

# ACM History Committee Meeting (F2F)

## Brief Minutes, May 22, 2019 (v. 1)

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### 1. Welcome to attendees (Owens)

- Barbara Boucher Owens (chair)
- Vicki Almstrum (minutes)
- Tom Haigh (guest, Turing project)
- Chuck House (guest, ACM Awards project)
- Carol Hutchins
- Bernadette Longo
- Sachin Maheshwari
- Erik Rau
- Len Shustek
- Kim Tracy
- Mary Whitton
- Amanda Wick (guest, coordinator of SIG Heritage workshop)
- Jeffrey Yost

#### **Participating via Zoom in the afternoon**

- David Jefferson (guest, Turing project)
- Roy Levin (Turing oversight)

#### **Unable to participate**

- Ursula Martin

### 2. Minutes from April meeting (Almstrum)

- ACTION: Update list of attendees (Chuck House had not been listed) and add the fellowships that were funded

### 3. Review of past minutes for posting and web update (Tracy)

- Discussed appropriate level of detail in the committee minutes.
- ACTION: Carol, Erik, Bernadette will comprise a committee to assist Kim with prepping old minutes for public posting.

### 4. Fellowship applications procedure updating (Owens, Tracy)

- Discussed current criteria and how to clarify in order to improve the focus of proposals.
  - Current description of the program:  
[history.acm.org/public/public\\_documents/acm\\_history\\_fellowship\\_announce.php](http://history.acm.org/public/public_documents/acm_history_fellowship_announce.php)
  - Updated categories: Reject, Reject with suggestions, Accept.
  - Under exceptional conditions consider a fourth category: “rapid resubmit” process, which we also referred to as “Reject with wiggle room”.
  - Ideas regarding the call:

- Notion of flexibility in the resubmit process contingent on resources.
  - As feedback: “This would have made a better proposal if ...”
  - Add a clause to encourage proposals relevant to SIG Heritage
  - Ensure the expectation of accountability / follow-up is clear in the Call
  - Ensure that the call makes clear that a budget must be included. Would also be reasonable to ask that the budget include an item about outcome assessment.
- Discussion of past winners, follow-up, and accountability.
  - The website lists past winners here: [history.acm.org/public/public\\_documents/acm\\_history\\_fellows.php](http://history.acm.org/public/public_documents/acm_history_fellows.php)
  - Len: How good are we at following up on the grants?
  - A SHOT panel from 2015 in Albuquerque NM is an example for an approach to tying together the results from different
  - ACTION: After six months, send a reminder that the follow-up letter with status is required (that is, in October / November). Assign to ??
  - IDEA: Progress reports on history website blog or SIG Heritage site
  - ACTION Len, Erik, Vicki -- Develop list of past winners and process of follow-up.
  - ACTION: Vicki will assemble a spreadsheet for all proposals we have received over the years to help ensure consistency in how we are archiving the proposals.
- ACTION: Mary to develop a draft of the updated criteria for evaluation and the Call for the Committee to review later.
  - ACTION: Bernadette to revisit letter content and develop new templates for use in future years, including the fact that each year is a new competition, the need for follow-up, a description of how the project will be evaluated.

## 5. Budget (Owens)

- ACTION: Barb will check status of budget approval with Darren.

## 6. ACM India History Proposal (Maheshwari)

- Sachin proposes to produce oral histories with three key figures in India’s computing field and considered strategies, priorities. Sachin updated his plan based on information from the workshop, creating a workable plan. Link to Sachin’s proposal: [https://drive.google.com/file/d/1H16pVAPwJu51b-\\_OeJ2w8mzuiE-5qZd5/view](https://drive.google.com/file/d/1H16pVAPwJu51b-_OeJ2w8mzuiE-5qZd5/view)
- We agreed the Computer History Museum will archive the interviews, with copies at CBI and the copyright held by ACM.
- The committee voted to approve \$2500 for the project. Additional funds for the project will be contributed by the ACM India Council.

## 7. Report on Workshop (Owens et al)

- Workshop website: <https://acmsigheritage.dash.umn.edu/>
- Amanda Wick summarized the projects and discussed her perspectives, including the excitement and urgency, which was very energizing.

- Item for consideration: Series of webinars? Amanda could assist in planning a series of webinars. We decided to continue this discussion as part of the SIG Heritage item.

## 8. Key Award Project (House)

- Chuck presented a detailed review of the major ACM awards and winners over the years. He discussed options for how to prioritize the interviews and showed sample outcomes (comments, a snippet).
- Where do interviews with past ACM presidents fit in this project?
  - Tom Haigh offered some points based on earlier interviews.
  - Interviews with the ACM presidents should be a separate request to ACM.
  - ACTION: Chuck will present the question of interviews with ACM presidents to ACM HQ to encourage continued work in this area.

## 9. Committee Membership 2019-2020

- Tao has rotated off of the committee. Kim will assume the roles of webmaster and SGB representative.
- Discussed roles and future directions for committee membership, as well as criteria for active participation.
- ACTION: Carol will summarize our possible invitees
- ACTION: Barb will do the follow-up with the individuals we decided.
- ACTION: Len will suggest potential committee members from CHM who could join the committee when he leaves the committee.

## 10. Turing Project Update (Haigh)

- Turing website progress
  - Overview page now has an additional tab for the video
  - Challenging to ensure that these oral histories are prominent during a Google search.
  - Have not yet started adding snippets.
    - Goal: include about three snippets per interview. Two separate tasks: Identifying the timeframe of interest and then producing the snippets themselves.
    - Who should be responsible for creating the snippets?
  - Erik mentioned OHMS as a way to get around the need for snippets. (<http://www.oralhistoryonline.org/>)
    - David and Roy could use OHMS to insert time-codes.
    - Should make this a separate processing step, so it is not asked of the video production staff at ACM.
  - ACTION: Tom H. will test the process and create a budget that shows cost for marking up a transcript
- The procedure for the Turing interviews must include the step of informing Tom each time a new interview is completed so he can begin his part. We began to address this by

setting up a folder in the HC Operations folder on Google Drive, where David immediately uploaded transcripts and his overview spreadsheet.

- Planning for next steps
  - Tom is on sabbatical next year, so is able to make additional contributions to the project during this time.
  - ACTION: The Committee evaluate the budget and determine the options for additional work by Tom.
  - ACTION: Describe David Jefferson's role; this should have been in the contract. It is somewhat different from the description for Mike Williams.
    - Included tasks are: finding the interviewer; setting the date and location; scheduling a videographer; doing the final editing of the video, including adding intro at the beginning, cutting some things; getting a transcript done, checking transcript against video (e.g., technical terms), editing as needed; adding timestamps to transcripts, collecting releases.
  - Chuck: Important difference between capture and marketing. The project has done a great deal of capture work. Must give thought to accessibility, usability.
  - For Hennessy, discussed piggybacking onto the Stanford interview with ACM sharing. Roy is negotiating. Expects to see more of this sort of sharing (issues of license to use and license to host) and hopes the agreement will become standard so it need not be customized every time.

## 11. SIG Heritage Update (Almstrum, Whitton)

- ACTION: Think about what we learned over the past three years and during workshop to identify actions that will move us forward toward the long term goal.
- ACTION: Develop the SIG Heritage web site, which is currently in Vicki's head. Need to begin capturing the design and filling in content on the new website.
  - The website is important as a place for projects to connect.
  - The workshop showed the importance of the website heritage.acm.org for supporting connections and a listserv to support communications.
- Supporting materials needed for the Awards banquet
  - ACTION: Barb will inform the SGB chair (Jeff N Jortner) to expect a report about the workshop outcome.
  - ACTION: Kim will write the follow-up report to SGB with support from Vicki, Amanda, and others.
  - ACTION: Vicki will get Anna's help with photos from the workshop, as well as images that Vicki and Barb uploaded to the shared folder.
- ACTION: Amanda will send out a survey to workshop participants in the next week.
- ACTION: Vicki and Amanda will develop the architecture description for the heritage website. Mary volunteered to be another set of eyes for it.
- ACTION: Set up listserv mechanism. Get contact list of participants to allow opt-in.
- Discussed idea of a contracted position for guiding the project.
- Bernadette stressed the importance of the Committee's role in providing the standards for the policies, example forms, etc.

- Barb: Recommends discussing the copyright issue with Joseph A. Konstan (ACM Pubs Board; he joined us for the committee dinner on Tuesday evening).
- ACTION: Consider how we can include webinars (Amanda, Vicki)

## 12. Turing Project continuation (Roy Levin + David Jefferson via Zoom)

- Roy and David joined the meeting via Zoom. The technology worked well.
- David and Roy explained the process.
  - David walked us through the spreadsheet he uses to coordinate the work.
  - David sent about 12 final edited videos to ACM with transcripts to HQ about 2 weeks ago.
  - ACM adds closed captioning from transcripts to video, then sets up on YouTube.
  - Roy described the two “piles” of videos: Original high-def and compressed MP4. Most of the editing takes place on the latter.
    - Videographers choose their own video software and format. They also send an MP4 version, which is what David works with. Some do record in 4K, but the agreement is 1080p. Originals sent to David on a hard drive.
  - ACTIONS:
    - Add David and Tom to a folder in the ACM History Committee’s Operations Google drive (completed).
    - Add David and Tom to the ACM History Committee’s listserv (completed)
    - David to upload spreadsheet and transcripts to Google folder (completed)
- Discussion of how/where to archive the interview materials (videos and transcripts)
  - David and Roy have the full archives, including the materials from Mike Williams. ACM does not. Open issue: backing up the full archive.
  - URGENT to transfer source materials and backup maintenance to ACM. Can they be preserved in the ACM Digital Library? Another option is to save at CBI, which has an agreement with ACM.
  - David has 4TB of data he needs to transfer to archival storage that will be maintained.
  - What is the relationship between CBI and ACM? Amanda has not yet gone through the paperwork from ACM. According to Arvid Nelson CBI is the ACM’s repository of record and ACM archives should arrive at CBI on a regular basis. Amanda has not yet received any materials from ACM.
  - ACTION: Copyright is a big question. Someone must pursue this at ACM. Discussed whom to ask: ACM’s CEO (Vicki); ACM’s COO (Pat); Citron (from David’s email)

## 13. Other discussion via Zoom (with Roy Levin)

- Are the Turing interviews being conducted by qualified individuals? Explored possibilities of team interviewers.
  - How to handle the interviewees who have already been approached and given the opportunity to suggest an interviewer. Switching could be a problem.
  - ACTION: David and Tom can confer regarding the interviewer choice.

- What about a tag team of interviewers? Tom says often doesn't work well unless the historian knows some part of the technology. Jeff: An optimal choice is a historian with tech experience.
- Idea of an intermediary who is an expert and can inform the historian interviewer about the appropriate questioning lines.
- Roy: have a historian to do the interview; have a technical person who is involved in preparations for the interview.
- Tom: some SIGs polled members to suggest questions to ask a particular person.
- ACTION: define how the committee wants this to work. Going forward need discussion between Roy, David, and Tom (and Jeff?) regarding choice of interviewer.
- The proposal for how to handle the next seven or eight interviews was in Roy's proposal for this year's budget (about two interviews per year). Already have seven that must be collected (for 2017, 2018, 2019).
- ACTION: Carol noted we should be receiving the funding we requested. She will get an update on the funding status.

#### 14. Other issues

- Approved \$2K for Tom to investigate the effort required to create the snippets for one or two interviews.
- ACTION: Everyone must submit an ACM volunteer expense report to Barb, who will forward to ACM.

#### 15. Next meeting

- Overall agreement to meet June 11 at 8am PDT via Zoom.