ISTeC Executive Committee Meeting
Minutes for Wednesday 10/3/12, 10 to 10:50 a.m. in the ISTeC Conference Room (CS 305).
Attendees: HJ Siegel, Pat Burns, Dawn Paschal, Steven Fassnaught, Pete Seel, Sudipto Ghosh, Dave Ramsay, Jane Barber, Chris Wilcox.

1. EAC – GRAD 509 HPC course proposal – Pat/Chris Wilcox
   a. Chris is a CS Dept. instructor, who has a PhD in CSU CS and industry experience
   b. Chris presented plans for GRAD 509 “Introduction to Scientific Programming”
   c. For students from any department
   d. These were previously reviewed by Prof. Wim Bohm (CS) and Pat Burns
   e. Plan to try to offer the course as an experimental course in spring 2013
   f. Chris can teach this as part of his CS position
   g. Chris will come to EAC and RAC meetings to present course ideas
   h. ISTeC supports this effort

2. Exec – reallocating administrative assistant responsibilities – HJ
   a. Dave Ramsay and Jane Barber have been helping, and are here to help
   b. Reviewed administrative assistant duties and how to reassign them
   c. HJ will email list of administrative assistant duties to Exec

3. EAC – review already final EAC October agenda – Steven/Pete
   a. approved

4. RAC – review already final RAC October agenda – Dawn/Sudipto
   a. approved

5. RAC – Status of PhD Scholar Award: number submissions so far; schedule for decisions – Dawn/Sudipto
   a. Sudipto will check and send us an email

6. Agenda for next ISTeC Executive Committee meeting on 10/17/12 – HJ