

**ISTeC Executive Committee Meeting  
Minutes  
November 15, 2006**

Time: 1 to 2 p.m.

Location: ECE Conference Room (Engineering Building room C101B)

Attendees: HJ Siegel, Sanjay Rajopadhye, Michael DeMiranda, Pete Seel, MaryAnn Stroub, DeeDee DeMiranda

1. 5-minute status updates so we know about our main ISTeC activities, can provide feedback, and see how we can help (six @ 5 = 25 minutes)
  - a. High School Day results – Michael
    - Photos and videos have been sent to us and will be posted to the ISTeC website
    - This year a record number of high school students, faculty and staff were in attendance
    - Cost sheet for High School Day was handed out to Executive Committee members
  - b. Poster contest for the 11/29 IAC meeting – Denis
    - So far we received 93 entries
    - 80 entries are from the School of Education
    - The rest of the entries are from senior design students, ECE Dept., Agricultural Science, and College of Business
  - c. Current expected attendance at the 11/29/06 IAC meeting – HJ/MaryAnn
    - Tentatively, 9 companies are expected to attend; we have received 13 responses so far [Note: final attendee count was 22 representatives from 19 companies]
  - d. 2007 research retreat planning – Denis
    - Definitive date: February 28, 2006
    - DeeDee has contacted the Lory Student Center and coordinated with Lucy Troup & Denis about child care at the retreat.
  - e. “Faculty” membership on EAC – Pete/Michael
    - There are currently 2 faculty slots open
    - The last EAC meeting had very high attendance
    - Pete and Michael will decide who the new members will be
  - f. FITness survey– Pete
    - Data has been collected
    - Pizza party was sponsored by ISTeC
    - Pete will need to follow up with Jamie Switzer on the data results
2. “Coffee with CSU” program – Sanjay (10 minutes)
  - a. What can we do to get more faculty entries, especially given this will be looked at closely by the IAC in two weeks
    - We will try to get RAC and EAC member entries
  - b. Shall we have DeeDee check entries for completeness, and work with faculty to correct this? For example, Indrakshi Ray has no “Research summary” – it is empty.

- HJ will go through what needs to be on the entries with DeeDee
  - DeeDee will follow up with faculty via email and phone to ensure they are complete
  - c. HJ thinks “Research summary” heading should be “Brief Biography”
    - Committee agreed on this change
  - d. status of web page giving list of past speakers, departments, seminar titles, abstracts, companies, and dates
    - We will need a link from the ISTeC homepage that leads to the previous Coffee w/ CSU information
3. New RAC Co-Chair – Sanjay is retiring – HJ (10 minutes)
- a. Need suggestions for replacement – preferably someone from CNS (someone from a college different from what we now cover: COE, CLA, CAHS, CNR)
    - We will need to get on the CS or ECE faculty meeting agendas to discuss/promote involvement in ISTeC
4. IT Fitness Symposium for Spring 2007 – Pete (10 minutes)
- a. What it is
    - It is a half day symposium
    - Brainstorming of ideas/ways to get fitness across the curriculum
    - Ways to integrate IT into the curriculum
    - Expected to have 50 people in attendance
  - b. Discuss agenda and set possible dates
    - Keynote speakers still needed
    - MaryAnn will find out what dates that rooms are available in the Lory Student Center, which will determine the date of the symposium.