

# **\*\* Draft \*\***

*Note:* These notes are not yet formally approved and are subject to correction at the next South Central steering committee meeting on December 5, 2008.

## **CCSC:SC Steering Committee Meeting at TAMUCC Minutes April 19, 2008**

Present: P. Tedford, L. Baker, S. Karrah, T. Kammerdiener, W. Denny, T. McGuire, M. Scherger, M. Asoodeh, R. Alex, K-P Yang, A. Kahlon, J. Fernandez, K. Hartness, J. McGuffee, N. Passos, S. Weber, C. Busch

- Meeting convened at 7:30 am by Troy Kammerdiener, chair of 2009 conference
- Quocnam Tran was removed from the steering committee because he had missed two consecutive meetings.
- Newly elected members to the Steering Committee:
  - Terms ending 2011:
    - Rajan Alex, West Texas A&M
    - Shyam Karrah, UT-Dallas
    - Phyllis Tedford, TAMUCC
  - Term ending 2010:
    - Kuo-Pao Yang, Southeastern Louisiana U.
- The next conference will be held on April 24 & 25, 2009 at Southeastern Louisiana University, Hammond, LA
- Discussion/suggestions on ways to improve the conference:
  - Student poster judges need more than 30 minutes to judge the posters; perhaps schedule student posters after paper presentations; there should be at least one student presenter at each poster during the judging time; remind student presenters that they must register for the conference
  - Perhaps post on the web site that a student may not submit a paper and a poster with the same title, abstract and content

- The conference host has the discretion of scheduling a speaker during the evening dinner
- Send email registration confirmations
- The Panels/Tutorials chair will set and enforce deadlines for IT needs
- Officers/Responsibilities:
  - Papers/Program Chair – L. Baker
  - Panels/Tutorials Chair – A. Kahlon
  - Student Papers Chair – M. Scherger
  - Student Project Posters Chair – W. Denny
  - Publicity Chair – N. Passos
  - Conference Treasurer – J. McGuffee
  - Conference Registrar – K. Hartness
  - Webmaster – P. Tedford
- Conference Hosts:
  - 2010 St. Edward's University, Austin TX (J. McGuffee)
  - 2011 Sam Houston State University, Huntsville, TX (T. McGuire)
 Tentative host sites:
  - 2012 University of Texas at Dallas
  - 2013 West Texas A&M
  - 2014 McNeese State University, Lake Charles, LA
- 2009 Conference Calendar:
  - Nov 10, 2008 – Professional papers due
  - Nov 14, 2008 – Professional papers released to reviewers
  - Nov 17, 2008 – Student papers due
  - Dec 1, 2008 – Panels and Tutorials due
  - Dec 1, 2008 – Electronic reviews due back to papers chair
  - Dec 5, 2008 – Steering Committee meeting
  - Dec 8, 2008 – Professional paper authors notified (email) of paper status
  - Jan 15, 2009 – Professional and student author registrations due

- Jan 15, 2009 – Final electronic versions of accepted professional papers & student papers due
- Apr 6, 2009 – Student poster abstracts due
- Apr 24 & 25, 2009 – Conference
- M. Asoodeh made a motion (2<sup>nd</sup> by W. Denny) that the Student Papers chair develops a reasonable system for evaluating and accepting student papers. The motion carried unanimously.
- The meeting was adjourned at 8:20 am.