

**ISTeC Education Advisory Committee**  
**Minutes**  
**May 2010**

Attendees: De Miranda, Luo, Siegel, Oprea, Fassnacht, Kalash, Cranston, Seel, Gilkey, Kaminski, Pasricha, Folkestad, Plotnicki

1. **High School Days 2010**
  - a. October 22, 2010
  - b. Demos and contests discussed. Most confirmed. Remaining demos and contests will be confirmed by first meeting in FA10.
2. **Promoting Lynda.com**
  - a. Pete Seel and Don Zimmerman have secured access for CSU EID holders to Lynda.com training software website.
  - b. Discussion of promotion options (see attached)
3. **ISTeC Scholarship Program**
  - a. David Gilkey will attend 5/10/10 IAC meeting to discuss with meeting participants
4. **PhD Scholar Program**
  - a. RAC program for graduate level students
  - b. Annual award that pays for various scholarly activities
  - c. Amount still being defined
5. **IAC meeting on May 10, 2010**
6. HJ Siegel thanked the Committee for their participation during the year
7. Pete Seel indicated that we received another sponsorship from Hitachi that allowed FutureVisions to be fully sponsored (no ISTE C monies)
8. **EAC meet schedule for Fall 2010**
  - a. first Friday, 1-2

## ***Lynda.com Online Software Training*** promotion options

1. Sending e-mails to CSU faculty announcing CSU's purchase of a university-wide Lynda.com license for the trial period. The e-mails would encourage faculty to incorporate the modules into their classes and explain how they could be used for group, individualized, or remedial instruction.
2. Developing news releases for campus media, such as *CSU Today* and the *Collegian* highlighting the importance of current software knowledge by all CSU students and the benefits of using self-study modules to acquire new knowledge and update prior knowledge of useful software.
3. Exploring the possibility of sending e-mails directly to students informing them of the Lynda.com license and explaining the types of modules available (e.g. spreadsheet creation using Excel for non-business majors or learning website design using Dreamweaver for creating a personal site).
4. **Working with the Information Science and Technology Center (ISTeC), CSU's campus-wide IS&T education and research organization, to promote innovative faculty use of the Lynda modules in CSU courses.**
5. Coordinating with CSU and college IT staff members to help promote Lynda.com license and the availability of the modules. Informational products can include
  - a. Placing posters in computer laboratories.
  - b. Providing flyers promoting Lynda.com modules
6. Exploring with the CSU Preview staff the possibility of providing information to incoming first-year students. Efforts might include providing a flyer about the Lynda.com modules and Lynda.com pencils in their orientation packets.
7. Exploring with the residence hall staff the possibility of providing posters for the residence halls and information to students living in the residence halls.
8. Exploring with the Library staff placing posters and fact sheets in the Library computer facilities.
9. Providing information packets to the graduate teaching assistant orientations at the beginning of the fall semester.
10. Providing information packets in the orientation for new faculty in the fall semester.
11. Asking the college IT lead staff members announce the availability of the Lynda.com modules in the college chair meetings.