Committee Members: Michael A. De Miranda, Pete Seel, Co Chairs, Ray Whalen, Sanjay Rajopadhye, Gene Lewis, Mike Hanna, Jamie Switzer, H.J. Siegel, Raj Khosla, Cap Smith
ISTeC Administrative Assistant: Ms. MaryAnn Stroub

1. The IS&T Colloquium on 4/13-14 was discussed. The committee made the following suggestions for panels, posters, and lecture topics. Specifics will be defined at the 2/05 meeting.
   a. Research on Cognitive Structure Development using IS&T (Clegg, Delosh, de Miranda)
   b. Usability – (Zimmerman)
   c. Data from BD150 (Poster demo with Gene and Candace Lewis)
   d. Using IS&T Visualization Tools (Poster demo with Ray Whalen)
   e. Tools in Distance Education (Switzer, Albright)
   f. Dealing with Diverse skill levels in Introductory classes (Panel – Reggelson, Boese, Yohan, Lewis)
   g. Online writing (Kiefer)

2. Planning for High School Day in October 2005 continues. The committee needs to consider for the next meeting?
   a. type of promotional materials
   b. who to make contact with at schools
   c. EAC members need to think about who to contact in their departments for demos
   d. offer "tracks" that they can sign up for
   e. Michael de Miranda will develop a task list for the next meeting

3. FutureVision 2010 conference planning continues. (with HP in September, 2005)
   a. space still not confirmed in Lory
   b. sponsorship by tables at lunch? could meet with students
   c. tracks continuing to take shape
   d. Pete Seel and Sanjay Rajopadhye will meet with HP on 1/28/05 to firm up commitments.

Next meeting is on Friday, February 4, 2005.