Minutes of the ISTeC Executive Committee meeting
held at 8 a.m. on Tuesday, **November 18, 2003**, in the VPRIT Conference Room.

**Present:** Michael DeMiranda, Dale Grit, Derek Lile, John Plotnicki, Sanjay Rajopadhye, Pete Seel, H. J. Siegel (Chair), Scott Webb

**Agenda Items**

1. **Education Advisory Committee activities – Pete Seel & Michael DeMiranda**
   a. Status of printing the pocket guide to IS&T: Michael indicated that 3,000 copies will be printed for distribution across the campus in the Spring 2004 semester.
   b. Update on speaker for 3rd Annual OT Research Symposium (Adaptive Technologies Workshop): Dr. Walter Greenleaf is the speaker selected by OT and the date selected is Monday, April 5, 2004.
   c. Update on the ISP in IS&T online CIT grant project: Development is progressing on schedule for BD301, CSCC 150, and EE325 for online course delivery in Spring of 2004. UCC approved the online program on 11/14.
   d. We discussed proposed changes in the requirements for the ISP in IS&T to allow students to take either BD 301 or BD 240 Program Design and Construction instead (due to CIS only offering BD301 as R.I. in summer session). Also proposed changing CS 155 Java Programming as an elective choice to the new course, CSCC 150 Interactive Programming—Java. The Executive Committee approved both changes by acclamation. Pete will submit "Course of Study" paperwork for these changes through the CIS and CS departments to the UCC.
   e. Discussed potential ISTeC/EAC involvement (a “white paper” analysis) in the university debate over whether online courses should be considered as part of resident instruction for both tuition and teaching load purposes. The committee agreed that this white paper would be useful and asked the EAC to follow up.
   f. Update on education-related contacts with Hewlett-Packard: Pete described recent efforts to build relationships with HP locally and the formation of a team of ten people from JTC and HP to work on this project. He will provide updates to the Executive Committee on progress. Scott Webb outlined HP’s grants program for 2004, which will be focused on the use of wireless communication technology in higher education -- data on that RFP was circulated to the campus after the ISTeC meeting.

2. **Research Advisory Committee activities – Sanjay Rajopadhye**
   a. The RAC has been working on the faculty research interests database.
   b. The RAC has been working on prioritization of the tasks outlined in the mission statement.

3. **New ISTeC Home page – HJ**
   a. It is up!
   b. Review content for next meeting, after content increased and known bugs corrected.

4. **Fall 2003 ISTeC Distinguished Lectures – HJ**
   a. Speaker: Professor David Haussler, University of California at Santa Cruz.  
      http://www.soe.ucsc.edu/~haussler/           
      Hosts: Darrell Whitley and Ross McConnell, CS.
   i. Distinguished Lecture:          
      Title: “The UCSC Human Genome Browser.”
Date: November 14, 2003.
Attendance: about 125.

ii. Second Lecture:
   Title: “Comparing the Human, Mouse and Rat Genomes.”
   Date: November 14, 2003.
   Attendance: about 150.

b. Speaker: Professor Jim Kurose, University of Massachusetts.
   http://gaia.cs.umass.edu/personnel/kurose.html
   Host: Anura Jayasumana, ECE/CS.
   i. Distinguished Lecture:
      Topic: Networking … successes, new challenges, and an expanding waist as the field
      approaches 40.
      Date: December 4, 2003.
   ii. Second Lecture:
      Topic: to be determined.
      Date: December 5, 2003.

5. ISTeC Part-time Administrative Assistant – HJ
   a. Our current person, Karen Bross, will have expanded responsibilities in ECE and cannot
      continue after this semester. Replacements are being sought. Developing list of duties.

6. Proposals submitted by ISTeC since last Exec meeting – HJ
   a. Submitted grant proposal to the CIT (Colorado Institute of Technology) “Call for Proposals
      in Research and Education”; proposal is still under review.
      Title: Information Technology Experiences for Students and Teachers in K-12 within
      Colorado (ITESTK-12).
      Project Description: This is a yearlong project for junior high school and high school teachers
      to learn to use IT in science, technology, engineering, and mathematics (STEM) related
      courses.
      Principal Investigators: Michael De Miranda, School of Education, and Ralph H. Castain,
      Electrical and Computer Engineering.
      Date submitted: October 31, 2003.
      Project Request: $252,950.00.
   b. Submitted grant proposal to the CIT (Colorado Institute of Technology) “Call for Proposals
      in Research and Education”; proposal is still under review.
      Title: Grid Computing Education in Colorado.
      Project Description: This is a yearlong project to stimulate interest and develop critical skills
      in grid computing throughout Colorado. The project will create integrated course modules
      utilizing grid computing for senior and graduate level classes, conduct several workshops
      around the state, and establish a new course sequence on grid computing technology.
      Principal Investigators: Ralph H. Castain and H. J. Siegel, Electrical and Computer
      Engineering.
      Date submitted: October 31, 2003.
      Project Request: $296,695.00.

7. COGrid status – HJ
   a. CIT Equipment proposal status:
      Submitted August 2003. CIT has asked us to meet with vendors to discuss our request in
      detail. Official CIT decision expected in December.
b. Bylaws for consortium under development.
c. Website moved to: cogrid.colostate.edu.

   a. The Administrative Assistant is working on preparing the IAC minutes.
   b. HJ will propose at the December Exec meeting ideas for agenda items – please send him any ideas you have about this by December 1. After the next Exec Com meeting and we have a list (including alternatives), and HJ will circulate it to the IAC members for feedback on the alternatives and additional inputs.
   c. Todd Hansell of Valleylab has offered to host in Broomfield area.
   d. Date to be determined in consultation with Exec Com and IAC.
   e. Schedule: I think the morning schedule we used last time worked well - continental breakfast at 8:30 a.m., meeting at 9:00 a.m., lunch ~12:00, meeting concluding around 1:00 p.m.
   f. We will send out agenda, attendee list, and directions once they are set.
   g. We will plan a van again.

9. CSU Grid – HJ
   Project Coordinator: Ralph Castain, Electrical and Computer Engineering.
   ISTeC is coordinating a project to establish a grid computing system across the CSU campus. The current efforts will provide a computational grid system linking computers in Engineering, Natural Resources, and Physics by the end of 2003. Expected follow-on efforts will extend the grid across the CSU system to include other locations such as the campus in Pueblo, and potentially other institutions within the Rocky Mountain region.

10. Annual ISTeC Dinner for High School College Counselors – HJ
    Chair: Michael De Miranda, School of Education.
    To aid in the recruitment of IS&T majors, the ISTeC Education Advisory Committee is planning to sponsor an annual dinner for high school college counselors, where we will have speakers to tell them about the various IS&T programs available at CSU.

11. Future Executive Meeting Topics – HJ
    a. Title: Enrollment and graduation statistics for IS&T students – Pete
    b. Title: Report on Federal IT and Networking meeting
       i. DC, October 1-3, 2003
       ii. HJ and Darrell Whitley (as RAC representative) attended
    c. Title: Increasing membership of IAC
       i. HJ will work with Scott Webb
    d. Title: Our relations with CIT
       i. Visit to them by HJ, and RAC and EAC Chairs
    e. Title: ISTeC–IBM Day – HJ
       i. Chair: Anura Jayasumana, ECE/CS
       ii. Follow up to IBM University Day held at IBM on September 10, 2003 (Anura and HJ attended, among others)
       iii. Presentation of IBM programs and collaborative opportunities in IS&T relevant to CSU
            1. Planning it for Spring 2004
    f. Title: BS ACT.
       Point of contact: Dale Grit, Computer Science.
       ISTeC is supporting a new BS degree in the Computer Science Department on Applied Computing Technology. It is currently under approval process.
g. Title: BS IST.
Point of contact: Louie Scharf, Electrical and Computer Engineering/Statistics.
ISTeC is supporting a new BS degree in the Electrical and Computer Engineering Department on Information Science and Technology. It is currently under development.

h. Title: ISTeC Faculty Directory.
Point of contact: Todd Shimoda, Journalism and Technical Communication.
The ISTeC Research Advisory Committee is working on the design and implementation of a directory of information science and technology faculty that will be a part of the ISTeC web page. It will include keywords, research interests, teaching interests, and seminars and tutorials that can be given. It will also link to the Office of Sponsored Programs (OSP) web pages on existing projects.

i. Title: Recruitment of IS&T Majors.
Chair: Michael De Miranda, School of Education.
To aid in the recruitment of IS&T majors, the ISTeC Education Advisory Committee is producing primer for publicizing a CSU IS&T undergraduate programs to students. They are also working on an advisement brochure for academic advisors, and high school counselors.

j. Title: Annual ISTeC Luncheon for the Chairs of CSU IS&T-Related Departments.
Chair: H. J. Siegel, Electrical and Computer Engineering/Computer Science.
This annual luncheon will give the opportunities to the Chairs of CSU departments whose activities involve IS&T (as described in our mission statement) to discuss CSU IS&T issues that involve interaction among departments. The ISTeC Executive Committee will host the luncheon. It will be attended by the five members of the ISTeC Executive Committee and the Chairs of: Electrical and Computer Engineering, Computer Science, Computer Information Systems, Journalism and Technical Communication, Math, and Statistics (as well as any other departments whose Chair wishes to attend).

Note: next ISTeC Exec Com meeting Tuesday, December 16, 2003, 8 a.m., VPRIT conference room (it is the third Tuesday of each month).