Tom Ahlborn	