

ISTeC Executive Meeting
Minutes
Tuesday 3/6/07

Attendees: H.J. Siegel, Denis Dean, Pete Seel, Jim Folkestad, Scott Rudolph, Mary Ann Stroub

1. IAC Agenda for 4/13/07 meeting: dept. overview? – HJ Siegel
 - Agenda was reviewed and times and functions discussed for the April 13, 2007 meeting at Sun.
 - MaryAnn will verify which Sun location the meeting is at. **
2. FITness Symposium K-14 plans – Pete Seel
 - Plans proceeding for April 6, 2007 function.
 - MaryAnn and Pete will coordinate invitations and R.S.V.P.s **
 - MaryAnn to supply Pete with list of School of Education attendees to Research Retreat for possible participation. **
3. FutureVision 2012 – Pete Seel
 - Plans proceeding for September 14, 2007 function.
 - IBM has offered \$1000 sponsorship.
 - Pete to solicit Department Chairs on input for tracks.
 - Pete to attend RAC meeting on March 7 to discuss
 - Track sponsors instead of general sponsors?
4. ISP in IS&T status and promotion plans – Pete Seel
 - New ISP program in process of approval by Faculty Council
 - Promotion plan has been developed and approved and will be implemented before registration starts for FA07 semester
 - MaryAnn will post new program on the ISTeC website
5. 2007 Research Retreat (February 28, 2007) – HJ Siegel, Denis Dean
 - How shall we handle follow up?
 1. Denis indicates that he visited all of the groups during the Retreat and that they were all proceeding in different formats. Groups may have different ways to proceed.
 2. What is our measure of success?

3. Administration would like to see incoming research money.
4. Number of proposal submissions?
5. Number of attendees at function (62)?
6. Furniture for ISTeC space in new CS Building – HJ Siegel
 - HJ to meet with Brian Chase regarding furniture for ISTeC space in new CS building.
7. Scott Rudolph to contact Level 3 and Cisco regarding new IAC representatives.
8. Review action items list – HJ Sigel **
 - Zolon – plans for interaction with CSU – Denis is handling agreements
 - Coffee with CSU – HJ, Denis, and Jim need to meet; review notes from last IAC; will discuss at March 7 RAC meeting
 - IT Summit Booth and Panel – Jim proceeding with ideas
 1. need to define what is purpose of booth?
 2. what is purpose of panel (ISTeC roundtable on "Hot Topics on IT Research" for "IT Summit"?)?
 3. Free registrations?
 - List point of contact on ISTeC web page – done per MaryAnn (has always been there...)
 - ISTeC web page visit counts – MaryAnn gathering information using Google Analytics program

Action items currently active: **

1. IBM World Community – HJ and Pat need to meet with IBM representative for this program (this is not LAGrid).
2. IBM LAGrid – Pete Martinez from IBM will call into 4/10 ISTeC Exec meeting – HJ and MaryAnn need to arrange for teleconference facility.
3. ISTeC IS&T Research Overview for VPR – to be discussed at next RAC meeting (like EAC brochure)
4. NSF REU/RET/REG or IGERT Site: need to investigate - HJ

Our next meeting is on Tuesday, 3/20/07, from 2 to 3 p.m., LSC 220

Please recall our schedule of ISTeC Executive Committee meetings for Spring 2007 is:
4/10, 4/24, 5/8 (all in LSC 220)

Future topics for ISTeC Executive Committee Meetings:

1. Plans for increasing membership of the RAC and EAC – HJ (5 minutes)
2. “Core Infrastructure” update – (5 minutes)
3. Research brochure – like Education 5-fold – requested by VPR – HJ (1 minutes)
4. Visit by VPR to RAC meeting – HJ (1 minute)
5. college and department meeting visits – HJ (1 minute)
6. Status of changes discussed earlier for “Coffee with CSU” program – (10 minutes)
 - a. Using feedback from IAC meeting
 - b. Shall we check entries for completeness, and work with faculty to correct this? For example, Indrakshi Ray has no “Research summary” – it is empty.
 - c. HJ thinks “Research summary” heading should be “Brief Biography”
 - d. status of web page giving list of past speakers, departments, seminar titles, abstracts, companies, and dates
7. Getting ISTeC into the next edition of the CSU directory – Denis (10 minutes)
 - a. What do we need to do to get into next year's book?
 - b. What information should we put in?
8. Increasing membership of IAC – what companies should we go after – who can help – how do we find appropriate contacts? – HJ (10 minutes)
9. Evaluating past ISTeC research retreats - checking the grant submission database and the new survey – Denis
10. Database – MaryAnn/HJ
11. ISTeC newsletter – HJ
12. CoGrid status – Pat (5 minutes)