

SIGDOC 2003 Meeting Notes

Attendees

Scott Tilley
Kathy H
Susan Jones
David Novick
Johndan Johnson-Eilola
Rob Pierce
Michael Priestly
Michel Albers
Shihong Huang

Membership

Michael Priestly – SIG governing board meeting
Changing SIG classification structure to single category
ACM will require us to write up a list of explicit member benefits
SIGDOC is shrinking while some SIGs are growing
Need to promote affiliate memberships (SIGDOC only)
Difference between core SIG members and members of multiple
SIGs. When things get tight, you drop non-core SIGs.
Consider an STC Intercom ad to draw in core members
Consider a TechWL ad

Target STC members.

action (Michael Priestly): Need a clear statement of why to join
SIGDOC...especially for people who will not be entering the conference.
SIGDOC adds depth and breath to your skill sets. Not a beginner
conference or organization.

AITP – Associate of Information Technology Professionals

Management group which could suggest employees join

action: need to examine demographics of current memberships to figure out how
to price things versus member income (travel funds)

action: Define: number of SIGDOC members and conference attendance we are
happy with.

issues: is demographics changing

issues: how will name change effect membership

Current membership: 374 people

Long discussion on tutorials and workshops at conferences. Are tutorials meeting
our audience needs? Issues of doing workshops versus tutorials. Need to
clearly define the goals of the workshop and what people can gain...needs
to be give/take versus a tutorial of “take notes and learn something” Need
to have a problem or issue based focus to the workshop. Must have a
deliverable.

possible action: offer SIGDOC sponsored tutorials at various locations around
the country

Can send notification via all ACM SIG lists. Need to contact each SIG information person individually. Explain call for papers.

Finances

Web site

Susan is resigning as web site person.

Site should be moved to ACM, which has hosting space.

Scott has access to ACM site

www.SIGDOC.org is a valid URL

Going to try to reload previous conference sites onto new site

Scott has one person willing to redesign website for max \$2000 on per hour price.

action: hire ?? to do the work and short term maintenance contract

Need

Standard look

Better connection to various ACM site material

issue: need a new Information Officer

action: consider putting 1 or 2 articles from the digital library per year onto the web site for everyone to get access (selling point for SIGDOC)

Newsletter (Rob Pierce)

Wants more contributors.

Need to move away from current corrupted list server.

Doesn't want it as "Rob Pierce feature article newsletter"

Question: have a student section

action: need to put onto web for published article status.

action: send an email of the contents with links (i.e. TechNews)

action: bottom of page links to "join SIGDOC" page

action: develop a 1 page sheet requesting a conference author to write a short summary for the newsletter

wants "developer's corner" of how for technical communicators to work with developers.

JCD

Problem getting submissions

ACM Pubs board dropped the word "journal" since full peer review was not being used. Will reconsider status after we show the process for a peer reviewed journal.

action: need status of peer review, submissions rate, and acceptance rate

Stan says he has enough material for 2 issues

Stan has indicated he plans to resign after a few more issues

action: need to determine journal status with respect to member benefit issue

issues: what to do with issues in the pipeline (Scott)

decision: taking a year off to rework journal design and focus

Need to find a new journal editor

Change name to "Design of Communication"

action: left over book reviews go to newsletter
action: consider co-joining with another SIG for the journal
action: advertise for an editor

Awards

Rigo 2003 – JoAnn Hackos
Diana 2003 – Susan Mills for IBM (Director of User Technology)

Rigo 2004 –
Alan Cooper, Ann Rockley, Norm Walsh (docbook)
Diana 2004 –
STC (1), Macromedia (2), Erlbaum, O'Reilly, Wiley
Scholarship
Add user doc, HCI,
See Johndan for rewriting call for quality thoughtful paper
David Novick to distribute to CS list
Publish top listings on web site/newsletter (honorable mention)
Pay something for right to publish 2 @ \$50
Potential to publish as many as possible

2002 Conference

Took a small loss
Main problem was meeting hotel room commitment
Number: low 70s
Main review comment: presentations were rushed
Discussion of having a longer sessions for some papers

2003 Conference

Needed to be aggressive in advertising call for proposals
Sent summarized set of comments after the abstract review

2004 Conference

Get local STC or students to do registration
Student volunteers get in free at 4 hours work (t-shirts?)
Discussion on fine points of call for proposals
No tutorials
Banquet
Rum Boogie Café
Look at bus
Check into vegetarian meals for buffet

2005 Conference

Program chair: Bob Newman (Coventry)
General chair possibilities: Stuart Selber, Brad M., Ken Wong
David Novick suggested El Paso

Others: Milwaukee, St Louis, Banff, Victoria, CO ski resorts

2006 Conference

Program chair possibilities: Clay S.

2007 Conference

Location possibilities:

2008 Conference

Location possibilities: Netherlands year after Forum

Possible co-sponsoring conferences

Information management Knowledge management

ACM DocEng (Scott)

www.docengineering.org

conference co-sponsored by other ACM SIGs

closer to traditional engineering/science than SIGDOC

Wants to get some of those people onto 2004 program committee

Intecom (Stephanie)

developing a web site

www.tceurope.org (member group web site)

fee is 210 Euros

Forum 2007 in The Netherlands

action: Stephanie to figure out cost details for sponsoring organization

By-law changes

Clearly define who makes up the board

Scott will set travel refund policy