

**SIGHCI Meeting Minutes
12-8-2007 (6:30-7:30 pm)
Fairmont Queen Elizabeth Hotel, Montreal**

1. 2007 Annual Election for Chair-Elect (2-3 minutes)

Schedule:

- Chair appoints nominating committee by 12/15/07.
- Nominating committee requests petitions for candidates by 2/1/08. All petitions are due to the Secretary by 2/15/08.
- Nominating committee completes slate of consenting candidate(s) by 3/1/08.
- Past Chair emails ballot of candidates (both nominated and petitioned) to SIGHCI members by 3/15/08.
- AIS sets up electronic ballot for SIGHCI election by 3/15/08.
- Past Chair completes election by 4/1/08.

Discussion:

- Jane Carey volunteered to chair the nominating committee. She will recruit others to serve and solicit a list of candidate names for consideration.*

2. Appointed officer positions that need to be filled (3-5 minutes)

- All current officers will serve till June, 2009.
- Advisory board members
 - Kenneth Kozar, University of Colorado?

Discussion:

- Membership on the advisory board is fairly constant but the SIG may need to look into (a) staggering membership terms so that a consistent portion of members are retained from year to year (b) check the SIG bylaws to determine what limits exist on membership terms. Weiyin volunteered to look into both of these issues.*
- Weiyin will contact all existing board members to inquire about their willingness to stay on the advisory board. Nominations for the board also will be considered.*

3. Pre-ICIS HCI/MIS Workshop, by Weiyin Hong and Eleanor Loicono, 2007 Workshop Co-Chairs (5-8 minutes)

- General workshop summary
- Summary by program co-chairs, Paul Lowry, Khawaja Saeed, and Susan Wiedenbeck
- HCI/MIS Workshop 2008 in Paris
 - Format – 1 day workshop, Saturday
 - Location – depending on whether AIS can make offsite location arrangements
 - Special issue – cost, cost, cost
 - Panel or keynote speaker

Discussion:

- Because of travel issues and the uncertainty of the hotel and workshop locations, it was decided and agreed that that officer dinner would be held after the pre-ICIS workshop instead of the day before.*
- Based on current information about the pre-ICIS workshops, the location is likely to be away from the conference hotel – at the American University. Because of this attendees to the pre-ICIS workshops may want to stay at a hotel closer to the University, then move to the conference hotel on the day of the conference.*

- *Anyone knowing of someone in Paris that would be willing to serve as a local contact, please contact Weiyin with contact information.*
- *Submission and revision deadlines for ICIS 2008 will be moved up and shortened to provide additional time for preparing papers for the workshop proceedings and any fast-track journal special issues.*
DATES: Oct 8: notify authors of paper acceptances. Authors will have one week to register for the ICIS conference and HCI workshop
Oct 15: deadline for author conference/workshop registration
Oct 22: extended abstracts due
- *ACTION ITEM: A flyer about the pre-ICIS SIGHCI workshop will be created and prepared for distribution at the ECIS conference. Scott McCoy will coordinate this activity.*
- *ACTION ITEM: HCI needs to encourage others to volunteer and participate as session chairs at AMCIS and ICIS. The SIG is especially interested in individuals that did not have a poster or paper accepted.*

4. AMCIS 2008 in Toronto, Colorado, by Matt Germonprez, AMCIS'08 Conference Planning Chair (2-3 minutes)

- Special Issue

Discussion:

- *The new Manuscript Central paper submission and management system is rather unstable and limiting at this point. This is causing problems in terms of managing the mini-track submissions and acceptance processing.*
- *5 of 6 mini-track proposals have been accepted*
- *Traci Hess gave a report on the number of sessions, by area, for AMCIS 2007. IT Management had the largest number of tracks. HCI was about in the middle of the group. The SIG might want to consider more cooperative tracks with other SIGs. There appears to be increased competition for track sessions as the conferences progress.*

5. PACIS 2008 in Suzhou, China, by Hock Hai Teo & Wayne Huang (2-3 minutes)

Discussion:

- *There was no additional discussion about this topic.*

6. HICSS 2008 in Waikoloa, Big Island, Hawaii, by Joe Valacich & John Wells, HICSS'08 Conference Planning Chairs (2-3 minutes)

Discussion:

- *There was no additional discussion about this topic.*

7. ECIS 2008 in Galway, Ireland, by Scott McCoy (2-3 minutes)

Discussion:

- *41 papers were submitted to the HCI track of the conference. Paper review is currently underway.*

8. Membership report by Susan Lippert, Vice Chair for Membership (1-2 minutes)

Discussion:

- There was no additional discussion about this topic.*

9. Financial report by Chuck Kacmar, Secretary & Treasurer (3-5 minutes)

- Current Status
- Financial planning: surplus, revenues, and expenditures
 - o Revenues: membership fees and workshop revenues
 - o Expenses: newsletter, workshop expenses, others

Discussion:

- SIGHCI currently has a modest surplus of funds. Additional sponsorship is strongly encouraged from all members of the SIG. Donations in any amount are welcome and are especially needed as the SIG looks ahead to the Paris ICIS conference.*

10. Sponsorship report by Robin Poston, Vice Chair for Sponsorship (2-3 minutes)

- 2007 sponsorship commitments
- 2008 sponsorship plan

Discussion:

- There was no additional discussion about this topic.*

11. Newsletter report by Lina (Na) Li, Newsletter Editor (2-3 minutes)

Discussion:

- The November 2007 newsletter was distributed at the workshop and conference. The latest newsletter provides a variety of information about the SIG, officers, upcoming conferences, fast-track journal submission opportunities, and upcoming events.*
- Articles for the next newsletter are being solicited. Please contact any of the HCI officers with article suggestions.*
- The SIG is soliciting help from anyone that can help offset the processing and mailing costs of the newsletter.*
- Anyone wanting a copy of the newsletter can contact Na Li at nli@SYR.EDU*

12. Web site report by Veena Parboteeah, Webmaster (2-3 minutes)

Discussion:

- There was no additional discussion on this topic.*

13. Other officer reports

Discussion:

- There was no additional discussion on this topic.*

14. Other topics?

- Fast-tracking issues, reports from Guest Editors of Special Issues (process, speed, review)

Discussion:

- *Significant discussion occurred on this topic, focusing mostly on the delay between notifying authors and the time articles would appear in print. For some conferences the delay is 4 months or more. The SIG will look at revising the submission and fast-tracking opportunities to try to reduce this delay.*
- *The following idea was suggested: for future fast-track issues, once a paper is selected for fast-tracking, allow the author to submit their original paper in camera-ready format. Use this version of the paper for the first round of reviews instead of requiring the author to complete a revision prior to the first reviews. Of course, if authors want to modify papers between the conference and fast-track first round, that's fine too.*
- *ISJ special issue is completed*
- *Data Base special issue is in progress*
- *IJHCS special issue is just beginning*