

Agenda for July 2015 SIGCHI Executive Committee Meeting

New York, NY

Attending: Loren Terveen, Gerrit Van der Veer, Scooter Morris, Gary Olson, Vicki Hanson, Rob Jacob, Susan Dray, Fred Sampson, Tuomo Kujala, Dan Olsen, Helena Mentis, Cliff Lampe, Elizabeth Churchill, Jonathan Lazar, Patrick Kelley, Philippe Palanque, Regina Bernhaupt, John Thomas, Aaron Quigley, Zhengjie Liu, Allison Druin, Farrah Khan (ACM)

Task List:

<https://docs.google.com/spreadsheets/d/1rS9xGARzn8SGvIFOtOULIZApaADQDV6APIsZllqgUbQ/edit?usp=sharing>

Thursday, July 30 - Transition from old to new Executive Committee

- **8:30 - 8:45 Welcome** (Loren, Gerrit, and all)
All incoming and out-going EC members introduced themselves in their SIGCHI lives, outside lives, and more!
Tweet: New [#SIGCHIEC](#) President, @lorenterveen giving the outgoing officers plaques of appreciation for their work over the 3 or 6 yrs
- **9:15 - 12:00 Reports from outgoing EC** (with appropriate breaks)
 - *30 min.* Gerrit & Elizabeth (past President and VP) -- old Executive Committee: plans, developments, and accomplishments;
Gerrit reflected on when Elizabeth and he began their work as President and VP 6 years ago. Their focus began and became HCI education, worldwide growth, mentoring, HCI public policy, communities, and conferences. Elizabeth shared some of the challenges they found: partnerships with/outreach to professional communities, website development/change. Gerrit shared some fun-facts about SIGCHI- we are one of the largest of the ACM SIGs. Interactions columns/forums have been very helpful for communicating to the membership.
 - *30 min.* Allison (past VP Membership & Comm)– reconsidering visions for SIGCHI and EC; (presentation in 2 formats below)
<https://www.dropbox.com/s/obi0ezpvbz3nbov/ECstrategicSUMMARY2015-Druin.ppt?dl=0>
<https://www.dropbox.com/s/hrusi42czuq7zvi/ECstrategicSUMMARY2015-Druin.pdf?dl=0>
Allison reflects on strategic initiative, explaining the process on (1) identifying values; (2) Strategic Initiatives to support these values; seven values identified (see slides); Lots of initiatives were spread between values: some initiatives were already dealt with others got more focus on (Online Communications; Local Chapters; Research &

Practice; Evolving Conferences; SIGCHI's Identity). (3) identification of opportunities; threads; goals.

Lessons learned: online communication today is important and should be supported; Local Communities to be supported; Research & Practice should become one; SIGCHI's Identity: we are moving to slow: we have the technology to show the design practices and HCI stories; Opportunities are to manage growth: Integrated media presence; Curriculum development; Storytelling/Sharing the Message of HCI;

What are the success criteria for future strategies?

Things to be considered for future strategies: involve the membership in various ways. Why is SIGCHI special (question Aaron): SIGCHI runs an outstanding number of conferences; (question Susan): what is the role of such organisations? How can we help to build up careers? SIGCHI can be a life-long learning place. "A point of stability in an unstable world" (people changing jobs frequently...); community of colleagues; taking into account that careers are complex; Susan Fussell is appointed to develop these strategies.

- **10:00-10:30 AM Break**

- *30 min.* Gary (past VP Finance) – finances: state, intentions, successes and failures, future developments (DL income);

SIGCHI Budget Summary: Financial situation is positive (see slides); 50% of income is from specialized conferences; conferences overall do fine; Fund balance keeps growing: Money is committed to things, but they are not spent (e.g. website or things just cost less); Giving money back to conferences is planned;

Discussion on changes for the digital library revenues: possible changes from ACM; Idea discussed to reduce costs, e.g. moving away from Sheridan.

- *45 min.* Scooter & Philippe (current VP Conference, past VP Specialized Conferences)– Conferences: CMC and ongoing developments; CHI; specialized conferences portfolio and developments;
- Scooter:
- Slides: <https://www.dropbox.com/s/4vsp8rv3rgoy2qj/CMC%20Report.pptx?dl=0>
- High level walk-through: 20 conferences; conferences are doing quite well; issue is the (missing) responsiveness of steering committees; full CMC is typically associated to the CHI PC meeting; Progress on PCS; Conferences archive website is continuing to progress;
- CHI conferences: future locations: 17 Denver; 18 Montreal; 19 Copenhagen or Glasgow; RFP for 20 necessary. Idea to suggest to specialized conferences (maybe with a grant) to move to Asia. Possibility to move back to Asia 21/22.
- Specialized Conferences: CSCW 2017 is moving to Brazil; New Conference: UMAP; Development fund; ACM SIGCHI Europe is an open issue: hopefully a solution to handle the VAT; currently not solved.
- PCS: new keywords; PCS 2.0 is finally up: ready for CHI 2017 submissions.
- there is a big amount of money reserved to be spent on PCS 2.0; all conferences are assumed to use PCS 2.0; decision for where to host PCS 2.0; Question: where PCS is hosted; Cliff: archive: digging into data: historical knowledge is

- distributed over several locations: goal would be that CMC is making data available into a (locked) section.
- Videos: SIGCHI YouTube Channel is available; CMC is working to populate it; Rule is that everything is captured; until now very little material; Action: to be decided what is on this channel (VP Comm & all); There are 4 stations available, the conference has to ship the units/equipments; idea Aaron: we might want to fund the shipping of the equipment; question on translation: currently not available; problem that on youtube there are similar names used, that are related to the CHI 2014 conference. Strategic discussion: who is the audience for this channel (suggestion to translate keynotes e.g. for the Asian community); Scooter: there is interest. Other talks will go to the DL to include the video. Presentation of videos in the DL is less than optimal (listed under other formats).
 - Conference Archive is up.
 - Core CMC members: some new positions: Design and Social Media (Patrick Gage Kelley), new members for accessibility
 - Split in two parts is helpful: Core CMC is meeting about 3 times per year (productive; need to enhance efforts on policies); Full CMC is meeting once per year (participation to be improved).
 - Videos:
 - <https://www.youtube.com/user/acmsigchi> (SIGCHI owns this)
 - <https://www.youtube.com/channel/UCzDRGEmTzDmvZizn-w4APfQ> (I wish I knew who owned this because I'd rebrand it immediately. It's *possibly* Max Willson though he hasn't admitted to that directly)
 - Philippe:
 - growth of number of conferences in cooperation, sponsored (see slides)
 - three conferences were lost: DUX, Softvis; InfoVis can not be convinced
 - three new conferences: Mobile HCI, ICC and TVX; UMAP is joining
 - ICIC changes name three times over the last 6 years
 - creation of CHI Play Conference
 - to be solved: surplus grant; issue of getting reports from conference organizers - to be discussed: what type of reports
 - possibilities for the future: e.g. regional conferences (decision necessary to have conferences that cover the same area as CHI); goal to raise HCI in other countries (having proceedings not in English); some domain-related conferences
 - Question: how do national/regional conferences come to us: typically they informally contact the VP Specialized Conferences
 - Financial Aspects: if 50% sponsored by SIGCHI we cover the cost for PCS and RegOnline; ACM SIG fee is reduced to 10% (instead of 16%)
 - Discussion tomorrow on surplus grant
 - Putting information about conferences on the website is helpful to support the position of HCI with respect to other disciplines or within computer science
 - task to do: follow up on the free proceedings access for 2014 and its success and impact;

- satisfaction of conference overall is good; complaints are really focussed;
- there is a fee for conferences to go into the DL: in-cooperation conferences can put the proceedings in the DL, now ACM charges 500 USD for about 30 papers; Missing: list of grandfathered conferences that are not obliged to pay.
- Issues with steering committees: what is important is a communication protocol between CMC and people running the conferences
- proposal to split: Full CMC meeting from CHI conference content;
- things to consider: change from reactive view to proactive view (is it important for us to follow up?)

- *30 min.* Rob (past VP Publications) – Pubs, copyright, DL;
- Slides
<https://drive.google.com/file/d/0B5FiRhZBNuc2ZjRRdEw0N3lfa2M/view?usp=sharing>
- areas to take into account in the near future: more standardized references; accessibility; screen-friendly format
 - idea to have CHI Academy people to give input
 - discussion on whom to involve else (Millenials?)
 - Susan: suggestion to have things more often translated
 - Discussion on publications: video as alternative publication
- **12:00 - 1:00 Lunch** (catered to the meeting room)
- **1:00 - 2:30 Meetings with ACM Staff / Individual Handoff meetings as needed**
 - Dan – Adam Greenberg (a few minutes); ACM Finance- Wing
 - Tuomo -- Sunita Jaswal and Cindy Ryan
 - Philippe & Aaron – Farrah Khan
 - Fred – Adam Greenberg
- **2:30 - 5:30 Continue with Reports from outgoing EC**
 - *30 min.* Zhengjie (past AC Developing Worlds) – Reports on: Asia, Africa, Latin America initiatives
 - TODO Regina: upload slides from Zhengjie
 - Report on 2009 - 2015: goal was (and is) to make SIGCHI an inclusive global community. Workshops were held for local communities for Asia, Latin America and Africa.
 - SIGCHI Guidelines for Supporting HCI in Developing Worlds (<http://www.sigchi.org/about/policies/sigchi-guidelines-for-developing-world/view>)
 - SIGCHI Gary Marsden Student Development Fund (<http://www.sigchi.org/resources/gary-marsden-student-development-fund>)
 - Activities in Asia: there were 8 workshops held with a variety of activities supported; Asia is very diverse and majority of communities varies; given the broad variability of situations and opinions it is recommended to offer various models for relationships with the Asian Community
 - Activities in Latin America: activities that were funded range from workshops to invited keynotes.

- Activities in Africa: first workshop during Interact 2013 in South Africa; following up activities led to the creation of AfriCHI initiative and community. Inaugural biannual AfriCHI planned for 2016 (21 - 25 Nov).
- Next steps: consolidate and maintain; other areas to reach out to: Middle East; Central Asia; Eastern Europe?
- Question: Gary Marsden Fund: can be used only by students from that countries working in these countries; Question: can be money directly donated to these funds? Comment: Contributions are not clearly regulated; When ACM SIGCHI membership is paid, one thing to communicate is that this is part of what the money is used for. TODO: find a way to enable that (Farrah to follow up). Other comments: It would be good to also embrace the knowledge from these communities.
- AQ: I would suggest the committee consider the following. "An applicant should be both from and currently enrolled for study in a country not in the "advanced economies" category". Response from the EC supported this idea.
- AQ: I wonder if you might consider an annual "fundraising campaign" from members so you can grow the numbers of scholarships you offer. Question if the ACM can support this? (Farrah)
- AQ: I wonder if the ACM would allow you to channel donations directly into this fund? Question if the ACM can support this? (Farrah)
- *30 min. Tuomo (current VP Chapters) – local chapters*
(https://drive.google.com/file/d/0B3W24aJqBFZ3WV9DRkNtRIBfcWc/view?usp=s_haring)
- Report from 2010 - 2015: prevailing question: What is (and should be) the relationship of SIGCHI with the Local Chapters? Currently there are 37 chapters (seem to fluctuate around 40); however, "CHI without borders" is more important than the simple total number of chapters, although it is also important to hold on to the .
- It is noticed that the number of members is higher than the one of SIGCHI members.
- The local chapters workshop at CHI is similar to a kind of local chapters council meeting (SIGCHI bylaws), but with varying representation, and seems to work better than a fixed council by bringing up different kinds of needs.
- Open question: Chapter chairs typically ask for chapter member benefits, what could SIGCHI offer? However, the activities of a chapter can be seen as a member benefit, and these can be supported also indirectly.
- Activities by chapter chairs to enhance collaboration among the local chapters include for example a summer school on HCI research methods organized together by EstCHI and CyprusCHI (held in 2014 and 2015). These kind of joint chapter projects should be further promoted and funded by SIGCHI (if seen beneficial for supporting the global community).
- Survey (2014): Basic tools that chapter organizers would want to have (based on a questionnaire) include membership registration service, job boards, web-site

templates, member fee service, calendars for events etc. These could be quite easily provided for the chapters via the SIGCHI Community platform.

- Less successful strategies in 2010-2015 were the distribution of CHI Course notes sample (2012), the Local chapters committee initiative and the SIGCHI Associate Membership Initiative; Chapter Communities (comment: with the new plone we can make that work and provide the desired basic tools for the chapters); The ACM Distinguished Speakers Program has been underused. There is improvement now, in number of speakers available now for Europe and Asia.
- Chapters typically die due to lack of volunteers; SIGCHI should provide the basic tools for starting/running a chapter and better support the chapters in their activities.
- Vision 2012: “CHI (HCI) without borders (geographical as well as between practitioners/academics/students)”; Mission: 2015 - 2017 would be to have still greater geographical coverage of active chapters; Support existing activities of chapters. Local chapters and the local needs are quite diverse: some are mainly practitioners, some mainly researcher oriented (although the borders are vague).
- Susan Dray: question on joint chapters (answer: possible, but require chapter chairs to report to two organizations); we should consider; We need to strategically to offer what to whom? Do we have some goals as organisations to serve these people/local chapters? A positive example is to connect research/practitioners to have internships for students. Reasons to start chapters are very different, can be for example to raise awareness of HCI, usability, UX or to connect academics and practitioners (as well as students). Communities might have a life cycle, unless they are big enough to set up a process (e.g., BayCHI, Boston CHI).
- *30 min. Fred & Patrick (current VP Operations, past AC Media+Brand) – Website, social media, mailing lists, branding;*

Social Media activities have been done by conferences and activities (e.g. on LinkedIn); Track on Conferences; YouTube: official channel: idea is to have all material (that is not directly attached to a paper) goes up there; goal is to have all videos from 2007 to 2015 are up there. There are small conferences that want to upload all their videos (independent of ACM position): we have to decide what to do. Video services in other nations differ from YouTube;

Patrick (Media Guidelines; Social Media Best Practices doc; SIGCHI doc on conference logos; Design for SIGCHI TechNews; Archive of all logos;)

Suggestion from Patrick: feedback from the community and outreach of community should be done over the existing (conference related) channels; having “own” content for TechNews;

Discussion: YouTube channel can incorporate sub-channels; handling might be a bit complicated for large amounts of content

Fred: VP for Operations: Managing website, e-mail lists; guiding principle for the last 6 years was that everyone of the EC owns the content; SIGCHI bulletin was integrated in the website (and died out);

- PGK: <https://dl.dropboxusercontent.com/u/37887/CHIa15.pdf>

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- **3:00-3:30 PM Break**
 - *30 min.* Jonathan (past AC Public Policy) – Public policy, accessibility; (Jonathan please add link to slides)
 - Jonathan provided a summary of the public policy activities from 2010-2015. Jonathan held panels, SIGs, and meetings at the CHI conference since 2011. The SIGCHI EC voted to approve the public policy framework report at the Copenhagen EC meeting in February. The framework report is posted on the SIGCHI web site. A short summary of the report will appear in Interactions Magazine; a full report will appear as an article in the journal Foundations and Trends of HCI.
 - accessibility: Jonathan's role has been an informal role to bring the topic to the attention of the EC and discuss some possible solutions: some improvements for conference accessibility and paper accessibility have been made, but much work is still to be done; there is now a SIGCHI accessibility community creating a report and documenting the various problems at SIGCHI conferences and in digital resources related to accessibility. Most SIGCHI Co-sponsored conferences still do not have an accessibility chair; accessibility is broad (ranging from food allergies to physical disabilities); there is an e-mail address that people can use to e-mail EC members related to accessibility problems. Accessibility requests are sometimes hidden in other requests; goal would be to turn that into a positive, proactive conversation; Discussion about possible roles on the Executive Council and CMC to work on improving both digital and physical accessibility, noted that improving accessibility requires the ability to vote on contracts and budgets to ensure that money is spent in an accessible way. Suggestion to use development funds to support research to improve accessibility of conferences; Discussion on how to proceed moved to tomorrow as task for the new EC
 - *15 min.* Elizabeth (on behalf of AC for Education) – Education;
 - slides Elizabeth (to be linked)
 - Final report shared with EC again, will be uploaded to SIGCHI site. (Action - Elizabeth & Fred) Adjunct chair for Education has, in the last term, been more focused on conducting research about education worldwide, and focused on collecting input regarding university courses. Three areas of focus: what courses are missing for emerging landscape and how do course needs vary worldwide; how can we get HCI more representation in recommended curricula (ACM, IEEE); how can we build community for sharing - and what can SIGCHI do in an of these arenas?
 - Results: Modest success in getting HCI into IEEE curriculum recommendations. Need to do more going forward. .We still see the need for the concept of a living curriculum; we have a CHI Community that needs invigorating possibly seeded with the people who have attended the workshops; educational possibilities for SIGCHI could be via courses and course materials at conferences and the DSP

materials -- which also could be by chapters (Elizabeth takes part in the CMC to take that forward).

- Future? If we have another chair focused on learning, the role may be different - and could be implemented on the EC or CMC level. This is to be further discussed. Action for Elizabeth: Write a proposal for next steps with help from Jenny.
- *10 min.* Elizabeth (past Executive VP) - Newsletter
- slides Elizabeth (to be linked)
- Newsletter: content reviewed by Elizabeth before the letter is send out; this is a lightweight process; the newsletter is financially inexpensive as we are part of the overall ACM package that Infoinc provides. All SIGCHI members and SIGCHI chapter members (who may not be SIGCHI members) are eligible to get the newsletter. A short questionnaire was conducted to investigate reception: 90% agreed they like receiving the e-mail. An analysis and proposal for a new layout of the newsletter was done.
- Recent survey: people complain they do not get the newsletter; not distinguishable from other e-mails; people would want to have more SIGCHI related content;
- Unclear: who takes over the responsibility to trigger content and to change keywords: the company produces the writing and the snippets. Needs a decision.
- Currently there is one main problem which is that many people (including those on the EC) are not getting the newsletter because of an email problem at ACM. This is a failure in technical execution, not in concept or content.
- Todo: Check the billing cycle; VP Operations follows up this problem of sending e-mail to all members.
- ACM contact is Jennifer Ruzicka. from Elizabeth
- *15 min.* John Thomas (past AC for Mentoring) – Mentoring (slides to be linked);
- Presentation of the needs for mentoring; ACM initiative for reduced fees for active retirees: there is currently no decision made on ACM, the decision is not made yet; SIGCHI LinkedIn User group is not as active as others; there was an HCI/UX mentoring group founded;
- Recommendations: Review Mentoring is important; Continue Initiatives to help people during their career (e.g. Newcomer Lunches); Question Elizabeth: What are the type of questions you get? Is it about categories to submit to CHI or is it more like how can I meet the people who work in a specific area; Framing of the questions is important: what are the 5 most important things to do when you make a website ... which process should you use ... (people want answers for that type of things); Aaron: usage of a platform to enable such mentoring; e.g. enable people that volunteer to become active in such platforms
- *15 min.* Dan (current AC for Communities) – Communities;
- Communities: we have 10 full communities; they are struggling with finding leadership; communities have voting mechanism; you can send bulk-invites with a spreadsheet (with lists of e-mails) to invite people to join the community; there are not many new communities;
- *15 min.* Loren (past AC for Awards) – Awards;

- Renewed emphasis on ACM awards
 - Fellows, Distinguished Scientist nominations
 - Reasonable success
 - Issue we're dealing with: managing workload on nominators/endorsers
 - Turing Award
 - ongoing efforts
 - Athena Lectureship
 - HCI is in a strong position, but...
 - Others as appropriate
 - SIGCHI Awards
 - Moving toward systematization, along with Achievement Awards Chair
 - Documents, schedules
 - Maintain repositories of candidates for the awards
 - Regularize the role of the committees as nominating, as well as selecting bodies
- **DINNER – 7PM (Meet in Lobby 6:30)**
 - Rossini's (108 East 38th Street, New York, NY 10016)

Friday, July 31 - New EC begins work / Asian Development subcommittee

- **8:00 Breakfast (ACE Foyer)**
- **Morning Session 1, 8:30am-12:00pm: Executive Committee**
 - Possible strategic initiatives for new EC: Loren (EP) & Helena (EVP)
 - 10 min: Goals / strategic directions
 - Loren gives brief introduction: Principles (how we think about we want to do this); (1) Principles: we can not do everything; if we have 5, 6, 8 things to do, we might not even succeed there; (2) Coherence: work together and look for synergies; (3) Effective communication and decision making.
 - things we have to deal with: Publications; Interactions Magazine; ACM DL Revenue
 - Strategic Directions
 - Build on and expand SIGCHI presence in Asia
 - Communication
 - Preserve institutional memory
 - Improve SIGCHI communication with its membership; transparency
 - Articulate SIGCHI identity and eternal communication/outreach strategy
 - Support SIGCHI members; increase participation;
 - develop volunteer pipeline
 - Strategically manage our portfolio of specialized conferences

Modernize and scale conference / reviewing processes as needed

Draw on talents of distinguished members (Past Presidents, SIGCHI Academy, ...)

- Discussion: what is the next step after Asia? Is this feasible? Comments: it might be important to focus on existing work done for other areas, to enable continuity; Is it necessary to be proactive? Question: what is the measure for success to be present in Asia? Suggestion from Gerrit: to have a contact point. Vice-Presidents at Large can look into that; Susan volunteered to take on this responsibility (task to be defined)
- 15 min: Publicity/outreach
 - Helena
 - Internal communication:
 - Lack of understanding what is what (ACM, CHI, SIGCHI, ...)
Membership
 - External communication:
 - better understanding what the field is - Interdisciplinary;
 - Message Development: Member Benefit: Develop core messages; who is the public that we want to address: goal is to focus the energy; inform all our products (strategy) not operations; Inspiration from Denise Graveline (how to communicate with the public); Proposed Process: (1) Research public opinion; (2) Identify key audiences and segment; (3) identify core messages (4) provide training on the audiences, messages, and effective ways to communicate; learn how to deal with press
 - Proposal on performing such an analysis (5.000 USD); 2-day workshops on key audiences (9500 USD); training audiences (9500 USD)
 - goal to have the message development done for CHI 2016 to be able to address possible new members;
 - Question Dan: who is going to be trained: early and mid-career grad students; recommendation would be that we train ourselves first
 - Question Gerrit: is this style something that scales to other areas? How does that work for an international group? there should be messages for the different groups (e.g. geographical regions);
 - Q Aaron: language is very important: we are going to train the future generation of people all over the world. It will be very hard to do that internationally. There is a lot of media training around the world. Comment Loren: it would be helpful to have facilitator; Scooter: we need messages for different geographical regions (might be worth addressing). It might be good to start with small steps to reach a goal: it does not solve all the problems, but at least

- we know. Aaron: for the first steps: involve the chapters and the steering committee members;
- discussion about who is the public: it is external (not the internal ACM).
 - decision to be taken in tomorrow's meeting
- 15 min: John Thomas on Publicity/Education ideas
 - While there is some overlap between SIGCHI and groups like UXPA who are "officially" interested in HCI, there are multiple groups who *should* be interested in HCI.
 - EXAMPLE: Sports has billions of followers, and many of their activities involve HCI-like issues like training devices, audience participation, etc. Most of these sports issues are HCI-related, and while individual members do some research in this area we don't have a strategy that systematically addresses this growth area.
 - There's a mismatch between the specialization in research, and the generalization that's of more value in practice.
 - Recommendation: choose a domain and appoint an ambassador: discover the values are in the area and the current perception on what HCI. Find ways to connect better; Questions for Study: values, processes, questions that HCI can answer, ... Timeline: to be achieved in about a year; Determine how we can impact the selected domain; The approach that traditional PR is not likely to work. Education model presumes that people want to learn. Costs about 10k.
 - Question: what part of us are we trying to connect to others? Comment: Aaron: Sports is one of thousands of domains. Ambassador program could be opened up? Can we pick other domains? What could be other areas? How can people in far far domains reach out to us? This is strategic. Dan: who do we want to communicate, what would we be able to do as a group? Helena: how do we "measure": what is the impact? Goal is to work on the problems, iterate and work on them. How do we measure the outcome? Loren: what are we optimizing?
 - General question: funding research vs funding to get information so we can decide
 - Discussion about translational work (example: courses at CHI to explain to other domains what is HCI). Can practitioners be involved? Select papers that are the starting point for a community. Communities: health; sports; identify feedback loops; Suggestion: John is revising the proposal to be ready to be voted on;
 - 15 min: Member communication (Openness!)
 - Introduction by Helena; Regina
 - R: Start with a review of the responsibilities of this position in SIGCHI.

- VISION: SIGCHI should feel like a family: highlight connection and heterogeneity
- 3800 members in SIGCHI. Membership has been decreasing steadily over the past several years.
- Vicki: Younger members don't feel a need for membership. Millennials may not see a strong trend in membership overall. It's important to think about other measures of reach, like social media attention. SIGCHI is clearly viable, but may need to think about more diverse measures of membership beyond dues.
- Develop a Process model for Membership Life Cycle
- Improve processes for getting involved, and how to make sure we have quality control for volunteering.
- Regina will also keep a list of tasks and assignments based on the discussions of the EC.
- todo's: get data about membership (RB) with Scooter and Regonline;
- 15 min: Career Development (this will be Sue Fussell's portfolio)
 - Loren/Helena (moved saturday)
- 15 min: Internationalization (co-occurring Asian Development subcommittee) (integrated with afternoon session)
 - Introduction by Loren
- 20 min: Modernization and scaling of processes and knowledge
 - Cliff; Scooter; All
 - How do processes work to ensure quality of publications: (*) moving from anecdotes to data; how do we measure impact: gets paid for, gets cited, "citation across communities" works less well; how are we measuring citation patterns; measuring the process (testing the variability of reviews); Creating a baseline: we need an external review; Proposal to use external reviewers is discussed: how to address? Suggestion to investigate how many publications are cited by patents; Finding publications that are cited in educational material;
 - discussion about what data to look at and whom to ask for what; the problem we are going to solve: we do not know if we do a good job (e.g. in the opinion of the researchers); Purpose is to make sure that the quality of SIGCHI publications is high. This needs a specification of what we refer to as "high"?
 - There is an ongoing worry about "the load of people"; what is the load given that we have 2000 CHI papers a year? What would be the solutions? It is strategically important to figure this out. There has been research evaluations: e.g. in Great Britain: results were not promising;

- AQ: REF Links to all material used in the analysis, full analysis spreadsheets, and all raw data will be available at: <http://alandix.com/ref2014/>
- AQ: The Australian CORE Conference Ranking is an ongoing activity that provides assessments of major conferences in the computing disciplines www.core.edu.au/index.php/conference-rankings
- Task Cliff: what are the metrics we want to use
- There is a variety of things that can be done also after publication of the article (first publish then review); look at Tom Ericssons data about the review process; ways to give feedback to reviewers (experiment from 96)
- 20 min: Vision for Specialized Conferences
 - Introduction by Loren; Aaron
 - Vision is introduced: 21 specialized conferences: can we make them greater than the sum of the individual parts. What can we do to make them more presents. We do not want to tell the conferences “what to do”, but maybe help them with practice; Who is thinking about specialized conferences; Conference on fabrication; Conference on Human Brain Interfaces; ? Family of interconnected conferences; Enable/encourage best papers from one conference to present at another related conference? Videos and related content; it is getting impossible to have the conferences not overlap in time. Ways to support overlap? why not have a unique xxx.acm.org to redirect to the webpage. Websites are falling apart (needs archives). Per Fred: Conference site archives were discussed with ACM (Adam Greenberg) yesterday; an archive repository is being identified and we’ll dump content there, Real Soon Now.
 - is there a mechanism to have papers passed between conferences? Each of the specialized conferences should have a display at CHI
 - can we allow poster, interactivity etc to show best work to show at CHI
 - should we support co-located conferences?
 - document for describing these activities and to have numbers for the individual activities: outcome is to have more cross-citations of that work, more people attending the conference, more people seeing these things as a unique thing; Aaron can prepare also data;
 - Chi is an integrating force, but what would be good to know if the steering committees would value that. We do not know what works, idea is to send all these things out to the conferences, and lets see what sticks?

- Loren: it might be a nice push for example to co-locate UIST and CSCW.
 - Possibility to remove workload from reviewers: desk rejects of papers that got re-submitted without taking into account reviewer comments from the prior submission (to a different conference)
 - 30 min: Other areas of focus?
 - Adjunct Chairs needed?
 - (The rest of) The Developing World
 - Portfolios for VPs-At-Large?
- **10:00-10:30 AM Break (ACE Foyer)**
 - 60 min: Current Business
 - New definition for “Conference Surplus Grant”; Setting up “conference development fund”
 - Scooter; Philippe; Aaron
 - Virtual PC Study Proposal (Helena + Cliff)
 - Financial issues
 - ACM DL revenue
 - Interactions Magazine
 - Honoring contributions of CHI Elders
- **Morning Session 2, 8:30am-12pm (Room: Track 1): Asian Development Subcommittee** meets in parallel to the EC
 - Loren will open the meeting with welcoming remarks
- **12:00PM JOINT LUNCH FOR EC AND ASIAN DEVELOPMENT SUBCOMMITTEE AT HOTEL**
- **Afternoon: Joint meeting of Executive Committee and Asian Development Subcommittee**
 - Strategic goals
 - Report from Asian Development Committee
 - Jinwoo Kim reports on the progress of the Asian Development Committee (to be linked - slides)
- **3:00-3:30 PM Break (ACE Foyer)**
 - Potential issues
 - How to develop SIGCHI presence in Asia
 - presence of SIGCHI in Asia is not as strong as was hoped; SiGCHI needs to have a clear message; not only between countries, but even within countries (e.g. strong institutions for design vs practitioners); What is important is the face to face presence: select a main contact person that represents SIGCHI in that country (why not have headquarters in Asia?);

SIGCHI Officers travel the country, so people can see a face and make a connection to a face;

- Database for Asian HCI people, online database can be based/integrated with social media (except China);
- Cliff: social media: different tools in different countries; China: facebook, twitter and youtube are not available; LinkedIn is working for China and youku.com
- Goal is that the people now in the committee should be the contact point for the country; Eunice: they need a presence (the face) also in the website there need to be things in our language; Task: have an area on the website to have the Asian Committee (Fred Sampson; as soon as possible) and describe SIGCHI mission statement in the various languages (internal message); next step is to develop messages for industry people and to government people (difficult to understand what SIGCHI is doing in the academic world). Messages can be forwarded to the people in the databases.
- Helpful is to have a kind of second layer (not directly at headquarters ACM); Maybe have a local chapter: can they facilitate?
- In Korea there is the Korean HCI Society with a Vice President for International Relations; In China there is a SIGCHI China Chapter about 10 years ago (no status as legal entity), 2-3- ago there was a SIG developed under the umbrella of the computer society (is legal). Goal would be to get a relationship to the SIG. ACM is working with CCF, unclear how to approach them from the SIGCHI perspective. ACM has been trying to become ACM China as a legal entity. ACM India is a legal entity, so there should be a connection point.
- We should have SIGCHI officers touring in Asian countries - this should be a recurring activity and not a one shot one. It should be made clear to the speakers that they are ambassadors of SIGCHI (their name should not be independent from SIGCHI).
- What is important to have an In-Cooperation Conference: there should be a clear message what the possibilities are
- Relationship of SIGCHI to various Asian HCI professional societies
What is necessary is a list of benefits; activities in SIGCHI are not accounted for the chinese university; volunteer service is not a criteria in the

evaluation in china; being involved in a conference should be visible;
making a press release on these activities; Pre- and Post CHI sessions;

* for Thailand etc the activity for volunteering is counted in points that allow to even raise salary; What is necessary is to produce certificates for each of the roles: example for 110 attendees there were more than 600 certificates issued. People decide to be member of the local chapter, but not be a member of ACM; People should get a recognition due to activity as a volunteer. Culturally nominations play an important role. Action Item: Helena is coming up with a strategy on what certificates are wanted or necessary. ACM can generate these certificates (even electronically). There should be a template to be handed over to all specialized conferences.

Question from Susan: Publications: are translations useful? Not necessary for Korea; more important for China: translation just for the headings is already helpful; Scooter: can you automatic translation for the headings and abstract be used.

Eunice: Don't use Google Translate in ASEAN - it's not good enough
Necessary info = abstract and headings so people can decide if it's worth it to slog through the English of the entire article. (Susan: suggest we have a local person review the translation to approve it - esp. if using machine translation)

Pre-CHI Day: all people are coming together to present what they will present at CHI;

Scotland: Pre-Chi day 2015:

<http://www.eventbrite.com/e/sicsa-pre-chi-meeting-2015-tickets-15500777242>

Scotland Pre-CHI day 2014:

<http://www.allevents24.com/e/sicsa-mmi-pre-chi-meeting-tickets-10766273213>

Scotland: Pre-Chi day 2013:

<http://sachi.cs.st-andrews.ac.uk/2013/04/pre-chi-day-in-st-andrews-sponsored-by-sicsa/>

Note: Pre-Chi day and SICSA HCI theme in Scotland leads to Scottish Party at CHI: eg.

<https://www.flickr.com/photos/aquigley/sets/72157651711737338>

Post-CHI Day(s): analysis of what was going on at CHI and analysis Support for Pre/Post CHI days for the asian community is supported; specific proposals are necessary: SIGCHI role is to show how it is run and maybe support that experts run such a Post-CHI Day

- Relationship among Asian HCI Societies:
- e.g. have an umbrella local conference of HCI for Asian Pacific nations: should not be a competition; it will be very expensive to fly to San Jose for the Asian researchers; a local conference can be organized;
- Experiences from Asian CHI Symposium: worked well; we might need distance from APCHI (existing independent conference): co-sponsored by SIGCHI, conference made a loss; The conference is not held in 2015. If people would want to come up with something like that, it might be beneficial. SIGGRAPH Asia has a commercial company to run the conference and has something to say about the content.
- Question: do we want to have a SIGCHI branded Asian Conference; there is a number of regionally held conferences that we do not sponsor, they are run in cooperation; Maybe we can launch something - like related to the post-chi workshop;
- Discussion: Eunice: something under the umbrella of SIGCHI is giving trust to people (because not associated with one country). the workshop was proposed under the CHI 15 name; the conference can be bi-annual not conflicting with the APCHI. Dan: we can bring a culture in quality research: we can go to SIGCHI and can do good stuff; One of the keys were communities that were already existing. Building on this base is the key to success; Continuing to move our conferences to Asia? Cliff: there are lots of models for conferences: e.g. separate doctoral consortium; CSST: build a framework of research; Susan: AfriCHI is experimenting with virtual conferences - to allow people to participate remotely. Aaron: in-cooperation;
- At the CHI 2015 there were workshops in multiple languages: can we have a similar thing in the future. Dan: there is choice: we want to grow research

in Asia, or we want to go to Asia to include people in the international community;

Relationship of SIGCHI to various Asian HCI societies

- make it more clear how to found a local chapter; Helpdesk is done by Tuomo; annual report should be simplified (comment: A possible document to “plunder” (UXPA’s guide to establishing a local chapter - just for ideas obviously)
https://uxpa.org/system/files/public/UXPACchapterManual_062014.pdf
- what is the benefit: having a professional association that is attached to an US institution gives it credibility; possibility to support members
- support for local leaders: (1) technical training to establish local chapters (2) training how to grow an existing society; mentoring for local leaders: example from Zhengjie: enable younger generations to run their own conference, to do things themselves; in Korea there are lots of private companies to train people to obtain the skills; compared to practitioners research has scarce resources in Korea; Korea has established a 3 month program for PhD students and junior researchers to learn how to write papers; Design Challenge in Indonesia; Bootcamps with Industry and Academia; how can things like that be supported? Loren: Development Activities in Asia: goal is to integrate the Asian community in the International Community (important is that activity has a clear component how this happens): An example is to fund a doctoral consortium that is having international researchers participating and supporting the local students to attend.
- have a local SIGCHI officer in the local HCI society: this is part of the liaisons; assumption is that the people in the development team are the anchor points;
- Start conversation with other societies: examples UXPA; IxDA; talks on the higher level has failed, but could be re-tried; In Korea they are complementary; In Indonesia the people are attracted by the UXPA because they get practical applicable resources.

Thinking strategically about encouraging more specialized SIGCHI-sponsored conferences to locate in Asia. Should we have a plan? Provide resources, incentives?

- Translation service was perceived as successful, people were happy that they had their language on the program; The question was - was it well received? (CHI 2015 data: 30% didn’t know; 18% not very useful; 30% neutral; 19% very useful;)
- Cost for facilities can be paid out of development fund
- Steering Committee: typically the steering committee is handing over the work to the general chairs; we might want to consider to support them to make things easier for the SC; The bidding process might not be so common in sigchi sponsored conferences
 - Development activities, e.g., workshops, speaker series

- this is always welcome; once you have someone to go to Asia, it might be good to travel to several Asian countries; if you want really good speakers to come you might or might not want to have a “boondoggle”
- What would be helpful is to support Asian Speakers to give talks within Asia (more cost effective) or also to invite Asian speakers to visit Europe and US;
- Unclear if ACM Distinguished Speakers program has a honorarium
- Speakers should put in some slides in about SIGCHI

Educational Curriculum: goal would be to have HCI as a key component in ACM curriculum; Missing standards for the curriculum: there are some commonalities: instead to have a full curriculum you have special elicited units or parts; material is available to the community in Asia

MOOC: platform that allows them to access the online courses; videos from people giving a course (if possible with subtitles); List of good videos or materials with subtitles; For example provide the course from Jonathan Lazar & Simone Barbosa (Introduction to HCI)

Certificates and Certifications

different countries have different standards: Korea decided not to have one due to the difficulty to have a common (quality) standard; it has been discussed, to have certificates for course completion: course curriculum: you can take a series of courses and it certified that you took the courses; Question: are we facilitating or do we provide? Overall certificates are possible, not certification. There are different levels of certification: for some countries they are attractive and useful, for other countries, there is less need for certification. We can give people a certificate that they attended the course, we can not support that people get a quality description with that.

Thinking about the next CHI conference in Asia, which likely will be in around 2021 or 2022.

Conditions: Strong supports from local communities; Direct Flight; big conference facilities; price and government support;

Candidates: Bali, Kyoto or Kobe or Osaka or Sendai (Tokyo?)

bids for Beijing and Shanghai

Sydney or Melbourne

HongKong

Singapore (there must be a strong champion)

It is important to keep a strong connection. What is important is to know the roles. Question if the committee has only to come up with ideas, or if they have to implement things: regular meeting, face to face meeting, Asian Committee meeting - they all need financial support to be kept. It would be requested to have a yearly F2F meeting. We have to keep in mind the requirements for the EC and we provide an offer in response to this proposal.

Asian Committee is limited as it is an ad hoc committee that will end with the term of the current SIGCHI EC.

Revised Process for Conference Surplus:

There are several obstacles, and it is very complicated

Request to spend the surplus is coming from the Steering Committee: the grant can be used. If the grant is not fully spent, the money not used can be coming back. We keep the information about the surplus (starting 2011, as this is what was voted); Some of the conferences have already got money - CSCW got already money. ACM and SIGCHI are making money out of the conference, and there is a huge amount of complains about that. There are accounting mechanisms that allow to take over money over several consecutive years. At the time of the budget decision the Chair for specialized conferences should be in the loop with the VP Finances. There are people now facing the issue, we need a solution asap. We use the mechanism for budgets for 2016.

Link to Procedure;

We only commit for one budget year. This mechanism can be stopped anytime, if the financial situation of the SIGCHI is getting worst.

Proposal to implement Philippe's procedure for one year; Dan & Aaron come up with a new proposal. Voted by all members. Proposal by Dan, Seconded by Helena;

- **DINNER- 7PM (Meet in Lobby at 6:30PM)**
Morton's Steakhouse (551 5th Ave, New York, NY 10017)

Saturday: Continuing the discussion, pointing toward the future (we'll finish at noon)

- **8:00 Breakfast (ACE Foyer)**
- **Morning Session, 8:30am-12:00pm**
 - Formal proposal for funding Asian Development Committee - Helena & Loren:
 - Funding for three meetings: CHI (about 5 persons), 6 month meeting in Asia (about 5-7 persons) , one person attending the EC meeting

- Scooter; second Vicki: approved; task: numbers for Dan; task: Loren asks people what type of title they would prefer;
- Vote on CHI 2017 Chairs - Scooter
 - Gloria Mark and Sue Fussell : Loren proposes vote; Susan second
 - Scooter will share his list of chairs for future CHI conference chairs in 2018 and beyond at the January meeting
- Voting on "Message external" proposal from Helena: Dan proposes to use \$25,000; seconded by Loren; approved;
- Virtual PC Study Proposal - Helena + Cliff
 - Based off of what the Games Subcommittee are doing at CHI 2016: goal is to study the impact of the virtual subcommittee meeting: MobileHCI is using a hybrid model: flying to the closest location; Scooter: bring in experiences from other conferences; ideally the evaluation is over 2 years: goal could be to have a 2 years experiment; Dan: The expense is always discussed, but we could sustain it; the meeting is the major time to socialise volunteers; this is the only forum where you get all the researchers together; there might not be significant impact? Susan: developing world works differently John: when new people are coming in for virtual PC meeting, this might be difficult; the impact might only show up after a longer time; Influencing environmental variables: topic of the subcommittee, game community is new vs game community is virtual; we do not fund this as research, but the data is available for the community to support future conferences; Dan: there are many things that can be collected, but there are lots of things that might not be measureable like the social impact; experimental design should be hybrid model for the research. Scooter: vote for 75000; second by X; accepted
- ACM DL revenue - Dan: we will not see an impact of the open access strategy soon
- Interactions Magazine - Loren: steps to do: identification of costs; editors for the magazine are needed (check with Ron); Vicki: it would be helpful to understand if people really want the printed version. We should get data in on that? Systematic survey (Cliff; if possible coordinate with Regina to include related membership questions); Susan: put Cliff in touch with Whitney Quesenbery (UXPA person who has managed the transition to an all-virtual UX magazine)
- Specialized Conferences requests - Aaron (endorsements from SIGCHI EC requested)
- Aaron's Slides:
<https://www.dropbox.com/s/cnts7rq8o7kpio9/Specialized%20conferences-Jul-EC-2015.ppt?dl=0>
- Dan: improved to increase the travel budget for the CMC to enable that all steering committees can be invited to the Full-CMC meeting; Request: a specialized conference series with a negative balance (in total) over the past 5 years will only

- have TMRF approved with uses ACM accounting; Dan proposes reformulation: We restate that the VP of Conferences and the Adjunct Chair of Specialized Conferences have the authority to prove and not approve a TMRF based on the financial history and if they disagree to address the EC. Dan/Gerrit: approved.
- The SIGCHI endorses the principle that conferences which select conflicting event dates (a) (b)
 - Voted for (2 opposed)
 - UMAP: conference wants to move to ACM SIGCH/SIGWEB sponsored conference; User Modeling Inc has to write a letter to hand over the brand ownership. Joe Konstan encouraged to have this conference to come to us. Loreen moved to approve: Scooter second: approved;
 - ITS wants to change the name ISS: Dan/Scooter; approved; Discussion about problem of renaming conferences (related to Publications): Dan suggestion to have an external website;
 - Meeting in September in Salzburg about having a conference on Fabrication and HCI: SIGCHI “encourages this activity and encourages to talk to other specialized conferences and to consider not using the substring CHI in your name and would welcome an in-coop request” vote: all in favour
 - Request to have 30.000 budget from the CMC: what would be important is to have the data and to review the mechanism and then see what is taken up. Dan/Gerrit (all in favor).
 - Revised proposal for ambassador program
 - slides to be inserted
 - Scooter: the domain target is essential: looking at HCI practitioners; first step would be to do a state of the art; Aaron: if we have an Ambassador program (<http://www.conventionscotland.com/AmbassadorProg/>) it can be simple a set of slides or material to be used if they want to reach out to a new community;
 - REF (Impact: <http://www.ref.ac.uk/> see here: <http://results.ref.ac.uk/Results/ByUoa/11/Impact>)
 - See Nature article on REF impact: <http://www.nature.com/news/impact-of-uk-research-revealed-in-7-000-case-studies-1.16898>
 - Discussion of the proposal. Loren: it is unclear at this stage what we should approve. John will iterate for the January meeting. Input for John: examples are to have workshops; what is important is that participants are getting supported and really care.
 - Honoring contributions of CHI Elders → we’re really stressed for time, so I’m (Susan) taking the liberty of posting some Possible ways to honor our (deceased) elders

- A moment of silence during the CHI Plenary? [Cliff: I'm leery of this. So many members of CHI won't know the people. But maybe it's not bad that even newbies see us showing respect].

- A brief mention of those who have died at Plenary? (like we did for Gary Marsden at CHI 2014)

- Panels that highlight the contributions of those who've died in the previous year? (like we're doing for John K at CHI 2016) [Susan: This could get out of control and be an issue for Program chairs - esp if timing doesn't work]

- A yearly publication (or section of, say, Interactions?) that memorializes their work? [Cliff: What about a profile in Interactions?][Susan: I like this idea a lot]

- A yearly collection of memories and photos of folks who've died. Maybe a place on the Interactions blog? Or on the SIGCHI website?

- Discussion: who rises to the level of being acknowledged? Mentioning in the plenary vs having a dedicated paper session; all suggested ways can be useful. It would be helpful to have community members have the ability to use a virtual space. Loren: can we have a policy to suggest the community to organize a SIG - go through the usual channels. This way it can be announced in the plenary. The decision is up to the community. Vicki: have monitors (for CHI not to be easily implemented); Loren: we invite people to use the following avenues: organizing a SIG, submitting profile/article to Interactions; Recommendations for CHI chairs (e.g. not in the plenary, other mechanisms) but maybe up to the choice of the CHI chairs.

- Dan: it is also a way to put people on a slide and content is coming for the community. Aaron: use the social media channels (official SIGCHI channel)

- Susan to draft policy (quickly)

Connection to UXPA

- Possible ways to collaborate

- Susan: Draft plan for collaboration

- Susan: Continue to be in communication with UXPA

● 10:00-10:30 AM Break (ACE Foyer)

- Assignment of action items - Regina

- Accessibility?

- Planning for winter meeting:

- Florida? use doodle to find the dates

- Committee communication

- Regular "conference calls"?

- Documentation technology / Information repositories

- Communicating results to the membership

- Notes

- Blogging: everyone is having a short write up to blog it; things people voted on.

- Tweeting: and then tweet it:

- Cliff set up the SIG_CHI: we do not want to divide our audiences; we should also promote their the other conferences; suggestion: official channel of sig_chi (less CHI 2016 logos); co-branding for all specialized conference; there can be more coordination and we have already people to do that.
 - Todo: communicate with the people, change text, add logo (Fred to check with Max); change procedures to coordinate with specialized conferences (Aaron). Fred volunteers to handle the twitter account. Different approach: tweet under different hashtag; “no consensus”
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