

# Core Meeting Notes

Thursday 12th March 2015 9.15-10.30am

**Apologies:** Tom

**Present** John, Alistair, Gill, Lin

## 1. Action items completed

- set up bitbucket Documents repository sibling to Portal and topconfsanalysis. (Lin) (DONE)
- Send out request for EoI for ACSW 2017 (John) (DONE)
- Ask Alex about default rotation heuristics etc. (John) (DONE)
- Put calendar into bitbucket repo. (Lin) (DONE)
- Circulate “where experts publish” tool and instructions to committee. (Lin) (Not yet really usable but added John and Alistair to repo) (DONE)
- Circulate AGM minutes/info and put on the www. (John) (DONE)
- Arrange call re ACSW roles and timelines. (lin) (DONE)
- Contact current committee chairs and establish who is on committee, how long they have been on, and prepare document for next exec meeting. (Alistair). (DONE)
- Include pointer to article Alan Fekete sent on broken web of science, in next CORE newsletter (John) (DONE)

## 2. Action items ongoing and new

- review Michael’s documentation re website (John)
- arrange mammoth backups of Portal. (From Nov notes: For the portal we will back up yearly and keep for 2 years. For the website we will make periodic dumps (supported by their management panel) and put them on bitbucket. We will keep copies of all key documents, and their archival versions, on a documents bitbucket repository. (Lin)
- write brief policy about money management incorporating decisions from Nov meeting (John)
- Update web pages, content and structure (John, Lin, Alistair together with projector)
- Discuss development of CORE journal ranking list and use of ERA2010 journal list with ARC (Lin)
- Book time to restructure website. (Lin)
- Locate and add relevant materials (John)
- Get list of previous ACSW locations and Chairs onto web. (Lin to ask Alison) (Have list - have not put on web)
- Investigate Bendigo Bank investment account options. (lin)
- Letter of thanks to Tom. (John)
- **Follow up ACSW 2017 EoIs with proposal request. (John)**
- Investigate getting proper conference call arrangement setup. (Alistair)
- Contact Christof and Nick re draft ACSW timeline. (Lin)
- Follow up with Christof and Nick and ensure draft timeline before next meeting. (Alistair)

- Mail Tom, Christof and Nick about getting report, based on timeline, one week before each exec meeting. (Lin)
- Draft policy re best paper awards. (Gill)
- Follow up re awards committees. (Alistair)
- Draft set of info to collect for journal ranking submissions. (Lin)
- Investigate conference calls. (Alistair)
- Mail around meeting option times and set up schedule. (Lin)
- Think about and mail around possible CORE goals for the year. (All)

### 3. **Welcome Gill, Thank you Tom**

We look forward to Gill's involvement going forward. She will take over agenda preparation and notes. Thanks to Tom for his involvement over quite some years. John to write a letter of thanks. Tom will still be around and involved with exec as Chair of ACSW 2016.

### 4. **Chair's report**

CORE endorsed Kevin Korb's submission re the Defence Trades Control Act. Two ECR members endorsed for CORE attendance at Science meets Parliament. Not much else. Very busy time.

### 5. **ACSW 2017 location**

Expression of Interest received from USQ, Deakin and UTas. John to follow up with a request for a brief proposal, covering: who will be the chair and other principal committee members; what will be the location and what are the facilities there - numbers and sizes of rooms etc.; what are the accommodation options and how close to the suggested location; suggested dates;

### 6. **High level ACSW timeline**

This needs to be done in collaboration with Christof and Nick - an urgent task so we can use it for monitoring and tracking by exec, and can know what we should be asking wrt ACSW updates. Lin will follow up from phone call, saying Alistair will work with them from exec and could they give a first draft within a week or 10 days. Alistair will ensure that we do have a draft to review at next exec.

### 7. **Best paper awards and prizes**

All conferences may have a best paper award if they wish. CORE will print official certificates. Deadline for notifying Alison of awards will be before Xmas. In addition, conferences may give a best student paper award, with a \$500 cheque (from CORE) if there are 5 or more eligible student papers accepted. Eligibility assessment should be part of the submission process where boxes should be ticked indicating that the student is the primary author, and that if accepted, the student will attend and present. Where a student award is being given, there should be a brief report to CORE exec, providing the eligible papers (with the submission evidence of their eligibility) and a description of the process for determining the award winner, including who the committee were that made the decision. Decisions must be made and communicated to CORE exec and Alison, prior to Dec exec meeting. This policy should be written up for the CORE website, for the conference information materials, and communicated to the ACSW coordinators. Gill will write a draft and circulate for refinement prior to next meeting.

## 8. Awards committees

Alistair collected initial data. He will follow up by email to concretise previous decisions about rotation on the committees and appointment of committees and Chairs by CORE exec. He will also flag that the timeline for all award decisions will be brought forward. The specifics to be communicated re each committee are noted below:

- CORE Teaching Award: mail to Kristina, new SIGCSE chair outlining CORE views and indicating that we would like to consider her as a candidate for Chair, and would also like her suggestions of committee nominations, with pointers to their web pages or CVs. We will select a committee from these and other nominations. First task will be to draft a description of award and selection criteria more in line with our view that this is an award for excellent/innovative teaching, rather than for research about teaching.
- John Makepeace Bennett award for the Australasian Distinguished Doctoral Dissertation (David Abramson, UQ - Chair, Tim Baldwin, Rachel Cardell-Oliver, James Noble, Deborah Richards, Paul Roe, Peter Strazdins, James Thom, Anton van den Hengel, ). Mail David A. indicating time to rotate Chair but would like him to stay on another year or so for continuity. Mail Rachel and invite her to be Chair for a 2 year term, and to provide some suggestions for new committee members. Write to James and Peter and suggest its time for them to rotate off (with thanks). Ask committee to provide a brief written document re process of decision making.
- The Chris Wallace award for outstanding Research Contribution (Prof Yanchun Zhang, Victoria University (Chair), Prof Jane Hunter, University of Queensland, Prof Vijay Varadharajan, Macquarie University). Write to Yanchun saying time to rotate Chair; invite Jane to chair; ask for some nominations of new potential members, from which we will select some.
- The John Hughes Distinguished Service Award: every 2 years; (Prof Mark Apperley, University of Waikato (Chair), Prof Jenny Edwards, University of Technology Sydney, Prof Gopal Gupta, Monash University ). Write to Leon asking him to join; indicate Mark should Chair for next round, with a view to Leon chairing in 2019 (or sooner if we go to annual?). Ask committee to consider and recommend to CORE exec whether we should make this award annually rather than bi-annually.

## 9. Chris Wallace winner - invited talk?

Decided we should aim to have an invited talk from the Chris Wallace award winner. We should make clear in the nomination process that the winner will be invited/expected to give a talk. Ask for indication that this will be possible. Make the timeline same as the one for PhD award nominations. Decision by Nov.

## 10. Journal rankings

Lin to draft a suggestion re what information to collect in ranking submissions for journals. Discuss at next meeting. Wait till we have a clearer idea of what process will be before we consider committee and whether the current/previous committee is enough.

## 11. Key goals for 2015

Everyone to think about potential goals for the year and circulate prior to next meeting so we can shortlist and/or decide at that meeting.

12. **Regular meeting times**

Usual difficulties. Lin to mail around options and everyone to comment what is/isn't possible.

13. **Any other business** Alistair will investigate proper conference calls that people can call into.

14. **Next meeting**

TBD