

**ISTeC Executive Meeting
Minutes
Tuesday, January 30, 2007**

Time: 2 to 3 p.m.

Location: Lory Student Center, 220

Attendees: H.J. Siegel, Pat Burns, Denis Dean, Jim Folkestad, Michael DeMiranda, Pete Seel, MaryAnn Stroub, DeeDee DeMiranda

Guest: Susan Latimer, Scott Rudolf (University Development)

1. Discussion of ISTE C Center in the new Computer Science Building (3rd floor)
 - Copies of the floor plan were distributed for members to look at.
 - ISTE C space would consist of work tables, chairs, whiteboards, copy supplies, and video conferencing.
 - Would also have offices for the ISTE C director and committee chairs, students and visitors
 - Would be open to students and visitors
 - Materials/furniture: could have industry donations
 - Pat will draft an email to send to UTFAB (to get on the agenda) and have it done within 1 month.
 - Need to draft an email to Toni Scofield for funding.
2. ISTE C budget and Deans involvement with ISTE C – Pat
 - Members reviewed H.J.'s draft of ISTE C programs and activities to present to Deans.
 - Pat started off discussion by stating that he believes that ISTE C should be focused on IT literacy and education. For the Library, we need RamCT modules, how to conduct a search.
 - Michael added that CAHS is currently conducting a survey of 400 students for IT literacy/fluency.
 - Has ISTE C been disconnected from the Deans?
 - Deans may not be aware of ISTE C activities as much as they should be.
 - At the beginning, Tony Frank attended our meetings; he then would communicate ISTE C affairs to the other Deans.
 - Essentially, we need to ask the Deans: What does ISTE C do that you value?
 - Currently, we are providing enrichment for faculty; also, the IAC supports ISTE C programs/activities.
 - Suggestions from Executive Committee: The draft paper for the ISTE C budget needs to be condensed into a shorter paper.
 - Zolon.com: we will discuss this at the next RAC meeting; should we invite Zolon reps to attend an RAC meeting? **
3. ISTE C booth – All
 - IS&T at CSU booth for Denver IT Summit: we will discuss at next Executive Committee meeting and have this topic on the next EAC and RAC agenda. **

** - Action Items

**Our next meeting is on Tuesday, 2/13/07, from 2 to 3 p.m.
Lory Student Center Room 220.**