ISTeC Executive Committee meeting
Minutes

Tuesday 12/14/04, 8-9 a.m.
ECE Conference Room (Engineering Building C101B)

Present:  H.J. Siegel, Pat Burns, Sanjay Rajopadhye, Pete Seel, Michael De Miranda

1. **Education Advisory Committee** activities
   a. The online Interdisciplinary Studies Program in Information Science & Technology project funded by the Colorado Institute of Technology is officially over 12/31/04. A report to CIT will go out shortly after that. Pete Seel will follow-up to update the "Summary of Activities" on the web.
   b. Status of Future Vision 2010 conference (Fall 2005) there is a planning meeting on Friday 12/17/04 with HP and Pete Seel. The hope is to have the tracks planned and keynote speakers defined by May. Pete will follow-up to update the "Summary of Activities" on the web.
   c. Two ISTeC Distinguished Speakers have been proposed and approved. Both of these presentations will be in conjunction with the CS BMAC presentations.
      i. Joan Mitchell from IBM will present on Monday, March 7, 2005 on “A Cultural History of the Creation of the First JPEG Standard.” Pete will follow-up to update the "Summary of Activities" on the web.
   d. The next ISTeC CSU High School Day is scheduled for 10/07/2005. Michael will follow-up to update the "Summary of Activities" on the web.
   e. There are no plans for a future EAC Curriculum Retreat. The EAC is working to implement ideas defined at the 10/04 meeting. Pete will follow-up to update the "Summary of Activities" on the web.
   f. EAC membership
      i. are all 8 colleges represented? Yes
      ii. can we invite Math and Stat to have reps? HJ will investigate
      iii. do we need more members (in addition to Math and Stat)? No
      iv. what is typical meeting attendance and how can it be improved? Attendance is good
      v. is member list up to date on web page? Yes
      vi. is member list up to date on our email alias? Yes
         vii. how are duties split between the Co-Chairs? Time dependent

2. **Research Advisory Committee** activities
   a. 05/04 Research Retreat – continue to have difficulty getting someone to set up to lead research groups that were defined at the Retreat – only one group is meeting regularly.
   b. Sanjay will send an email to participants in each group and make one last attempt to form the groups.
   c. Sanjay will send an email to all participants in the Retreat to see if any positive interactions have taken place as a result of the Retreat.
      i. Sanjay will follow-up to update the "Summary of Activities" on the web.
   d. MaryAnn Stroub will supply updated information on Faculty database status at January meeting.
   e. VPRIT workshop will not be held in conjunction with the Fall EAC Future 2010 conference as had been discussed in the RAC meeting. More information on this will follow.
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f. Update on IBM’s “Coffee with CSU”
   i. Sanjay is the coordinator of this function.
   ii. There are currently 10 abstracts at IBM awaiting selection for a talk. Email was sent to
       the Department Chairs soliciting their input on who could possibly do this. IBM
       ultimately picks the subject/presenter they want to visit.
   iii. Sanjay will follow-up to update the "Summary of Activities" on the web to include:
       1. how many were done in Spring 2004 – who spoke, title of talk?
       2. how many were done in Fall 2004 – who spoke, title of talk?
       3. plans for Spring 2004?

g. RAC membership
   i. are all 8 colleges represented? Yes
   ii. do we need more members? No
   iii. what is typical meeting attendance and how can it be improved? Has gotten better.
   iv. is member list up to date on web page? Yes
   v. is member list up to date on our email alias? Yes
   vi. how are duties split between the Co-Chairs? Still being determined.

3. UCF I2Lab
   a. UCF is starting a group similar to ISTeC, called I2Lab
      http://www.cs.ucf.edu/~lboloni/I2Center/html/. The leader, Dan Marinescu
      http://www.cs.ucf.edu/~dcm, will be here March 31 (Thursday) and April 1 (Friday). Will
      schedule a joint RAC/EAC/Exec Comm meeting for Friday.

The next ISTeC Executive Committee meeting will be Tuesday, January 18, 2005, 8 a.m.,
ECE conference room, Engineering Building room C101B (third Tuesday of each month).

PLEASE reserve this date (and every third Tuesday of each month) on your calendar – thanks!