SIGCHI Executive Committee Meeting, Jan 21-22, 2011 Irvine CA
Gerrit, Gary, Philippe, Jonathan, John K, Loren, Paula, Fran, Zhengjie, Tuomo, Scooter, John T
Elizabeth

Meeting began with introductions by all members of the committee, in which people talked about some of their non-SIGCHI activities, and their immediate goals for their SIGCHI position.

Discussion of Minutes and Publication

Loren and all
- History: Up until about 3 years ago, there was the SIGCHI Bulletin. It was a good reminder for the members. Putting things on the website doesn't have the same effect.
- Several points
  - Media for reaching people: e.g., website, RSS, Twitter, Facebook
  - *What* to communicate to people
    - For example, major new initiatives, like Communities initiative
    - One approach: extract important things from the "Minutes" and highlight / publish them on the site or in Interactions.
- Some more history: the role of Interactions. It essentially "took over" from the Bulletin… but we don't use it effectively.
  - However, moving forward, we are positioned to put articles in Interactions. And we will do so.
    - In those articles, we can link to the minutes appropriate.
- Recall that the Interaction editors are members of the Executive Committee, so they are eligible to attend the meetings. In some cases, they will be specifically invited to do so.
- What things are relevant to the membership?
  - Budget
  - Development fund initiatives
  - Asian workshop
  - Awards
  - …
- At the end of the second day of this meeting, we will develop a systematic list of activities to report to the membership, along with people responsible for writing them up, and target issues of Interactions to include them in.
- Suggested that the first Interactions article should be general one by Gerrit.
- SIGCHI Blog
  - When minutes are posted, add a post to the SIGCHI Blog
  - Also post announcements of upcoming meetings

Public Policy

Report by Jonathan
- Review of Goals stated last summer
  - Update web site
    - Done
  - Establish listserv
    - Done
  - Plan events at CHI 2011
    - Panel: Changing Legal standards with respect to interface accessibility. The requirements under the Americans with Disabilities Act have been changing/broadening its applicability. Canada's requirements for government accessibility are changing, too. Lawsuits related to interface accessibility have occurred in both countries
    - SIG: CHI and International Standards
      - being organized by Jonathan and Arnie Lund and Volkur Wulf
    - SIG: Changing research grant funding requirements
      - now being organized by Janet Davis and the SIGCHI US Public Policy committee
  - Create ACM SIGCHI International Public Policy Committee
    - Still under way… difficult to recruit members
- Jonathan has been meeting with other relevant policy / advocacy groups
  - Ranging from other societies in the US to international groups, e.g., in Brazil
    - Issue Jonathan raised:
      - Would a special journal issue on HCI and Policy be a good way to build interest in the area
        - Question: what kinds of articles would you (Jonathan) have in mind for this special issue?
        - After some discussion, it was decided that a few people would work with Jonathan to develop this idea, with the idea of an Interactions special issue being viewed favorably.
- Bringing in accessibility lawyers to speak on the CHI 2011 Panel – financial support for this? They have been solicited to participate in the panel and won't attend the rest of the conference. Jonathan can use the policy budget for this (but the CHI conference cannot).
- Jonathan reminded us that US ACM (the US public policy committee across all SIGS of ACM) does issue policy statements. Since SIGCHI is not doing this, then the only ACM policy statements relevant to HCI issues will come from this body.
  - Would we want SIGCHI to be able to "endorse" such statements?
  - USACM is about to issue a statement/comments on a notice of proposed rulemaking on accessibility of interfaces related to the Americans with Disabilities Act. Jonathan will send it out to the EC to look at.

- Upcoming: tentative ideas for events at CHI 2012
  - Tech transfer from HCI labs to industry
  - What other advocacy groups are doing related to HCI policy
  - Suggestion: consider different countries' policies with respect to privacy of personal information and free access to information

SIGCHI Asia Workshop

Zhengjie and John K (presentation given by Zhengjie)
- March 25-27 in Beijing (just after CSCW)
- Progress
  - Venue finalized
  - Participants selected and invited
  - Agenda in progress
    - Day one – "What is the state of HCI in your region?"
    - Day two – "How can SIGCHI help build the Asian HCI community?"
    - Day three – activities organized by local SIG community.
      - Co-organized by SIGCHI China
      - Potential ideas: lab tours, posters, Symposium (including speakers from SIGCHI EC)
      - Then SIGCHI EC members will debrief on what they have learned
      - Co-sponsored by Chinese Computer Federation and SIGCHI China
  - 28 people selected and invited
    - China, Taiwan, Hong Kong, Japan, Korea, India, Singapore, Malaysia, Indonesia, Thailand, Australia and New Zealand, SIGCHI EC
  - Currently finalizing details of agenda and local activities
  - Participants are submitting "position papers" reporting on relevant events in their area, challenges, and suggestions of issues where external aid could be helpful, potentially specifically from SIGCHI.
  - Expected products of the workshop
    - A report in Interactions
      - Yes, this absolutely should be done
    - Another idea: archiving position papers on a web site
    - Another possibility: reports/reactions by participants for other venues / in languages other than English
  - General learning: what if we were to do this in other regions? Lessons learned.
    - Suggestion: on day 2 of the workshop, brainstorm possible next steps for the Asian HCI community

DUB MSc SIGCHI Survey Project

Report by Elizabeth
- University of Washington is starting a new Masters program in HCI.
- Query from them: would SIGCHI 'host' a survey for them relevant to issues in HCI? Essentially, this is market research to help them identify needs for the program.
- Elizabeth: does not think we can 'host' a survey for them
- Agreed. Instead, we noted that UW can post a message to chi-announcements soliciting participation in a survey
- Action: Elizabeth give feedback to the people who queried

Finances / Budget

Report by Gary
- People who manage budgets for their area should get proposals ready for the next fiscal year (beginning in July)
  - Get back to Gary within 10 days
- What about special projects that require funding for the next year?
  - For example, a "Development Consortium" – type event at CHI 2012 focused on a particular region or another workshop situated in a region of interest (like the 2011 SIGCHI Asia Workshop), which likely would occur in early 2013
    - These proposals should get to Gary quickly, too
- Gary reminds us that we have a nice reserve, but that our initiatives in Asia may well cost us significant money in the short term.
- No budget overruns by conferences in this fiscal year that Gary knows of
- Some discussion of the CSCW 2011 budget situation. General agreement that we have learned a lot since the decision to site CSCW 2011 in China was made.
- A general observation from Scooter (elaborated by John K) – costs for a conference in China seem extraordinarily high (this was something that was not known when the decision to site CSCW 2011 in China was made.)
- Question: have we talked to other conferences that have met in China? Are there any success stories?
- Hotels that would work for us in China appear to be excessively expensive
  - However, the Crowne Plaza hotel in Beijing used for the ICMI 2010 conference has rates about $100 a room (http://www.acm.org/icmi/2010/ConferenceVenue.htm)
  - Perhaps a better way to put it is that it is hard for us to predict costs

Return to Policy issues

- There was a return to the discussion of different standards of freedom of expression/ access to information in different countries. This becomes very important as SIGCHI expands internationally to different areas. There was a strong agreement that these issues need to be discussed in public venues, with CHI 2012 being one such venue.
    - CACM Viewpoints column? Multiple submissions, ala "Point Counterpoint"?
- Suggested perspective. How do we as a professional society (ACM) engage with countries with differing standards of freedom of expression / information? What is the role of siting an ACM conference there? More generally, what are the political implications of siting a conference somewhere? (There have been some calls for not going to particular US states because of certain state laws.)
- I (J. Thomas) volunteer to write one position paper on this.

Report from Gerrit on outreach, etc.

- Report on program review of SIGCHI to the ACM Sig Governing Board
    - Needed:
        - A list of the Award recipients for the past four years (from Loren)
            - Gerrit will give Loren examples from other societies to use as a template.
        - Digital Library revenue for past several years and project future
        - Reach
    - Gerrit showed a draft of his report slides. Topics include:
        - SIGCHI viability... general point -- we have a plan to support our members by **responsibly spending (investing)** the revenue the society receives from them
            - Expand our international presence
            - Be involved positively in society as a whole (education, public policy, etc.)
            - Support continuity in conference series and specialized communities (e.g., by identifying contacts and facilitating the formation of steering committees for specialized conferences and through the new "Communities" infrastructure whose development is being led by Dan Olsen)
            - Support local developments
    - Julie then spoke about her experience with giving a report to the SGB in 2007
        - SIGCHI is recognized as quite successful

- Discussion: an important point to make is that we have lots of small conferences, and they make money, too.
- Also, it would be useful to talk about the intellectual coverage of our conferences (Philippe will do this)
- Another suggestion: show submission/acceptance data for the main SIGCHI conferences
- What about bibliometric data for SIGCHI publications, such as impact factors? Some information about that is available on ACM DL (for instance see publication tab for UIST conference [http://portal.acm.org/citation.cfm?id=1095034&coll=DL&dl=GUIDE&CFID=6402092&CFTOKEN=13662976#)](http://portal.acm.org/citation.cfm?id=1095034&coll=DL&dl=GUIDE&CFID=6402092&CFTOKEN=13662976#) or here for GROUP conference [(http://portal.acm.org/citation.cfm?id=1880071&coll=DL&dl=GUIDE&CFID=6402092&CFTOKEN=13662976](http://portal.acm.org/citation.cfm?id=1880071&coll=DL&dl=GUIDE&CFID=6402092&CFTOKEN=13662976))

Relationship to other societies

Report by Elizabeth and John K
- Last year Elizabeth initiated dialog with UPA and IxDA
- For example, each society could have a representative, materials, and booth at the other societies' main conference
- Arnie Lund talked to Elizabeth about HFES
  - Nothing happened in 2010... still on the horizon as a good possibility
- Challenges of interacting with other societies
  - The good will is there, but the time/effort to carry out initiatives is scarce
  - Julie confirmed that her experience was the same
- There was discussion about the possibility of paying for registration for a representative of other societies to attend CHI and staff their booth. In general, people were positive about this.
  - The total financial commitment (given the number of societies in question) would be on the order of $5000

Report by John K on IFIP TC.13 (http://www.ifip.org/, http://csmobile.upe.ac.za/ifip)
- Jan Gullikson is the (new) chair of IFIP TC.13
- Interact 2011 is in Portugal
- Interact 2013 is in South Africa
- Reminders:
  - IFIP is an "organization of organizations"
  - IEEE and ACM both have representatives to TC-13. John K is the ACM representative.

- ○ John reminded people that he'll want to step aside in the relatively near future, so a new representative will have to be appointed
- ○ Recall that the TC-13 and SIGCHI leadership has a lot of overlap. This makes coordination much easier.
- Some discussion of the INTERACT conference, including proceedings
- Discussion on the history and current state of IFIP, and the relevance of this for SIGCHI (and ACM)
  - ○ One observation: we can learn from the experience of TC.13 and IFIP, e.g., when they have conferences / workshops at various locations we may be interested in

Gerrit reminded us that we had an 'exchange' with SIGGRAPH, where their president attended one of our EC meetings and Gerrit attended one of their meetings. Gerrit proposes that we continue this, and everyone agreed.

Update from Gary on Women's Issues Breakfast at CHI 2011

Note that this breakfast is open to all, men and women.

A focus is on mentoring... this group has been very active in mentoring younger women in the field

They plan to raise money to pay for this, but their fund-raising person got sick, so those plans are in jeopardy. They are requesting that the EC provide financial "backstop" for the breakfast in case funds cannot be raised at this point.
- There was discussion of the need to describe be this topic clearly to CHI 2011 conference attendees, and everyone agreed that this was appropriate
- The committee approved.

Publicity and "Town Hall" Meeting

Publicity
- Paul Teich has been appointed Adjunct Chair for Publicity
- Some discussion of his role related to activities such as the CHI conference, specialized conferences, Interactions, etc.
- Intention to use social media actively for this purpose
- Recall: ACM has a press person, too

Town Hall Meeting at CHI 2011
- Wednesday the 11th at lunch time: 12:45 to 2pm
- Room seats 200 people
  - There was discussion on this, with the outcome being that we will try to find a bigger room
- Lunch will be provided
  - There was a lengthy discussion on the logistical issues of scheduling a meeting at lunch time, with lunch provided
    - Advance sign-up required?
    - Overflow?
- What's the structure of the meeting? Elizabeth is working on this
  - Elizabeth is working on techniques to solicit issues and questions from the membership prior to the meeting
  - In general, it will be much more interactive than previous years
  - One idea: each chair should prepare some issues/questions for which they want feedback from SIGCHI members
    - Everyone liked this idea. People need to send their candidate issues/ questions to Elizabeth
- Lots of brainstorming on ways to raise interest, focus the exchange at the meeting, etc.
  - A postcard is going to be put into the reg. packet

Education

Report by Elizabeth and Jenny

Elizabeth and Jenny have prepared a draft plan of a process that they will send out to the EC
- Phase 1: Analysis
  - Identify areas of education related to HCI
  - Identify sub-discplines of HCI
  - Identify schools and courses where HCI is a focus
  - Outline core and peripheral course elements
  - Identify current conferences, key publication venues
  - Identify relevant professional bodies
  - Identify key areas where HCI is applied
  - Identify a set of people to interview including students, educators, practitioners, hiring managers, …
- Phase 2: Empirical Work
  - Surveys and interviews
- Phase 3: Circulate initial report of finds for commentary and augmentation

- ○ Note: want the report to be online and "live"
- Discussion:
  - ○ Who are the key audiences for this effort
  - ○ Coordinate with broader curriculum discussions
  - ○ Lifelong learning
  - ○ Training in educational institutions vs. professional training, certification, etc.

Local Chapters

Report by Tuomo
- Currently 35 active ACM SIGCHI chapters around the world: 32 professional, 3 student
- 3 chapters were de-chartered last year, and 3 are in probation
- There have been 3 recent inquiries about starting a new chapter
- Activities Tuomo is engaged in
  - ○ 62 local chapters in the ACM database -- what about the other 27?
    - ■ information about defunct chapters difficult to obtain
  - ○ SIGCHI benefits for "local chapter members" who are not registered ACM / SIGCHI members
    - ■ One proposal:
      - Access to all SIGCHI sponsored and in cooperation conference proceedings and/or
      - Access to the digital versions of Interactions and/or TOCHI
      - Access would be controlled by email address, which would be registered with ACM
    - ■ Ongoing issue: coordination with ACM is required. We do not want to dilute the value of ACM / SIGCHI membership. We also need a clarification of the benefits of membership in an ACM local chapter: Fran will look into this.
      - Note: ACM gives local members 3 months of CACM
      - Some ambiguities about ACM vs SIGCHI membership for local chapters
      - We have looked at the "SIGGRAPH LITE" model that SIGGRAPH uses. They give away (only) things that don't cost them anything!
      - People mentioned: ACM Distinguished Speakers is another benefit!
    - ■ Idea: at CHI 2011, talk to attendees (authors) from locations where there is not a local chapter. Understand their perspective. Maybe we could interest

them in starting a local chapter.
- More generally, let's do some user research with people in local chapters, such as CHI Netherlands, TORCHI, …
- Another potential benefit: access to CHI-JOBS
- Area at CHI commons for a representative of each local chapter could present a poster on what they're doing
- Issues may be different in developing countries
  - Specifically, if the language of the country is not English
- What about the upcoming "Communities" infrastructure?
  - Issue: what is the SIGCHI EC goal with respect to the local chapters? What is the SIGCHI EC role?
    - Some ideas:
      - Support the practice of HCI at the local area
        - Another perspective: perhaps we should just articulate this as a "cost" (for now, at least)
      - Strengthen the SIGCHI brand among practitioners
    - A caution: it doesn't make sense to give valuable stuff (that are members pay for) for free to members of local chapters (that are not ACM/SIGCHI members)
      - Though need to consider the value to SIGCHI of supporting practice as a return for whatever level of investment we make in, e.g., local chapters
      - In the past, SIGCHI supported CHI tutorials being repeated locally; it was successful when it was done
- Tuomo presented his plan for the Local SIGs workshop at CHI 2011
  - Elizabeth raised the issue that how to frame the purpose of the workshop is crucial. One idea: could frame it as an opportunity to craft a story to tell to the rest of the CHI attendees about the value of local chapter membership
  - Issue: What's the best day to hold the workshop?
  - Idea: have a lunch at CHI 2011 for local SIG lead members *instead of* a 4-hour workshop
    - Purpose: plan an event at CHI 2012
    - Everyone liked this idea, and that's what we'll do

Operations / Web issues

Report by Fred
Suggestion: Put some money into the photo archive
- Get new photos (1000s of them!) in

- "Fix" the current collection / software
  - Not by developing new custom software but by identifying appropriate standard solutions that we could use, along with issues involved in using them
    - A budget proposal will be developed for work on this in the next fiscal year

Report on progress / plans regarding the new Communities infrastructure

Communities

Report by Dan
- Still have not identified a contractor to build the infrastructure
  - Loren said he's working with someone whom he would recommend. Dan and Loren will talk about this. Gary has a recommendation, too.
- Naming issue: "Communities" -- used in this sense and in a different sense at the CHI conference. Is this a problem?
  - The CHI Conference usage has been used publicly since 2006
  - Dan suggests: let's just use the term "Communities" for both. There's a clear relationship between the two.
- Suggestion: Could we do a "pilot implementation" of the infrastructure, based on more or less direct use of some existing infrastructure? Some "communities" are waiting for this right now.
  - Scooter: forum for specialized conferences
  - Gary: CSCW could use this, too
  - Issue: What about account management?
  - To elaborate on the suggestion: SIGCHI will host and set up the "pilot community infrastructure" for each interested community
    - What is the win of SIGCHI hosting the community?
  - Question: What are the specific functionalities that the prototype will include? A proposal:
    - [CSCW] leadership listtserv
    - [CSCW] membership listserv
    - Create a sub-directory on sigchi.org (plone) that is accessible only to the [CSCW] leadership
  - Another thought: Would a Google Site do everything needed?
  - Another issue: could/should we pay someone to edit content (for pilot communities)
- Proposal: Dan and Gary will work together to do a pilot community for CSCW
  - Gary: will prototype the election process, too

Publications

Report by Dan
- Interactions transition seems to be going fine
- TOCHI: turnaround speed is vastly improved
- CHI conference submissions continue to increase
- SIGCHI needs to nominate one or two people to be on a new Editorial Board to handle requests for including non ACM-sponsored conferences in the ACM DL as part of the International Conference Proceedings Series
  - Note: two people were suggested, and Gerrit is contacting them

Awards

report by Loren and Elizabeth
- Athena Award - Elizabeth … things are well under way
- Achievement and Service awards
  - Number of recipients that is appropriate?
    - It is a **guideline** to select no more than two recipients for an award each year, but there is **no set policy** that restricts the number of recipients
  - Different issues for different awards? (e.g., Service and Research)
  - Note that some Awards get a speaking slot at the CHI conference (at the discretion of the Conference chairs) and a cash award
    - Each recipient should receive the specified award
      - Note: we need to update the ACM and SIGCHI web pages to reflect our actual practice. (We may need to do so: check out the relevant pages.)
- ACM Awards
  - Start early
  - Wisdom (from Elizabeth) -- create templates / talking points that are tailored to the nominator / nominee
- For all awards, the responsible people should maintain a database of candidates that have been considered to ensure continuity from year to year and from one committee chair to the next
- ACM Awards committees - we need SIGCHI members on the relevant committees
  - Fran is going to find out how committee members are selected

CMC / Conferences

Report by Scooter [Note: Scooter used slides. Slides will be attached.]

- Issue: # of submissions has been growing by about 20% year over the past 5 years or so
- CHI 2011 has 410 papers and notes and now is at 15 parallel tracks
  - Big issue: can't continue to scale at this rate: for example, some of the venues we have been going to would not be big enough to hold CHI 2011
  - Is there an issue about relative accessibility of the conference to researchers vs. practitioners? (data from CHI 2010 survey sent to LorenT and JohnK by email)
  - Another question: what about the coupling between accepted papers and presentation slots?
- Issue of analysis of review data
  - "Informed consent" of reviewers and authors when they participate?
  - Who can get at data? For what purposes?
  - What levels of anonymization to protect reviewer/author privacy?
  - Should there be an IRB-like body? Who gets to decide?
  - These are complicated issues!!!
    - Plan: the CMC will convene an effort to address these issues in 2012
    - It will be best if the discussion takes place in the context of thinking about specific questions rather than just vague notions of what could be done
- Specialized conferences (report by Philippe)
  - Some discussion about conference status: sponsored vs. in-cooperation
  - Some discussion of benefits for sponsored conferences
- ACM has changed policy on how in-cooperation conferences get their content into the ACM DL.
  - In past it was automatic
  - In future, it will have to go through ICPS (Existing in-cooperation conferences are 'grandfathered' in)
  - We need to make sure this change, and comparable changes, are communicated to the SIGS

Ubicomp 2011 in China (report by Gary)
- They are requesting support for student volunteers (from China, 30 of them) and non-US students in the Doctoral Consortium. They are asking for a total of $43,000 (including $3000 for a "writers' workshop").
  - Note: Ubicomp has been 50% sponsored by SIGCHI since 2009
  - The writer's workshop took place in December
    - Proposal: agree to fund the writers' workshop if they write up a report the way that CSCW 2011 did
  - (6) Non-US students expenses to attend DC
    - Yes, but only 50% of the cost. Ubicomp should get matching funds for the rest.
  - Chinese SVs

- - - ■ Yes, but at "marginal cost"
    - ○ Non-Chinese SVs (this would cost about $22K)
      - ■ No
  - ● Gary will renegotiate this request with Ubicomp 2011, then come back to the EC with a proposal to approve.

More general point: for the time being, we want to examine conference site selection plans. The unexpected cost of conferences in China makes the need for this clear.