Larry Davis convened the meeting at noon and began the meeting by saying that he wanted to update the council members on the Department’s fund raising activities and then to devote the remainder of the meeting to developing agenda items for the Advisory Board Meeting to be held on Thursday, April 7, 2005.

CMPS is beginning to develop a campaign to raise funds for the CS Department so, in response, the Department has formed a capitol campaign committee that is chaired by Bill Pugh. The committee will develop strategy and identify how funds will be used such as Endowed Chairs, a building fund, and other general sources of support to the Department.

Larry then began the discussion of an agenda for the Advisory Board Meeting and asked members what should we want to accomplish at this first meeting? The general outline of the day will be for the Board to meet at noon, have lunch and socialize. The meeting will run for approximately three hours to be followed by a Department reception with the Board members. If members indicate that they will be staying over, then dinner will be organized. So far only one member has indicated that he is willing to do so if others are interested.

Larry plans to give the Board members an overview of the Department’s activities which will include information on our UG and Graduate Programs. He estimates this will take approximately one half hour. The question is what to do for the remainder of the meeting? A variety of topics were mentioned but it was emphasized that we can not cover everything and each future meeting should be targeted for different topics. It was also mentioned that we should not be asking Board members questions for which the Department should already have the answers. We should make good use of the members’ time as it is limited. The following topics were mentioned, although how the discussion is actually initiated requires careful thought:

1. How can the Department make itself better known to the State of Maryland and Industry?
2. We need the Board members ideas/help regarding how the Department can be ranked within the top 10 programs within the US.
3. Provide information to the Board about the Department’s capitol campaign.
4. How should we be using our resources? Are we stressing the correct goals? What are the synergies between the academic programs and what industry needs for their future development? Are we focusing on the same long range goals?
5. Have a variety of presentations by other faculty members such as:
   a. A Faculty member (VS?) discusses new initiatives within the Department/UMIACS.
   b. Possibly have UG/Graduate students make a presentation.
c. Possibly have five or so faculty members make short presentations discussing the research in which they are involved.

d. Have a presentation on the Fraunhofer Center

6. A walk-through of the facilities was suggested to show members actual space, both good and bad, so that they will understand our need for additional space and the constraints placed on the Department due to the lack of suitable facilities.

7. There was also mention of having a short list of questions given to Board members to see what they know about the Department.

8. Other topics included minorities and women; what the Department is doing and what more can be done. The need for a counselor within the Department. Campus resources are often too busy and students don’t go to them. Students want to know someone before they are willing to approach them with problems that may not have anything to do with their educational program. Students want more internships available during the summer so that they get a more realistic understanding of industry.

The meeting was adjourned at 1pm.