UEN Board Meeting

December 5, 2012   9:00 a.m.
Dolores Doré Eccles Broadcast Center and IVC

Utah Education Network Board Meeting

Agenda

December 5, 2012 9:00 a.m.

10. Other

     Reminder: Required Annual Diversity Training will be held after the Board meeting

Upcoming Meetings

UEN Board Meeting – January 18, 2013 at 9:00 a.m.

Approval of the Minutes – Action

Description

Minutes from the UEN Board meetings on October 26, 2012 and November 16, 2012 (conference call) have been prepared by Denise Elwood and are presented for Board review and approval.

Recommendation

This is an action item requiring Board approval.

2. Attachment A –
Utah Education Network Board Meeting Minutes

Dolores Doré Eccles Broadcast Center and IVC
October 26, 2012 9:00 a.m.

PRESENT: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Barry Walker, Ray Walker and Denise Elwood, Secretary. *UEN staff in attendance*: Ray Timothy, Laura Hunter, Lisa Kuhn, Jim Stewart and Rich Finlinson.

Welcome and Introductions

Eric welcomed everyone to the October UEN Board Meeting. Eric extended a very hearty welcome to Ray Timothy who is officially on board as the new Executive Director for UEN.

Approval of Minutes from Previous Meeting

Minutes from the September 21, 2012 and the September 24, 2012 meeting were previously emailed to the Board Members plus a hard copy was provided at this meeting. **A motion was made and seconded to approve the minutes from September 21, 2012 as submitted and make a correction to the September 24, 2012 minutes found in Tab 6c (3), monetary amount should be 2.9 million. The members present voted unanimously. THE MOTION CARRIED.**

A motion was made and seconded for this next portion of the business meeting to be a closed meeting. All those in favor: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Barry Walker, Ray Walker. **THE MOTION CARRIED.**

A motion was made and seconded to adjourn the closed meeting. All those in favor: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Barry Walker, Ray Walker. **THE MOTION CARRIED.**

Tab 5 – BTOP Opportunity

Ray Timothy shared with the Board members that UEN's staff has put together a proposed plan for the use of the additional $3,350,000 in BTOP funds. This plan will accomplish key upgrades to the central core of the network using the non-state funds and will benefit all UEN customers. As a reminder there is a very short timeline involved in the spending of these additional funds. A detailed list of the projects can be found in Tab 5. **A motion was made and seconded to approve the projects as outlined in Tab 5. THE MOTION CARRIED.**

Tab 6 – Legislative Communication Plan

Rich Finlinson reported to the Board members that Ray has been meeting with Legislators up at the Capitol and sharing with them our key issues for this next year. Rich also reported on UEA weekend at South Towne Expo and the great positive response UEN received. Laura Hunter also shared with the Board the new handout they have been using. It highlights our 3 main areas of service: Networking

Services, Application Services and Support Services. To see this brochure and a complete detailed list of the Communication Plan, please refer to Tab 6, attachment a.

Tab 7 – UEN Network Security Assessments

Ray shared with the Board members that the UtahSAINT Security Conference recently concluded its 11th annual network security conference in St. George. This year the conference sold out in six days and over 150 people attended the event. More information about the conference can be found on the website at ***http://www.utahsaint.org/***

The security department performs monthly scans on all UEN servers and resources and the results are provided and discussed in the Unix Administration (UA)/Security meetings. Nightly scans are also performed on the UEN video infrastructure and this ensures that as new devices get placed on the network they are properly configured to guard against being immediately compromised.

The UEN security team needs additional personnel and they are engaged in planning to address this including re-focusing existing UEN staff and a comprehensive review of resources. A strategic plan is expected to be completed in early 2013 and will be brought to the board for further discussion.

Tab 8 – UEN Bylaws Update

Ray reported that he had a meeting with U of U legal counsel and David Jones from the Attorney General's office regarding the UEN Bylaws. The newest draft is in hard copy format provided at the Board meeting. They have simplified the bylaws to be in line with the SB53 and the MOU. The following recommendations were made:

- Add new section 4 to reflect the administration management as it is referred to in the MOU
- Renumber the remaining sections
- change verbiage in 5.2 to reflect staggered terms
- change 7.1 to just be meetings (remove the word regular)

A motion was made and seconded to approve the bylaws as submitted with the corrections listed above. THE MOTION CARRIED.

Tab 9 – UEN Board Member Terms

The table of Board member terms can be found in Tab 9. The effective dates of all terms will begin on 3-1-2012 and will be staggered according to whether the Board member is fulfilling a 2 year term or a 4 year term.

Tab 10 – Advisory Council Report

Ray shared with the Board members the results of the survey that was conducted via email with the Board members. After discussing several sections and the results, it was suggested that Ray put together a guideline for the Advisory Council and present it during the December meeting.

Tab 11– Proposed 2013 UEN Board Meeting Dates

Please refer to Tab 11, attachment a, for the list of meeting dates in 2013. It was recommended that the March 15th meeting be changed to March 22nd and that the November & December meetings be combined into one meeting to be held on December 4th.

A motion was made and seconded to approve the meeting dates for 2013 with the above corrections. THE MOTION CARRIED.

Tab 12 – Other Business

Lisa Kuhn reported on the UEN Funding Request for FY 2014, please refer to the handout or the link is *http://www.uen.org/legislature/downloads/FY2014_UEN_Funding_request*

Laura Hunter reported on the Performance Measures and to see the detailed data please refer to Tab 12, attachment a. It was recommended that when a specific group (i.e. higher ed) makes a request for performance measures that the data provided be specifically for that group. UEN staff will look at their target performance measures and resubmit these reports.

To see the complete Infrastructure Request please refer to Tab 12, attachment b.

A motion was made and seconded to combine the November and December meetings to be held on December 5, 2012. THE MOTION CARRIED.

There was no other business to discuss at this time. Our next meeting will be **December 5, 2012 from 9:00 a.m. to 1:30 p.m.** at the Dolores Doré Eccles Broadcast Center which will include the yearly Diversity Training.

A motion was made and seconded to adjourn the October 26th meeting. The members present voted unanimously. THE MOTION CARRIED.

Respectfully submitted,

Denise Elwood

2. Attachment B –
Utah Education Network Board Meeting Minutes

Dolores Doré Eccles Broadcast Center and Conference Call
November 16, 2012 9:00 a.m.

PRESENT: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Barry Walker, Ray Walker and Denise Elwood - Secretary. *UEN staff in attendance:* Ray Timothy, Lisa Kuhn, Laura Hunter and Rich Finlinson.

Welcome and Introductions

Brenda welcomed everyone to the November UEN Board Conference Call.

UEN Funding Request for FY2014

Ray Timothy shared with the Board Members that there have been several concerns expressed to him about the priorities for UEN's funding request for FY2014. Based on information that was submitted last year regarding Elementary Connectivity it was presumed that the request for funding this year would place it at the top of the list. It has also been suggested that the Capital Equipment Maintenance and Replacement funding be lumped together into one request.

A motion was made and seconded to approve the revised UEN Funding Request for FY2014 as submitted. The members voted unanimously. THE MOTION CARRIED.

A motion was made and seconded to adjourn the November 16th conference call. The members voted unanimously. THE MOTION CARRIED.

Respectfully submitted,

Denise Elwood

Closed Session

Description

In accordance with the Utah Open and Public Meetings act, the UEN Governing Board will vote to enter into a brief closed session for the following reasons:

- Advisory Council Membership Discussion – involving discussion of individual persons' character, competence, or health
- Filtering Discussion – involving discussion of security systems

Action or decisions deriving from these discussions will be handled in the open meeting session immediately following.

Advisory Council Guidelines – Action

Description

Proposed guidelines for the new UEN Advisory Council will be presented for discussion and Board approval.

Background

The UEN Board is charged with establishing an advisory council to assist it in performing its responsibilities and to provide a vehicle for effective input from the educational constituents served by UEN. Over the past several months, the Board has determined which groups should be represented on the UEN Advisory Council, and a draft list of individuals representing these groups has been reviewed. As Council members are invited to participate, it's helpful for them to know the level of commitment expected, so the attached summary of guidelines is useful at the outset.

After soliciting additional guidance from individual Board members and the UEN leadership staff, Ray has prepared a summary of recommendations for Board discussion, review, and approval.

Recommendation

Board members are asked to discuss the proposed process for establishing the Advisory Council and approve the recommendations presented.

4. Attachment A – Utah Education Network DRAFT Advisory Council Guidelines

I. **Purpose**

    A. The Utah Education Network (UEN) Board is charged with establishing an advisory council (AC) to assist it in performing its responsibilities (UCA 53B-17-102-5f).

    B. As a public broadcaster, UEN is required to establish an advisory council to advise the governing body of the station and to provide a vehicle for effective community input to the station's governing body about services, programs, and impact on the community from major policy decisions. (47 U.S.C. § 396(k) (8).

II. **Organization**

    A. The advisory council shall consist of representatives of the multiple entities with whom UEN works. The following list is not all-inclusive and is subject to change as determined by the Board.

        Chief Academic Officer

        Teacher Education Faculty

        STEM (Science, Technology, Engineering, Math) Faculty

        Research Networks/IT Staff

        Distance Education or LMS Administrator

        Library Director

        Applied Technology Center

        District Administrator/Curriculum Director

        Teacher

        C Forum – Technology Trainer

        District IT Director

        Assessment/Testing Staff

        On-line School Rep

        Telecommunications Companies

        Legislators – Senator/Representative

        Division of Workforce Services – UtahFutures

        State ITS/DTS

        Economic Development

        Public Libraries

        USOE/TCC

        BYU

B. Advisory Council members shall be appointed to four-year terms. Terms shall be staggered to ensure continuity of representation. Half of the AC shall be appointed to initial two-year terms with the other half being appointed to full four-year terms. Members may be re-appointed for a subsequent term, at the discretion of the UEN Board.

C. Whenever a vacancy on the Advisory Council occurs, the UEN Board shall appoint a replacement, after consultation with the group the vacating member represented. The new member shall fill the remainder of the appointed term, with the possibility of re-appointment to a subsequent four-year term.

D. Members of the Advisory Council shall elect co-chairs, who will serve two-year terms. During the initial year, one of the co-chairs will serve a one-year term only, thus allowing for staggering and continuity of leadership. Co-chairs may be elected to subsequent terms, at the discretion of council members. *(Does the Board want to see the co-chairs represent specific groups, i.e. public & higher ed, or leave the positions open to all council members?)*

III. **Responsibilities**

A. The Advisory Council is organized to provide input and assist the Board in fulfilling its responsibilities. As such, the AC shall meet at least quarterly or more often if a specific need arises. Sub-committees may be formed to facilitate the AC's role in assisting the Board.

B. Advisory Council Co-chairs are invited to attend UEN Board meetings, retreats, and other planning activities. Because the Advisory Council members possess particular areas of expertise, they will also be asked to participate when their expertise is needed.

C. The UEN Executive Director and Board Leadership will develop the Advisory Council meeting agendas with input from Board members, UEN staff, and the AC membership.

D. UEN staff shall be appointed by the Executive Director to assist the Advisory Council. Staff members shall provide necessary information and serve as liaison for the Board.

E. Advisory Council leadership shall be asked to provide reports in open UEN Board meetings. They shall report on AC activities and provide any suggestions and recommendations they may have for the Board.

F. UEN Board members are encouraged to attend and participate in Advisory Council meetings when possible.

5a UEN BOARD MEETING

What services do/should we provide
so they can do what they need to do? Q2

NTIA BTOP Infrastructure Grant
Update – Discussion

Description

This is an update on recent activity with the BTOP project including use of the remaining funds approved by the Board in October, extension, sequestration, and maintenance on existing equipment. As the grant continues to wind down, Board members will be kept apprised of these developments.

Background

In the October meeting, staff presented to the UEN Board a proposal for the remaining funds in the NTIA BTOP project totaling approximately $3.5 million. This proposal included 100 Gbps upgrades to the central core of the UEN network, with new equipment being installed at Utah State University, the University of Utah Downtown Data Center, the Dolores Doré Eccles Broadcast Center, and the Level 3 Point-of Presence facility.

UEN has requested a 90-day extension due to concerns about receiving and installing 100 Gbps equipment. The grant is scheduled to officially end on January 31, 2013.

We have asked NTIA if the BTOP grant funds are subject to federal sequestration at the end of this year. Program staff at NTIA has indicated they do not believe the funds are subject to federal sequestration.

UEN is currently working on funding issues related to the maintenance on existing equipment purchased with BTOP funding. UEN is also developing a sustainability plan for on-going maintenance, equipment replacement and support costs associated with the new equipment being purchased with BTOP funds.

Recommendation

This is an information item. No further action is required of the UEN Board at this time.

6a   **UEN BOARD MEETING**

What services do/should we provide
so they can do what they need to do? Q2

UEN Services List – Discussion

Description

Board members are invited to continue their discussion of the detailed services list with cost accounting that was presented in DRAFT form at the last Board meeting. A list of UEN's top ten in terms of overall budget, operating budget, personnel and website visits is presented for discussion.

Background

In order to better answer the planning question: *What services do/should you provide so that they* [UEN's customers] *can do what they need to do?* UEN Staff has developed a detailed list of services and their associated budgets. This services list is still a work-in-progress and requires additional fine-tuning.

Included under this tab is a list of the top ten services in terms of their overall cost, top ten services based on operating budgets, top website visits and top ten in terms of personnel; accompanied by additional detail.

Recommendation

This is an information item presented for Board discussion. No further action is required of the UEN Board at this time.

6a. Attachment A – Top Ten Services List

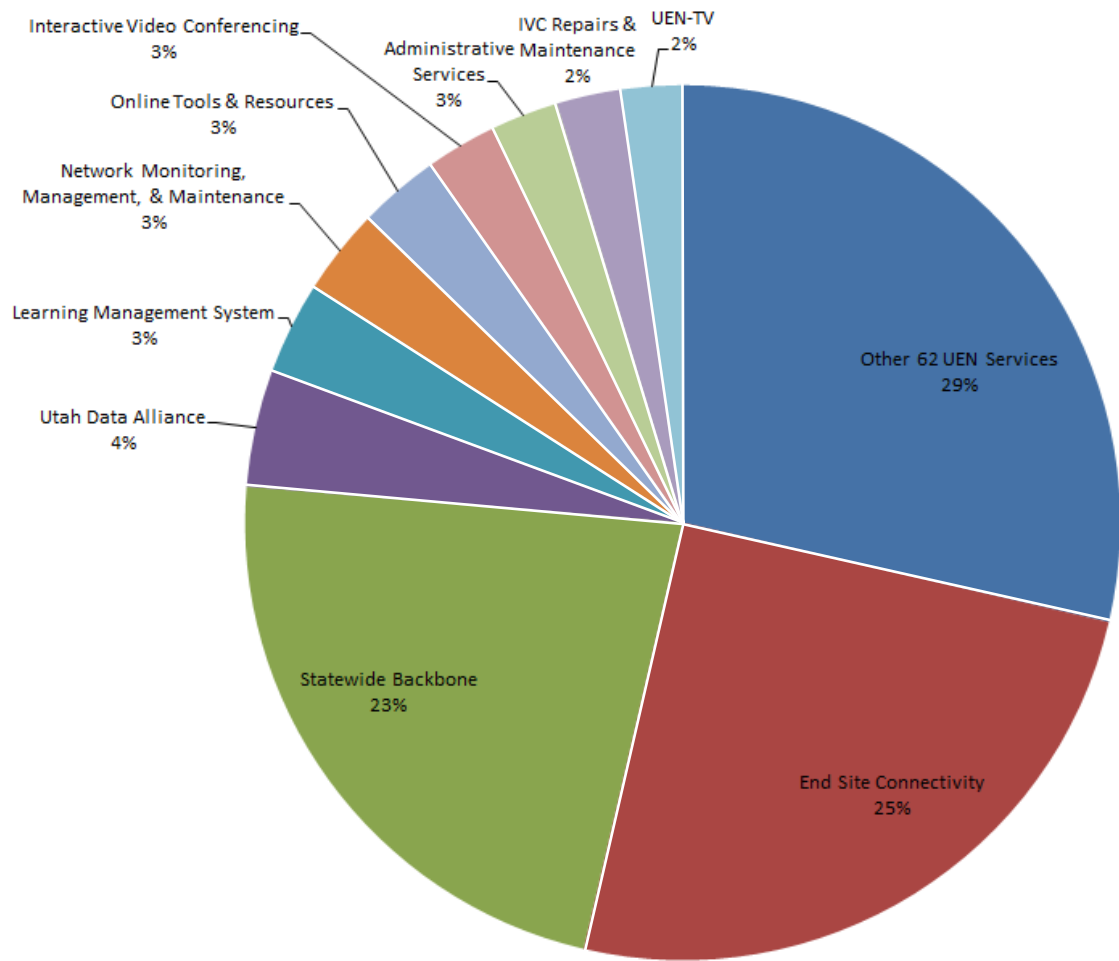**Top Ten of 72 UEN Services based on Overall Cost**

UEN's top two services in terms of operating and personnel budgets are **End Site Connectivity** and **Statewide Backbone**. Together, these two services comprise 48% of the overall operating budget of UEN, with the remainder distributed across 70 different services.
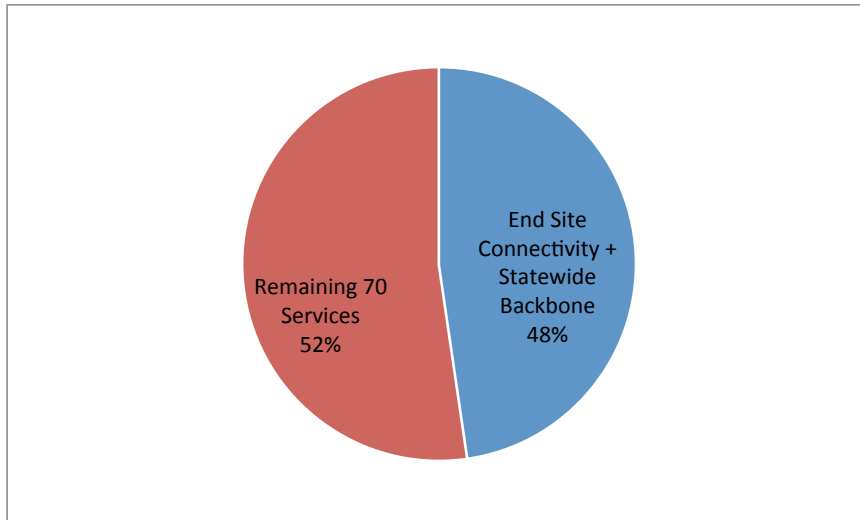
The top ten services ranked by overall cost are:

| Name of Service	Overall Total	% of overall
1. End Site Connectivity	9,000,477	24.99%
2. Statewide Backbone	8,167,303	22.68%
3. Utah Data Alliance	1,563,065	4.34%
4. Learning Management System	1,235,177	3.43%
5. Network Monitoring, Management, and Maintenance	1,121,963	3.12%
6. Online Tools and Resources	1,092,204	3.03%
7. Interactive Video Conferencing	936,340	2.60%
8. Administrative Services	907,162	2.52%
9. IVC Repairs & Maintenance	859,288	2.39%
10. UEN-TV	810,842	2.25%
TOTALS	**25,693,823**	**71.34%**

The top ten includes primarily operating costs and personnel since capital equipment was considered separately as part of our FY2014 Fiscal Year request.

UEN Overall Budget Percentages for Top Ten and Remaining Services

Personnel

UEN has 112 FTE personnel with an overall personnel budget of $10 million. Work on the top ten services is done by 46% of UEN FTE.

Personnel % of Total FTE
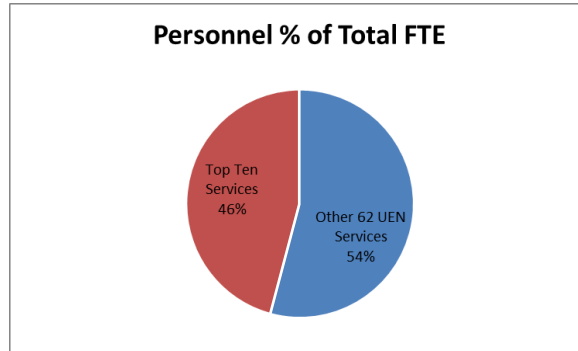
The Top Ten services based on Personnel Costs are:

Service	FTE Per Service	% of Total FTE
1. Interactive Video Conferencing	10.51	9.36%
2. Online Tools & Resources	6.55	5.83%
3. Training-Presentations	6.00	5.34%
4. Network Monitoring, Management & Maintenance	5.03	4.48%
5. Financial Services	4.85	4.32%
6. End Site Connectivity	4.08	3.63%
7. Administrative Services	3.70	3.3%
8. Website Hosting & Maintenance	3.67	3.27%
9. WAN Installation	3.58	3.19%
10. UEN-TV	3.49	3.11%
Totals	**51.46**	**45.81%**

In most cases a combination of personnel touch each service so the FTE are not 100% dedicated staff, but a combination of percentage of time spent on the service by multiple staff members as described below:

Interactive Video Conferencing	11 employees
Online Tools & Resources	16 employees
Training-Presentations	16 employees
Network Monitoring, Management & Maintenance	10 employees
Financial Services	13 employees
End Site Connectivity	26 employees
Administrative Services	8 employees
Website Hosting & Maintenance	16 employees
WAN Installation	22 employees
UEN-TV	24 employees

Top Ten Website Pages Visited

Website visits for UEN.org are carefully tracked to guide decisions and demonstrate impact. Of the 42 subpages that UEN monitors, the top 10 most visited are:

Page	URL	Annual Visits
Lesson Plans	http://www.uen.org/k12educator/corelessonplans.shtml	6,622,707
Utah Core Curriculum	http://www.uen.org/core/	5,195,278
Virtual Tours	http://www.uen.org/tours/	2,460,815
My.UEN Portal	http://my.uen.org/	2,425,416
UEN-TV	http://www.uen.org/tv/	1,535,507
RSS Feeds	http://www.uen.org/feeds/rss/news.php	1,086,003
Grade K-2 Interactives	http://www.uen.org/k-2interactives/	946,660
Activities Hotlists	http://www.uen.org/activities/	900,412
Grade 3-6 Interactives	http://www.uen.org/3-6interactives/	826,834
CACTUS Licensing Access	https://www.uen.org/cactus/logon.do	593,066

NOAA Proposal – Discussion/Action

Description

UEN has been invited to submit a proposal to the National Oceanic and Atmospheric Administration (NOAA) to establish optical network connectivity to two National Weather Service sites in Salt Lake City. A formal RFP has not been issued yet, so Board members are asked to provide preliminary approval for this project, although the final RFP would also need to be reviewed by the University of Utah Purchasing department once it is issued by NOAA. The project benefits both higher education and public education in Utah as well as advancing NOAA's goals nationwide. NOAA would pay for the installation and administrative costs on this project.

Background

As the nationally recognized research and education partner network in Utah, UEN has been invited to submit a formal proposal to the National Oceanic and Atmospheric Administration (NOAA) to establish optical network connectivity to the two National Weather Service (NWS) sites in Salt Lake City. This effort would directly leverage UEN's recent leadership in developing optical networks in both the Salt Lake City metropolitan area and the Northern Utah region from Logan to Provo.

NETWORK BENEFITS

The proposed additional attachments would connect the NWS Western Region headquarters, which aggregates weather data across eleven states and is located in the downtown Salt Lake City, and the local NWS regional forecasting office near the SLC airport to the N-Wave network. N-Wave is NOAA's national optical network that connects its most strategic research and operational facilities. The Utah sites would represent the first NWS sites in the country to gain N-Wave connectivity.

EDUCATIONAL BENEFITS

This project would provide significant benefits to UEN's higher education and K-12 membership through the enhancement of both active research and educational outreach programs throughout Utah.

HIGHER EDUCATION

The University of Utah's Atmospheric Sciences department has long-standing research collaborations with NOAA researchers and forecast meteorologists and serves as a significant consumer and producer of real-time meteorological data products. In addition, the ecological and hydrological research programs that are critical components of two statewide research collaborations in the National Science Foundation's EPSCoR program will benefit from improved access to NWS weather observations and river forecast data. Faculty, researchers, and graduate students from Utah State University, Brigham Young University, and the University of Utah all are participating in these EPSCoR programs and UEN is also a strategic NSF EPSCoR partner.

K-12 EDUCATION

This opportunity comes at a time when additional STEM education goals are being articulated. This also supports the new *Earth Science Core Standards* approved by the Utah Board of Education in October 2012 for adoption in Fall 2013. For Utah K-12 students, educators leading classes focused on weather and climate science will have improved access to real-time NWS data and educational resources, including those from the U.S. Forest Service's Utah Avalanche Center, located within the local weather forecast office.

ADDITIONAL INFORMATION

As with any RFP, UEN will need to seek guidance from the University of Utah purchasing department when the NOAA RFP is issued to make sure we're in compliance. Because of the timing of this opportunity the Board could provide preliminary approval now, leaving the final decision at the Executive Director's discretion OR bring this as an action item to the January Board meeting when additional information is available.

Recommendation

It is recommended that Board members either provide approval for this proposal at the discretion of the Executive Director OR defer action on this item to a future meeting.

6c   **UEN BOARD MEETING**

What services do/should we provide
so they can do what they need to do? Q2

Utah Data Alliance – Discussion/Action

Description

The Utah Data Alliance (UDA) project provides statewide longitudinal educational data that is valuable for policy makers and decision leaders. The project was initially funded through ARRA funding that is ending in June 2013. Members of the planning group for UDA are exploring options for hosting this project after the grant funding ends. Board guidance is sought regarding UEN's role with this project after the grant.

Background

The Utah Data Alliance is a partnership of educational agencies formed to create tools that facilitate data-driven decision making. UDA uses an integrated and confidential statewide longitudinal data system to assist policy and decision leaders with research to assist in their goal of improving education and workforce policy practice.

Partners in this effort include the Utah State Office of Education, Utah System of Higher Education, Utah Education Policy Center, Utah Department of Workforce Services, Utah Education Network, and Utah College of Applied Technology. A list of research questions currently being addressed by the project is included as an attachment. Additional information can be obtained at *http://www.utahdataalliance.org/index.php*

UDA was initially funded through a U.S. Department of Education 2009 ARRA Grant of $9,617,736 to the Utah State Office of Education. The project started July 1, 2010 and grant funding ends June 30, 2012. As part of the grant proposal, letter of support from the partnership agencies were submitted. UEN's letter and the USHE letter are included here.

UEN's role with UDA consists of purchasing and building a secure environment to house the data share system and to coordinate the development of the system with UDA partners and the developer contractors. UEN has three FTE that support this effort.

Discussion

- How does this service align with Question 1 – *who do we serve and what do they need to do?*
- How does this service align with Question 2 – *what services do we provide so they can do what they need to do?*
- What are the budget or staff implications?
- What are the Board's recommendations?

Recommendation

It is recommended that Board members discuss the options for UDA sustainability and advise UEN staff on the approach to take in upcoming UDA planning meetings.

6c. Attachment A - Research Questions

Research questions currently being addressed by the Utah Data Alliance project:

Early Childhood and Later Academic Success
What early childhood factors and experiences impact later academic success?

K-12 Success
Are Utah students succeeding academically? What factors impact student success, specifically long-term academic success?

Program and Service Effectiveness
How effective are specific programs and services?

Post-Secondary Preparation
Is Utah on track for meeting its post-secondary enrollment and completion goals? What can public education in Utah do to contribute to higher enrollment, retention and completion rates?

High School Dropouts
What can be done to decrease the number of high school dropouts? What access to past high school dropouts have to post-secondary and employment?

Non-Cognitive Factors in Students' Educational Future
What role do non-cognitive factors such as educational commitment or academic engagement play in academic and workplace readiness and outcomes?

Post-Secondary Success
What are the barriers to post-secondary access, retention and completion? What can be done to eliminate those barriers?

Workforce Preparation
Is there adequate alignment between employment needs and education/training?

6c. Attachment B - UDA Brochure

UTAH DATA ALLIANCE

LOOKING BACK, MOVING FORWARD.

About the Utah Data Alliance

The Utah Data Alliance is a multi-agency collaborative partnership organized to:

- Develop and maintain Utah's only comprehensive statewide longitudinal data system (SLDS) to enable examination of educational progress and outcomes *over time*, from preschool, and K12 through postsecondary public education and into the workforce;

- Coordinate and conduct research and analyses to answer questions about the success of policies, programs, services at all levels of education, and career employment preparation; and

- Fulfill Utah's goal of continuous improvement by providing information about the effectiveness, efficiency, and quality of education and career-related programs and services.

The Founding Partners of the Utah Data Alliance are:

- Utah State Office of Education
- Utah System of Higher Education
- Utah College of Applied Technology
- Utah Department of Workforce Services
- Utah Education Network
- Utah Education Policy Center at the University of Utah

Examples of Research

- What factors impact student success, specifically long-term academic success?
- What early childhood factors and experiences impact later academic success?
- How effective are specific programs and services?
- What are the barriers to post-secondary access, retention and completion? What can be done to eliminate those barriers?
- How are students prepared and transitioned to post-secondary education?
- Is there adequate alignment between employment needs and education/training?

www.UtahDataAlliance.org

For Stakeholders

Utah Data Alliance is a collaborative, multi-organizational partnership that provides decision makers in Utah with timely, actionable answers about the effectiveness, efficiency, and quality of programs, policies, and services from early childhood into career. The Utah Data Alliance enhances the quality of educational research and analysis by utilizing an integrated and confidential statewide longitudinal data system.

Why We Need the Utah Data Alliance

- To examine education, career, and workforce outcomes.

- To measure education, career, and workforce progress over time.

- To target efforts and resource allocations.

- To improve and maximize effectiveness , efficiency, and quality of educational programs, services, and policies.

- To maximize the benefits of collaboration through coordination of differentiated research and evaluation activities.

- To accurately and efficiently match data over multiple years.

- To serve as a consistent resource for decision makers for data-informed results.

- To increase the accessibility and continuity of information for decision making.

Utah Data Alliance

Pioneering independence in

decision making for innovative and responsible solutions

Integrated, Longitudinal Data System

- A multi-agency, shared data repository which contains multiple points of data that span the preschool, elementary, secondary, post-secondary, and workforce experience.

- Provides a structure for data exchange and data quality.

- Does not serve as a case management system.

Protecting Individual's Privacy

The Utah Data Alliance promotes and protects privacy through a formal safe and secure process for sharing and using data.

The Utah Data Alliance does not share or otherwise expose personally identifiable information.

www.UtahDataAlliance.org

6c. Attachment C - Letters of Endorsement

THE
UNIVERSITY
OF UTAH

To whom it may concern:

The Utah System of Higher Education (USHE) and the University of Utah Information Technology Organizations endorses the development of the Utah Data Alliance (UDA), and the IES Statewide Longitudinal Data System (IES-SLDS) Grant. The benefits of the UDA will provide longitudinal data to track student progress through the public and post secondary educational experience. This data will help researchers, educators, and parents identify critical issues that need to be resolved to improve education.

Tracking student data through the entire education process and combining it with work force data into one repository will provide valuable information on how well students are prepared as they enter the work force. This combined data warehouse will be a key tangible outcome for this project, since it will allow project partners to share and utilize the data to answer questions about agency and state policies, programs and practice.

The goals of the Utah Data Alliance align nicely with the USHE goals to move to a more closely integrate secondary and postsecondary information systems. We therefore look forward to collaborating with the other Utah Data Alliance partners to build this data warehouse system.

Sincerely,

Stephen H. Hess
Chief Information Officer
Utah System of Higher Education and the University of Utah

UEN Letter of Support
Utah Data Alliance

The Utah Education Network enthusiastically endorses and is committed to full participation in the Utah Data Alliance, contingent on the award of an IES SLDS grant. The role of UEN in this proposed grant will be to manage and store data provided by the partner agencies in a common, secure data warehouse. This will be a key element of successful completion of our project, since it will allow project partners to share and utilize the data to answer questions about agency and state policies, programs and practice.

UEN is ideally suited to maintain data in a secure data warehouse. All partners to the grant already have a long working relationship with UEN, and many of the partners work with UEN as the core partner in collaborative projects.

The Utah Education Network has a proven track record of providing top of class Enterprise Services in a secure and reliable manner. One example is that the public colleges and universities in the state depend on UEN to operate for them an enterprise-level course management system, Blackboard Vista, which is used daily to support course content and activities for more than 20,000 courses. Daily, there are approximately 100,00 separate log-ins by about 45,000 unique student and faculty users of this applications. It is the most used enterprise application in Utah higher education, and our partners trust us to deliver the service with the highest standards for reliability and speed.

UEN has the respect of the partners involved in this grant , as demonstrated by the request of partner agencies for UEN to be the host and primary developer of the SLDS service. UEN has provided centrally managed, locally controlled network, web, and enterprise services for our public and higher education partners for three decades. UEN continually saves the state money by negotiating statewide contracts for telecommunications, network, and Internet services.

The project goals of the Utah Data Alliance align with the UEN mission to use technology to continually improve education. We therefore look forward to supporting the partners in this project by establishing and managing a state-of-the-art data warehouse.

Sincerely,

Michael Petersen

Michael Petersen
Executive Director
Utah Education Network

7a UEN BOARD MEETING

How do we know we're
doing a good job? Q3

Strategic Communication:
Fall Conferences – Discussion

Description

UEN has created a new website to assist Board members and stakeholders with strategic communication regarding our FY2014 legislative request.

Background

UEN staff met one-on-one and in small groups with teachers and pre-service educators in October at the annual meetings of the Utah Education Association (UEA) at the South Town Expo Center in Sandy and the Southern Utah Education Conference (SUE-CON) at Desert Hills High School in St. George.

At both conferences we used a 10-level Likert-like scale instrument to gauge educator response to this standard Net Promoter question:

How likely are you to recommend UEN to a friend or colleague?

Not Likely ………………………..Circle One……………………………..Very Likely

1   2   3   4   5   6   7   8   9   10

A net promoter score is calculated by subtracting the percentage of detractors (those scoring the organization 6 or lower) from promoters (those scoring the organization 9 or 10).

According to Fred Reichheld, author of *The Ultimate Question**, "the average Net Promoter Score among the companies he surveyed was 10 to 15 percent, so by definition, if your score is north of 15 percent, you're above average, and you can expect your company to grow at a rate faster than the economy. A small handful of companies have achieved a Net Promoter Score of at least 50 percent, which Reichheld defines as 'World Class.' Not surprisingly, companies with a World Class Net Promoter Score are the growth stories of the economy: Apple, Google and Harley-Davidson." **

UEN's October surveys yielded the following Net Promoter Scores:

60% - Utah Education Association Convention based on 307 surveys

58% - Southern Utah Education Conference based on 264 surveys

Recommendation

This is an information item. No further action is required of the Board members at this time.

*   Reichheld, F., & Markey, R. (2011). *The ultimate question: How net promoter companies thrive in a customer-driven world.* (2nd ed.). Watertown MA: Harvard Business Review Press. Retrieved from http://hbsp.harvard.edu/

** Warrilow, J. (2011, July 24). One question can predict the future of your company. *Inc.,* Retrieved from http://www.inc.com/articles/201106/whats-your-net-promoter-score.html

Legislative Request Website – Discussion

Description

UEN recently launched a website to teach others about our FY2014 legislative request and provide Board members and stakeholders with tools to assist in their work of providing advocacy for UEN.

Background

Following the Board meeting on November 16, 2012 where the request prioritization was finalized, staff created a website at *http://www.uen.org/legislature* to explain about the request and provide documents, videos, and resources so others can advocate on our behalf.

The website has three sections:

- **About UEN:** includes information from our strategic planning questions and UEN booklet
- **Our Request:** outlines the three items in priority order and links to the UEN Governing Board
- **Your Support:** has the UEN informational video, booklet, one-sheet, and kudos page

Board members are invited to provide quotes to be used on the Endorsements section of the page. These can be emailed to *resources@uen.org*.

Recommendation

This is an information item. No further action is required of the Board members at this time.

Annual Planning Calendar – Discussion

Description

A draft planning calendar is presented for Board discussion.

Background

To facilitate planning, staff members have developed a master calendar of key milestones for the Board to consider. This will help the Board co-chairs as they develop agendas for each meeting, and is a draft for Board input and discussion.

This is a general timeline of events for planning, finances, and reports that typically occur each year. It is not meant to be all-inclusive, but will help facilitate planning and guide UEN staff in the preparation of materials to assist the Board.

Recommendation

This is an information item presented for Board discussion. No further action is required of the UEN Board at this time.

8. Attachment A – Annual Planning DRAFT

FY Quarter 1

July	August	September
• FY Start • Update plan on website • Update budget on website • GOPB guidelines released • Advisory Council Meeting	• Draft legislative request for next FY • Preliminary request forms due to GOPB at end of month	• FY request to Governor's office and Legislative analyst

FY Quarter 2

October	November	December
• Federal FY starts • CPB CSG certification forms due • Schedule next year's Board meetings • Several conferences this month • GOPB budget briefings are held • Advisory Council Meeting	• Meetings with stakeholders re: fiscal request • Update UEN booklet and documents	• Governor's budget recommendations released • Annual *Diversity Training* for Board and managers

FY Quarter 3

January	February	March
• Start legislative session • Mid-year progress report to Board • Advisory Council Meeting	• CPB CSG grant report due • Capitol Hill Day w/public media	• Several conferences this month • End legislative session • Annual UEN staff meeting "State of UEN" after legislature • New FY budget and plan are drafted

FY Quarter 4

April	May	June
• Results of legislative session are known • Planning retreat for new FY w/Board and Advisory Council • New FY budget and plan are drafted • Annual *Open Meeting* training for Board and leadership team	• Board meeting re: draft budget • Board meeting re: draft plan	• Board approves strategic plan • Board approves next FY budget

Executive Director's Report

Description

Ray Timothy will update the Board on several informational items, including:

- Web conferencing
- NBC Learn
- UEN Booklet
- Staffing/Victoria Rasmussen
- Other