ISTeC Executive Committee Meeting
Minutes
November 15, 2006

Time: 1 to 2 p.m.
Location: ECE Conference Room (Engineering Building room C101B)
Attendees: HJ Siegel, Sanjay Rajopadhye, Michael DeMiranda, Pete Seel, MaryAnn Stroub, DeeDee DeMiranda

1. 5-minute status updates so we know about our main ISTeC activities, can provide feedback, and see how we can help (six @ 5 = 25 minutes)
   a. High School Day results – Michael
      - Photos and videos have been sent to us and will be posted to the ISTeC website
      - This year a record number of high school students, faculty and staff were in attendance
      - Cost sheet for High School Day was handed out to Executive Committee members
   b. Poster contest for the 11/29 IAC meeting – Denis
      - So far we received 93 entries
      - 80 entries are from the School of Education
      - The rest of the entries are from senior design students, ECE Dept., Agricultural Science, and College of Business
   c. Current expected attendance at the 11/29/06 IAC meeting – HJ/MaryAnn
      - Tentatively, 9 companies are expected to attend; we have received 13 responses so far [Note: final attendee count was 22 representatives from 19 companies]
   d. 2007 research retreat planning – Denis
      - Definitive date: February 28, 2006
      - DeeDee has contacted the Lory Student Center and coordinated with Lucy Troup & Denis about child care at the retreat.
   e. “Faculty” membership on EAC – Pete/Michael
      - There are currently 2 faculty slots open
      - The last EAC meeting had very high attendance
      - Pete and Michael will decide who the new members will be
   f. FITness survey – Pete
      - Data has been collected
      - Pizza party was sponsored by ISTeC
      - Pete will need to follow up with Jamie Switzer on the data results

2. “Coffee with CSU” program – Sanjay (10 minutes)
   a. What can we do to get more faculty entries, especially given this will be looked at closely by the IAC in two weeks
      - We will try to get RAC and EAC member entries
   b. Shall we have DeeDee check entries for completeness, and work with faculty to correct this? For example, Indrakshi Ray has no “Research summary” – it is empty.
- HJ will go through what needs to be on the entries with DeeDee
- DeeDee will follow up with faculty via email and phone to ensure they are complete
c. HJ thinks “Research summary” heading should be “Brief Biography”
   - Committee agreed on this change
d. status of web page giving list of past speakers, departments, seminar titles, abstracts, companies, and dates
   - We will need a link from the ISTeC homepage that leads to the previous Coffee w/ CSU information

3. New RAC Co-Chair – Sanjay is retiring – HJ (10 minutes)
   a. Need suggestions for replacement – preferably someone from CNS
      (someone from a college different from what we now cover: COE, CLA, CAHS, CNR)
      - We will need to get on the CS or ECE faculty meeting agendas to discuss/promote involvement in ISTeC

4. IT Fitness Symposium for Spring 2007 – Pete (10 minutes)
   a. What it is
      - It is a half day symposium
      - Brainstorming of ideas/ways to get fitness across the curriculum
      - Ways to integrate IT into the curriculum
      - Expected to have 50 people in attendance
   b. Discuss agenda and set possible dates
      - Keynote speakers still needed
      - MaryAnn will find out what dates that rooms are available in the Lory Student Center, which will determine the date of the symposium.