

Utah Education Network Steering Committee

April 27, 2007

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

APRIL 27, 2007

9:00 a.m.-
11:00 a.m.

Committee of the Whole / Business Meeting

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U P C O M I N G M E E T I N G S

- Steering Committee Meeting - June 15, 2007, 9:00 a.m.
- Instructional Services Subcommittee Meeting - June 15, 2007, 11:00 a.m.
- Technical Services Subcommittee Meeting - June 15, 2007, 11:00 a.m.

Please place these materials in your Steering Committee Binder.

NEW UEN STEERING COMMITTEE MEMBERS - ACTION

Issue

It is proposed that the Steering Committee approve three new members: Clark Baron, Deborah Gomberg, and Steve Corbatò.

Background

Governor Jon M. Huntsman, Jr. has selected Clark Baron, Principal of Utah County Academy of Sciences, as the business representative to the Steering Committee. Clark has a 20-year career teaching electronics, computer programming, physics, math and technical theater at Provo High School. Clark has been previously honored as the Provo City School District teacher of the year. Clark served as an assistant principal at Provo High for 10 years. He retired from Provo High and was hired as the Principal of the Utah County Academy of Sciences (UVSC campus).

Steve Corbatò has been nominated by Rich Kendell to represent the research community on the Steering Committee. Steve is Associate Director of Scientific Computing and Imaging (SCI) at the University of Utah. Prior to coming to the University of Utah, Steve most recently served as Managing Director for Technology Direction and Development at Internet2 where he oversaw initiatives in high-performance networking, middleware, network diagnostics, and security. He also worked to develop overall strategy and key relationships for Internet2's next generation of network infrastructure. Prior to joining Internet2, Corbató held several advanced networking positions at the University of Washington, Seattle.

The State Charter School Board has nominated Debbie Gomberg, the Principal of North Davis Preparatory Academy, to be a new member of the Steering Committee to represent Charter Schools. Debbie has been an educator for over 30 years, teaching in the Young Mothers' Program, alternative and middle school math programs in Ogden. She's worked as an administrator for 18 years, serving as the principal of Grandview Elementary School, Mound Fort Middle School and Ogden High School.

She also has been the Title I Program Director at the Ogden City School District Office.

Recommendation

It is recommended that the Steering Committee approve Clark Baron, Steve Corbatò, and Debbie Gomberg as members of the UEN Steering Committee. These nominations will be subject to final approval by Governor Jon M. Huntsman, Jr.

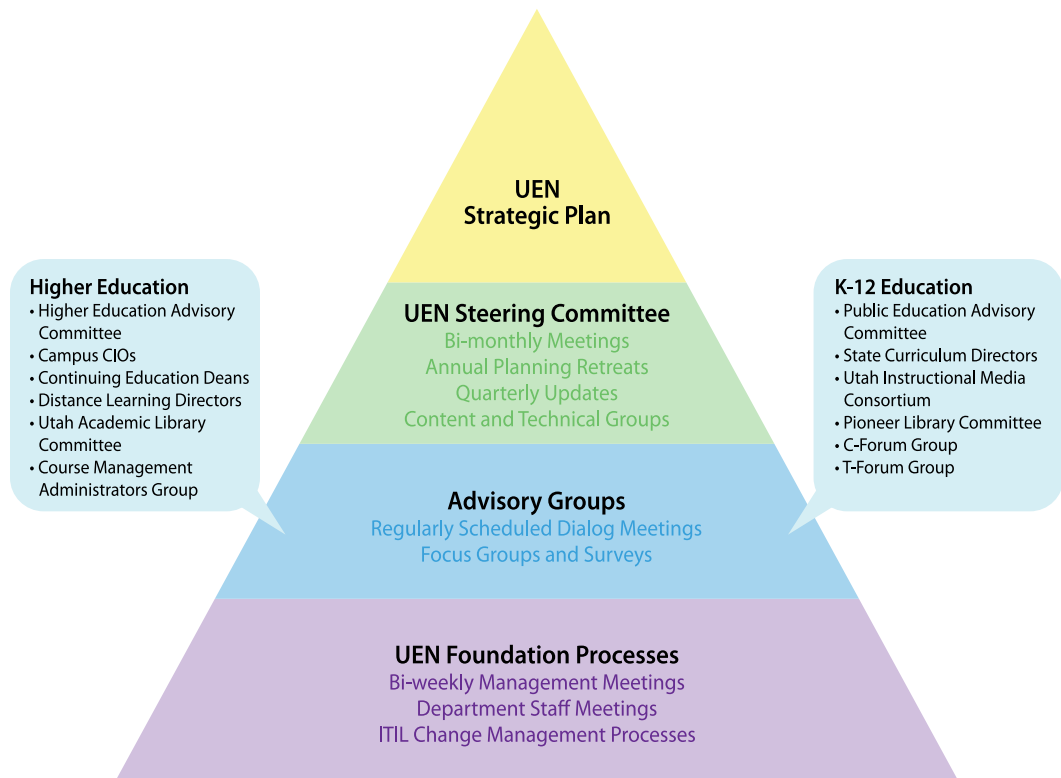
UEN STRATEGIC PLANNING - ACTION

Issue

Steering Committee and Subcommittee Members are invited to participate in the annual UEN Planning Retreat on May 8 and 9 at the Utah Valley State College (UVSC) McKay Events Center.

Background

UEN is a very planning-focused organization. Working with committees, UEN gathers input on performance through formal and informal processes during the year. As UEN prepares for the FY 2008 Fiscal Year which begins in July, input on strategic goals and direction is sought through planning a planning retreat and meetings. The following graphic illustrates this ongoing process:



The FY2007 plan was based on extensive input through campus dialogs hosted by Wayne Peay and Cyd Grua on behalf of the Higher Education Advisory Committee, and a public education survey administered by Rick Gaisford and the Public Education Advisory committee. These groups reported on their findings and convened two successful retreats at the Board of Regents Gateway offices and at UVSC. The results of this work informed the current FY 2007 Strategic Plan and focused a great deal on tactical activities. As a result, the FY 2007 plan, for the first time, demonstrated an organization-wide approach with seven major goals:

- I. **Wide Area Network** – Operate, maintain, and expand a reliable and secure high speed network, connecting every public school, college, university and public library in Utah.
- II. **Educational Web Resources** - Aggregate and deliver a suite of high quality Web-based educational resources to support best practices in teaching and learning.
- III. **Enterprise Solutions** - License, host and maintain statewide enterprise solutions supporting public education, higher education, and libraries.
- IV. **Distance Education** - Deliver Distance Education classes and programs offered by public and higher education that use real time and on demand, reliable, high quality video conferencing technologies.
- V. **Broadcast Services** - Educate, engage, and enrich the lives of Utah citizens through broadcast programs and services with UEN-TV.
- VI. **Professional Development** - Provide professional development opportunities to improve the quality of K-20 instruction and assure effective implementation of technology in education.
- VII. **Governance and Accountability** - Coordinate educational technology governance across the state, and be accountable to our stakeholders through communication, measurement, and reporting on UEN services.

Tactical objectives and activities are also included under each goal to guide UEN's work during the year.

Many of the tactical activities have been completed during the year, however many are still in process as reported in the quarterly updates throughout the year. UEN has a strong history of tactical planning, and all who participated felt that last year's planning process was extensive, and resulted in a comprehensive plan. In addition, several of the major objectives and projects that have been the focus of UEN efforts for the last few years are nearing completion. It is therefore appropriate that our planning focus this year be directed in a more long-term strategic direction.

Based on discussions with the Steering Committee Co-Chairs, we propose the following approach be implemented this year:

1. Convene a planning retreat to address a limited number of broadly focused strategic objectives. Examples may include the approach to take to connect all elementary schools with high capacity Ethernet connections, and how course management

systems may be used to share course content across institutions.

2. Maintain a tactical plan that includes activities not completed in FY 2007, following the same format and reporting, but with emphasis on the activities coming up in FY 2008.
3. Maintain a common plan that includes goals and activities across all parts of the UEN organization. Report on plan progress through quarterly reports to the Steering Committee.
4. Use the long-term strategic objectives that are selected by the Steering Committee during the upcoming retreat and subsequent discussions to inform legislative requests, funding, and organizational planning for the next 3-5 years.

Recommendation

It is recommended that Committee members endorse the approach outlined above and participate in the Planning Retreat May 8 and 9 at the McKay Events Center, Utah Valley State College. The retreat will begin with a lunch at noon on the 8th and will continue through early afternoon on the 9th. More details about the retreat will be emailed.

LEGISLATIVE OUTCOMES AND BUDGETARY PROCEDURES FOR FY 2008 - ACTION

Issue

UEN's major goals during the recently completed legislative session were: 1) complete the final network infrastructure projects at public secondary schools that do not yet have Ethernet connectivity and replace last year's one time allocation used to pay for multi-year telecommunication provider contracts with ongoing funds, 2) acquire one-time and ongoing funds to convert remaining classrooms in Utah and Salt Lake County high schools from analog to IP-based digital videoconferencing, 3) secure funding for an enterprise-level learning management system in collaboration with the Utah System of Higher Education, 4) obtain one-time funds to convert the UEN satellite system to IP video and 5) acquire additional resources to retain key staff members.

Background

The State Legislature fully funded the UEN budget request for FY 2008. The following projects received ongoing and one-time allocations.

1. Network Infrastructure

Contracts with telecommunications providers to complete Ethernet projects at approximately 60 schools were funded in FY 2007 with one-time allocations. In the FY 2008 budget, one-time funds will be replaced with \$1.5 million ongoing allocations. Combined with previously obtained one-time and ongoing funds, we now have sufficient budget allocations to initiate contracts to provide high speed Ethernet connectivity to the last group of secondary schools and to undertake critical network backbone upgrades.

2. Conversion of EDNET to IP-based Videoconferencing Technology

UEN will complete the conversion of EDNET to IP-based videoconferencing technology with an additional allocation of \$800,000 in one-time funds and \$200,000 ongoing. By the end of FY 2008, the last EDNET classrooms in Utah and Salt Lake county high schools will be converted to IP video equipment.

We received ongoing funds to pay maintenance contracts for the classroom equipment, MCU's, and management software that have been purchased to this point in the project.

3. Enterprise-level hosting of Course Management System for USHE Institutions

UEN received \$630,000 ongoing funds and \$480,000 one-time to provide hosting and technical support for Blackboard Vista. UEN will complete during this summer the migration of Utah State University (USU) and Utah Valley State College (UVSC) from campus versions of course management systems. We already host Dixie State College of Utah, Snow College, College of Eastern Utah (CEU) and Utah College of Applied Technology (UCAT) campuses and the University of Utah will transition to UEN support next year. Our consortium efforts with USHE are also providing substantial discounts on the licenses negotiated by Weber State University and Salt Lake Community College (SLCC), which are managing their own campus-based installations of Blackboard Vista. UEN also hosts course management for the Utah Electronic High School.

4. Conversion of UEN Satellite System to IP Video

UEN and USU have collaborated for the past decade to deliver USU's distance learning programs throughout the state using satellite technology. During the legislative session, we received \$2.1 million in one-time FY 2007 supplemental funding to convert the satellite infrastructure and classrooms to IP video. Those funds are already in the UEN budget so we will be able to convert approximately 150 satellite classrooms to IP video, increase network capacity at several locations, and expand MCU capacity before fall term, 2007. We plan to end our space segment contract on August 31 and deliver USU's fall classes using the IP video system.

5. Salary and benefits for UEN employees

UEN received the standard salary and benefit package provided for state and higher education employees. An across-the-board salary increase of 3.5% will be added to employee contracts starting July 1. Additional salary funds equal to 1.5% of UEN salaries was provided to address market, equity, and merit adjustments.

Preparation of the FY 2008 budget is now underway. We are using the following guidelines to develop the budget.

1. Department operating budgets have been prepared based on current year funding levels for current expenses, capital equipment, and professional development. Managers have identified their highest priorities above the FY 2007 base budget.
2. A standard cost-of-living adjustment of 3.5% will be provided for all full-time employees. Those salary increases will become effective July 1. Based on recommendations from managers and directors, some employees will receive additional salary increases, based on performance, market and equity considerations.
3. UEN Directors have met with department managers in a series of budget planning meetings in late March and early April. A draft budget has been completed so that University of Utah executives can review our budget plans with Steve Hess.

4. A presentation of the draft budget will be made during the Strategic Planning retreat on May 8-9 and feedback will be requested before budget recommendations are finalized.
5. The FY 2008 budget will be an action item during the June Steering Committee meeting, where it will be approved.

Recommendation

It is requested that the Steering Committee approve our outlined plans for the FY 2008 operating budget.

ORGANIZATIONAL UPDATE - DISCUSSION

Issue

Updated organizational charts for UEN are included in Attachment A.

Background

UEN is experiencing several staff changes in the coming months. These changes are a result of eliminating the UEN Satellite System (UENSS), expanding the Course Management System support and a few employee changes.

Updated organizational charts for UEN Administration, Instructional Services and Technical Services departments are included in Attachment A. We believe the charts will provide a useful reference for Steering Committee members.

The organization charts, staff directory and department information can also be found online:

Administration – www.uen.org/administration

Instructional Services – www.uen.org/is

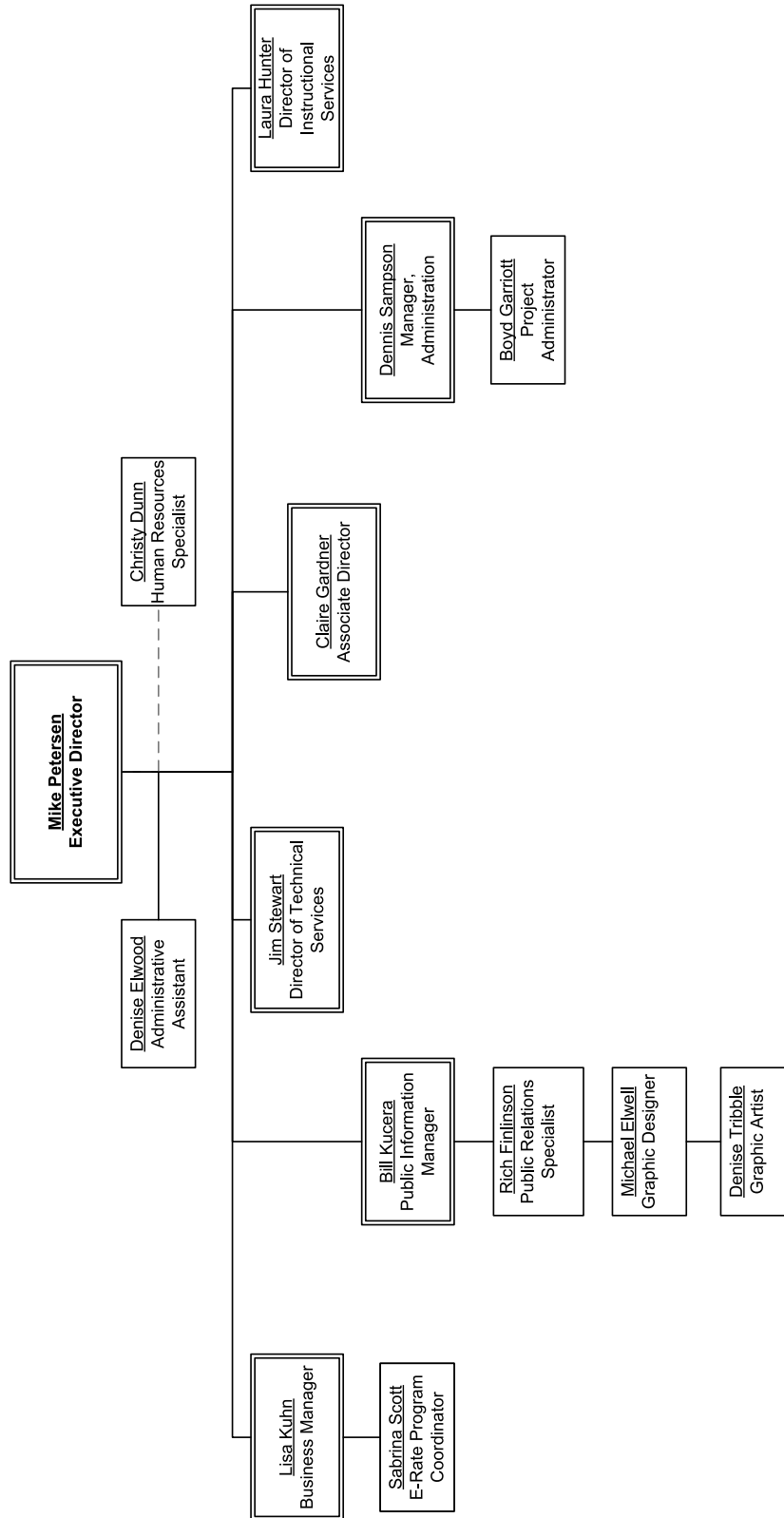
Technical Services – www.uen.org/technical

Recommendation

This is a discussion item requiring no further Steering Committee action.

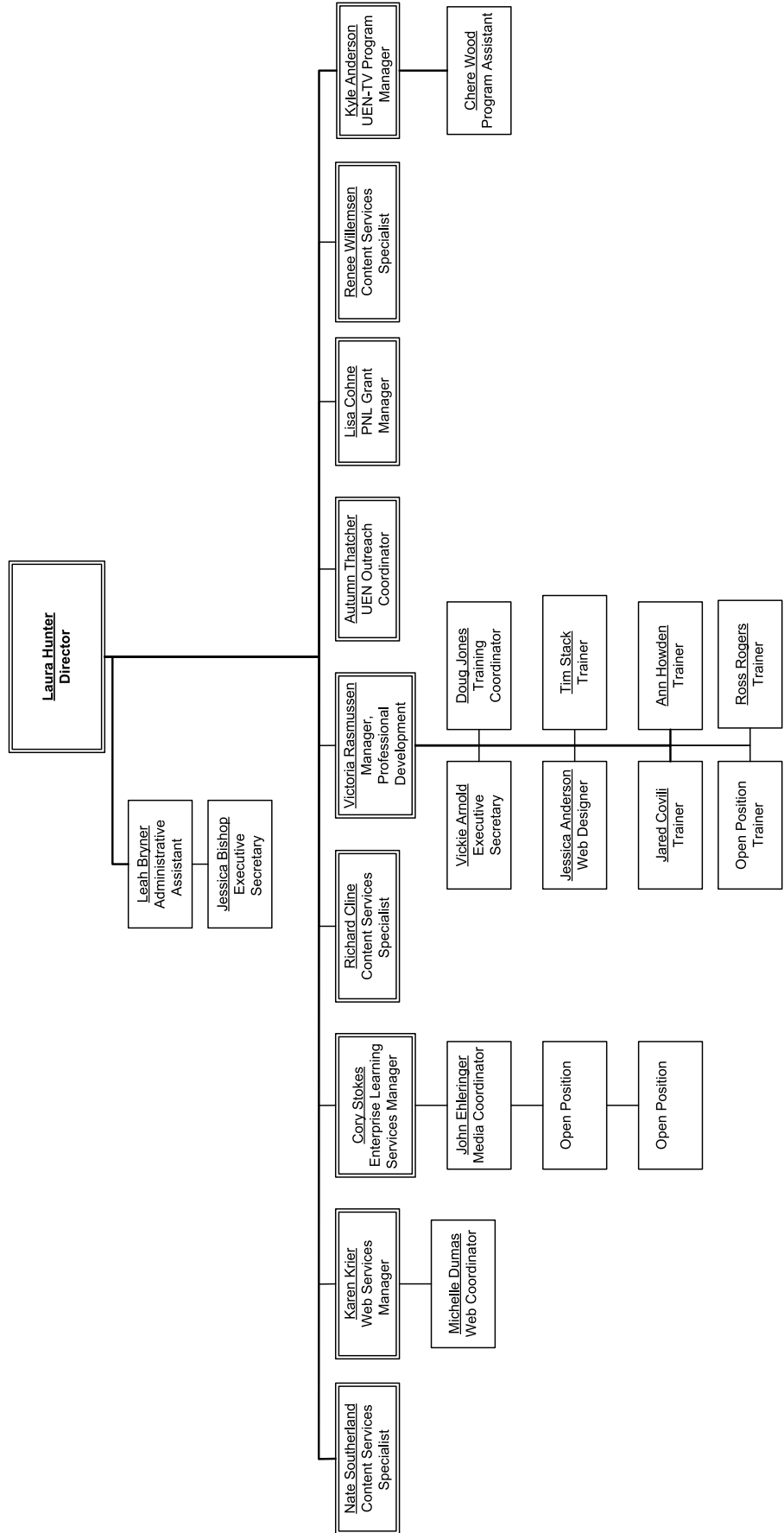
Tab 3 Attachment A UEN Organization Charts

Utah Education Network Administration



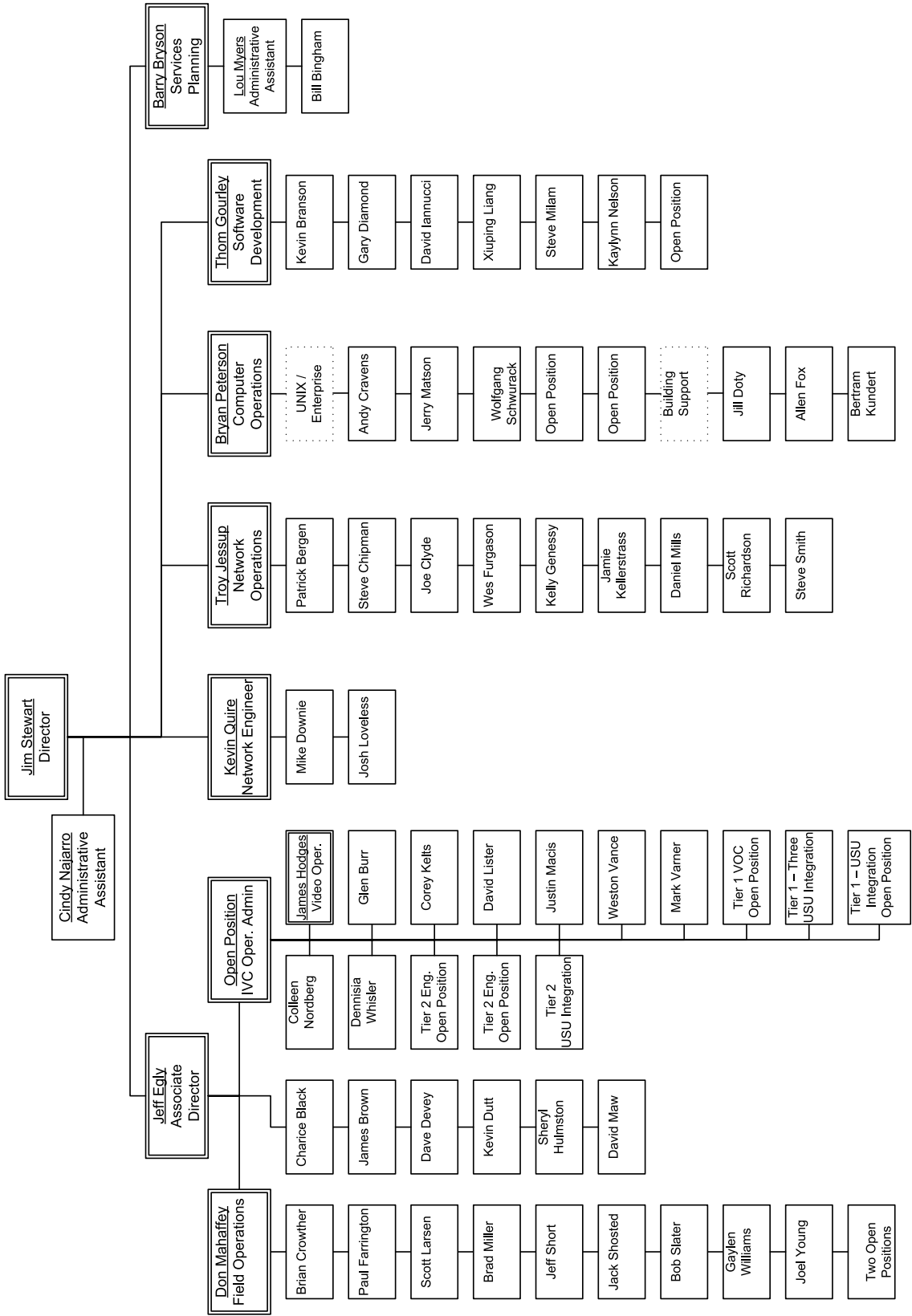
Utah Education Network

Instructional Services



Utah Education Network

Technical Services



PROPOSED MODIFICATIONS TO UEN STEERING COMMITTEE BYLAWS - ACTION

Issue

It is recommended that the Steering Committee review and adopt proposed changes to the Committee's Bylaws. Changes to the bylaws are from the passage of House Bill 289, adopted in the 2006 Legislative General Session, which modified the definition of UEN, its duties and authority relating to the broadcasting and telecommunication services provision in the statute. Secondly, the Steering Committee approved the addition of two new members to represent charter schools and the university research community.

Background

House Bill 289, sponsored by Rep. Kory Holdaway, was adopted in the 2006 Legislative General Session and was signed by Governor John Huntsman. This bill amended current state laws relating to UEN. The legislation modified the definition of UEN, its duties and authority relating to the broadcasting and telecommunication services provision in statute. Provisions in this bill ensured that UEN's statutory authority included providing telecommunication services to public education and higher education to meet federal E-Rate regulatory requirements. The bill added state government and other public entities to those entities to which UEN currently provides support. The bill also removed KULC Channel 9, EDNET, and UtahLink from the code and licensed KUEN-TV to the State Board of Regents.

In the February 2007, the Steering Committee increased committee membership to 20, with 10 members representing higher education and 10 members representing public education. One additional member would represent Utah public charter schools, to be nominated by the State Charter School Board and the second new would represent the university research community, to be nominated by the Commissioner of Higher Education.

Recommendation

It is proposed that the Steering Committee discuss the proposed changes to the Committee's Bylaws and make any modifications where necessary. Since the proposed changes are technical updates to the bylaws to reflect statutory changes in the law and recent amendments in committee membership, it is proposed that the committee adopt the bylaws as recommended or as modified by the Committee.

TAB 4 ATTACHMENT A

PROPOSED BYLAWS OF THE UTAH EDUCATION NETWORK

Utah Education Network Bylaws of the Utah Education Network

Article I - Name and Authorization

1. The name of this Association shall be the Utah Education Network (UEN).

Article II - Principal Office

1. The principal office of the Utah Education Network is located at the Dolores Doré Eccles Broadcast Center at the University of Utah, in the City of Salt Lake, County of Salt Lake, and State of Utah.

Article III - UEN Steering Committee Membership.

1. The UEN Steering Committee shall consist of members who have responsibility for telecommunications within their institutions or organizations, and/or who are authorized to speak and vote on statewide educational telecommunications issues. The Steering Committee will provide oversight and leadership to UEN, approve policies, plans, budgets, and programs with which the Network is directly involved and will receive recommendations, advice and input from other committees, as described in Article VI. Membership on the Steering Committees shall be constituted as follows:
 - 1.1 The Governor shall appoint all members of the Steering Committee. ⁱⁱ
 - 1.2 The membership of the UEN Steering Committee shall consist of:
 - 1.2.1 ~~Nine (9)~~ Ten (10) representatives of higher education as follows: one (1) representative from the staff of the Utah State Board of Regents, selected by the Commissioner of Higher Education; at least seven (7) representatives from the upper levels of management (generally, President, Vice-President or Dean status, including at least one dean representing the Utah System of Higher Education (USHE) continuing education deans) with decision-making responsibility from the state's ten (10) institutions of higher education selected by the Commissioner of Higher Education; ~~and one (1) representative from the University of Utah as appointed by the President of the University, and one (1) representative from the university research community.~~
 - 1.2.2 ~~Nine (9)~~ Ten (10) representatives from public education as follows: one (1) representative from the Utah State Office of Education (USOE), ~~appointed~~

nominated by the State Superintendent of Public Instruction; at least five (5) representatives ~~selected~~ nominated by the Utah State Office of Education as follows: three (3) representatives from the Utah School Superintendents Association, one (1) master teacher, one (1) school principal, one (1) representative from public education with a curriculum and technology focus; one (1) representative selected from the Regional Service Center Directors, and one representative ~~selected~~ nominated by the Technology Coordinators Council; and one (1) representative of the Utah public charter schools, nominated by the State Charter School Board.

- 1.2.3 At least one (1) representative from private industry, nominated by the Executive Committee.
- 1.2.4 One (1) representative from the Governor's office.
- 1.2.5 One (1) representative from the Utah Senate.
- 1.2.6 One (1) representative from the Utah House of Representatives.
- 1.2.7 Director of the State Library Division.
- 1.2.8 Executive Director of the Utah Education Network.
- 1.2.9 Ex officio members as recommended by the Executive Committee and appointed by the Governor.
2. **Responsibilities.**ⁱⁱⁱ The Steering Committee will oversee the Network in its development and operation of a coordinated, statewide, multi-option telecommunications system to assist in the delivery of educational services throughout the State of Utah. Specific responsibilities include the following:
 - 2.1 Establish ~~the~~ policies and rules that guide govern the activities of UEN
 - 2.2 Provide leadership and promote the expansion of the Network and its services.
 - 2.3 Based on decisions made by appropriate Public Education and Higher Education entities, provide coordination of UEN instructional issues that jointly affect public and higher education and oversee projects and activities being conducted by instructional support staff, including professional development and training issues.
 - 2.4 Oversee and approve statewide and regional technical plans and policies, and ensure that regional Technical Forums are functioning effectively in all regions of the state.
 - 2.5 ~~Establish policies, and review and~~ Approve and review budgets for Network operations.
 - 2.6 Represent public and higher education in statewide educational telecommunication matters with approval from the State Board of Education and State Board of Regents as appropriate.
 - 2.7 Advise the Governor and coordinate Utah's educational technology entities in carrying out the Governor's agenda on issues related to the delivery of statewide distance learning services. ~~educational electronic highway.~~
 - 2.8 Respond to the Board of Regents and the State Office of Education with advice on issues and policy for the planning and operation of educational telecommunications, including:

- 2.8.1 Coordinate courses, programs and services available from colleges, universities and schools through the Utah Education Network.
- 2.8.2 ~~Coordination~~ Coordinate and ~~integration~~ integrate of data, library, and video networks and services.
- 2.8.3 ~~Coordination of~~ Coordinate individual institutional electronic delivery systems with the statewide educational data network ~~electronic highway~~.
- 2.8.4 ~~Oversight of~~ Oversee the Utah Education Network site selection, and implementation and integration process.
- 2.8.5 Approve system standards, architecture and characteristics.
- 2.8.6 Coordination of the Technology Initiatives of public and higher education.
- 2.9 Work with representatives from the public and private sectors in the master planning of statewide telecommunications, including two-way audio/video, and data communications in support of enhanced learning opportunities through the use of telecommunications.
- 2.10 Encourage the cost effective use of telecommunication services, and seek to improve access to and utilization of educational services and instruction in both rural and urban areas.
- 2.11 Promote telecourses sponsored by educational institutions over KUED-TV 7 Instructional Television, KUEN-TV 9, and the statewide distance learning service EDNET.
- 2.12 Support Utah Education Network staff efforts to:
 - 2.12.1 Cooperate with state and local governmental agencies to provide teleconference and training services.
 - 2.12.2 Consult with the Utah Instructional Media Council in acquiring, producing and distributing instructional programming services, and with public advisory committees in acquiring, producing and distributing television programs on KUED-TV 7 Instructional Television and KUEN-TV 9.
 - 2.12.3 Periodically evaluate the use and services offered through KUED-TV 7 Instructional Television, KUEN-TV 9, the statewide distance learning service EDNET, and the educational data network UtahLINK to determine technical service reliability; program content and instructional application validity and necessity; cost effectiveness; and training success.
 - 2.12.4 Provide diverse training opportunities for those utilizing the Utah Education Network telecommunications systems.
 - 2.12.5 Promote the marketing of Telecourses over KUED-TV 7 Instructional Television, KUEN-TV 9, and the statewide distance learning service EDNET.
- 3. The Steering Committee shall meet at least six (6) times a year at the Dolores Doré Eccles Broadcast Center located at the University of Utah and via the statewide distance learning service EDNET. Notice of each regular meeting shall be given to each member at least ten (10) days prior to the date of the meeting. An annual meeting schedule shall be submitted to the Committee for approval prior to each new calendar year.
- 4. Meetings shall be conducted with Robert's Rules of Order Newly Revised where consistent with these bylaws.

5. Special meetings by the Steering Committees may be called at any time by the Co-chairpersons, or
by a majority of the Steering Committee acting collectively. Reasonable advance notice of the time and place of each special meeting shall be given.
6. Notice of the time and place of reconvening an adjourned meeting need not be given to absent members if the time and place is fixed at the meeting at which the adjournment is approved.
7. The presence in person or by proxy of 50 percent of the members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the members present in person or by proxy at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee. Proxies shall be officially designated by the member to be represented by notification to one of the co-chairs and shall have full rights to vote in behalf of the member represented.
8. Any action required or permitted to be taken by the Committees may be taken without a meeting if all members of the Committees shall individually or collectively consent in writing to such action. Any actions taken under this provision must be considered to be an emergency in nature and must be ratified in the next regular meeting of the committee.
9. Notwithstanding any other provisions of these Articles, the Committees shall not carry on any activities inconsistent with the laws of the State of Utah and the policies of the University of Utah.

Article IV - Officers

1. The Co-chairpersons of the Utah Education Network Steering Committee shall be the staff representative from the State Board of Regents and the Associate Superintendent of the Utah State Office of Education. One of the Co-chairpersons, if present, shall preside at and conduct all Committee meetings and shall exercise and perform such other powers and duties as may be assigned to them from time to time by the Committee or prescribed by these Internal Organizational Policies.
2. The Executive Director of the Utah Education Network shall be appointed by the administration of the University of Utah in consultation with the Utah Education Network Steering Committee. The Executive Director of the Utah Education Network shall cause minutes of all meetings of the Network Steering Committee and of the Executive Committee to be kept at the principal office of the Network, stating the time and place of the meeting, how it was called or authorized and notice given, the names of those present and the proceedings thereof. The Executive Director of the Utah Education Network will also serve as the liaison to the Office of the Commissioner, Utah System of Higher Education and the Utah State Office of Education. The Executive Director of the Utah Education Network will supervise needs assessment; research and planning; programming, applications, and instructional support services; investigation, development and expansion of new technologies; planning and policy making; and public relations.

Article V - The Utah Education Network Steering Committee Staff

1. The Utah Education Network Steering Committee shall be assisted in carrying out its day-to-day operations by a Network Staff, as assigned by the Executive Director.

Article VI – Committees

1. The Executive Committee of the Utah Education Network Steering Committee shall consist of the Steering Committee co-chairs and the co-chairs of the Instructional Services and Technical Services standing committees (described below), and the Executive Director as an ex-officio member. The Steering Committee co-chairs shall chair Executive Committee meetings on a rotating basis. Co-chairs of the Technical Services and Instructional Services committees should represent public education and higher education, and be members of the Steering Committee. The Executive Committee shall meet periodically to make recommendations for the management and direction of the activities of the Committee, which shall be referred to the Steering Committee members for action. The Executive Committee shall have the authority to act on behalf of the Committee between general meetings, providing such actions are subsequently ratified by majority vote of the Steering Committee at its next regular meeting. The Executive Committee will constitute a subcommittee of the Steering Committee to review overall mission, planning and budgeting of the Network. The Executive Committee shall provide minutes of its meetings to the Network members.
2. The Instructional Services Committee shall consist of two co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives; include representatives of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Instructional Services Committee shall provide coordination of UEN instructional issues that jointly affect public and higher education and oversee projects and activities being conducted by instructional support staff, including professional development and training issues. Planning and budget issues related to instructional support should be reviewed by the committee, after which its recommendations should be submitted to the executive committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.

Instructional Content Subcommittees. Based on a guiding principle that Public Education and Higher Education control instructional content delivered through UEN, four separate committees are recommended to be established

by the Higher Education and Public Education systems to provide governance of instructional content delivered by UEN from the two systems. Subject to approval by the two educational systems, these instructional content subcommittees will include:

- 2.1 The Higher Education Advisory Committee. This committee will provide oversight of higher education courses and other instructional content delivered through UEN. Its membership shall be determined by the Utah System of Higher Education, but might include the Assistant Commissioner as chair, the Director of the Utah Electronic College, representatives of the Chief Academic Officers (CAO's) and Deans of Continuing Education, and a representative of the Utah Academic Library Council. Staff support to the committee shall be provided by UEN.
- 2.2 The Public Education Advisory Committee. This committee will provide oversight of public education courses and other instructional content delivered through UEN. Membership should be determined by the USOE, but might include the USOE Director of Curriculum as chair and the Principal of the Utah Electronic High School, and representatives of Superintendents, Content forum, and appropriate USOE curriculum specialists. Staff support to the committee shall be provided by UEN.
- 2.3 The Joint Concurrent Enrollment Review Committee. This committee shall provide oversight of concurrent enrollment courses offered through UEN. Its membership should be determined by the two systems, but might be co- chaired by the Assistant Commissioner and Curriculum Director with membership from representatives of the two Instructional Content Review committees. In addition, the USOE concurrent enrollment administrator should be a member.
- 2.4 The Instructional Services Committee may recommend to the Steering Committee that additional, separate committees should be established to oversee specific instructional content areas.
3. The Technical Services Committee shall consist of co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives, include representatives of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Technical Services Committee shall oversee the development of a statewide Network Connectivity Agreement, and review and monitor regional technical plans and agreements for consistency with statewide priorities. The Committee shall ensure that regional Technical Forums are functioning effectively in all regions of the state. Planning and budget issues related to technical services issues shall be reviewed by the committee, after which its recommendations are to be submitted to the Executive Committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.
4. Standing committees shall meet prior to regularly scheduled Steering Committee

meetings. The findings and recommendations of the standing committees will be reported to the full committee by their chairs. Recommendations approved by the standing committees will be presented to the Steering Committee as motions that have already received a second.

5. The Utah Education Network Planning Task Force (PTF) is comprised of Network staff, as assigned by the Executive Director, along with one representative from the Public Education Advisory Committee and one representative from the Higher Education Advisory Committee, as assigned by the respective committee chairs. The PTF reports to the Executive Committee and is responsible for overseeing and coordinating telecommunication technology initiatives, plans, standards, services, programs and policy for public and higher education.
6. At its discretion, the Utah Education Network Steering Committee may create other ad hoc committees.

Article VII - Inspection of Bylaws

1. The Utah Education Network Steering Committee shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Executive Director of the Utah Education Network, which shall be open to inspection by the Committee members at all reasonable times during office hours.

Article VIII - Amendments

1. The Bylaws may be amended or repealed by a vote of two-thirds (2/3) of the total membership of the Utah Education Network Steering Committee at a general or special meeting.

Article IX - Indemnification of Members

1. All Officers and Members of the Utah Education Network, while in the performance of their duties, are recognized as acting under the authority of the State of Utah and, subject to any limitations provided by law, shall be indemnified by the State of Utah against claims arising within the scope of the Public Officers and Employees' Indemnification Act.^{iv}

References

- i. The Network is authorized in Title 53B-17-101, 102, 103, and 104.
- ii. As specified in Title 53B-17-102 of the Utah Code Annotated 1953.
- iii. As specified in Section 53B-17-101, 102, 103, and 104 Utah Code Annotated 1953, as enacted by Chapter 167, Laws of Utah 1987 2006.
- iv. UCA 63-48-1, et. seq., (1977), as amended from time to time.

Adopted August 16, 1996

Amended November 2001, February 21, 2003, February 20, 2004 and April 2007.

STATE OF UTAH REGISTRY FOR INTERNET NUMBERING (SURIN) BYLAWS - ACTION

Issue

Appointments for the State of Utah Registry for Internet Numbering (SURIN) were finalized in January 2007. With this development the first two board meetings were scheduled and held.

Background

The first SURIN Board meeting was held on February 22, 2007. All but two of the board members were present. Jim Langston and Jim Stewart provided a brief history of the SURIN project and presented the UEN Steering Committee SURIN organizing document.

Additionally, UEN staff provided several technical presentations. These presentations gave an in depth analysis of IPv4 and IPv6. A plan for allocating up to 12.5% of the UEN allocated IPv6 address space.

Board members were given the opportunity to ask questions. As a result of this first meeting it was determined that before any business is transacted SURIN must draft and adopt a set of bylaws. Assignments were made and a March meeting was scheduled for the sole purpose of reviewing a set of bylaws.

A draft Bylaws document was presented at the March meeting. After extensive review the SURIN Board has provided a copy of the proposed bylaws for consideration and approval by the UEN Steering Committee.

Recommendation

It is requested that the UEN Steering Committee review and revise the proposed SURIN Bylaws and approve a final version. SURIN business cannot move forward until these Bylaws are completed.

Tab 5 ATTACHMENT A

BYLAWS OF THE STATE OF UTAH REGISTRY FOR INTERNET NUMBERING

BYLAWS OF THE STATE OF UTAH REGISTRY FOR INTERNET NUMBERING

ARTICLE I

Organization

The name of this organization is State of Utah Registry for Internet Numbering, hereafter referred to as “SURIN”.

ARTICLE II

Purpose

The purpose of SURIN is to:

- Devise a comprehensive plan to manage and allocate network addresses within the State of Utah.
- Ensure that addresses are distributed equitably.
- Give members a voice in developing and managing these processes.

SURIN shall be operated exclusively for Utah State Government, Utah public libraries, Utah public and higher education, and other entities as approved by the SURIN Board.

ARTICLE III

Membership

Section 1 – Membership Types

The membership of SURIN shall consist of Trustee Members and General Members.

- a. Trustee Members are individuals who may be, but are not required to be, General Members or representatives of General Members, as defined below. Trustee members shall consist of SURIN’s appointed representatives to the Board of Trustees, hereafter known and referred to as Trustees.
- b. General Members are individuals who represent shall consist of entities that currently or in the future shall use UEN-controlled Internet addresses.
- c. The Board of Trustees shall have the power to establish and designate other classifications of memberships.

Section 2 – SURIN Meetings

SURIN Public Policy and Members Meetings are held no more often than quarterly and at least once per year in person. Special meetings may be called and held in person or by virtual meeting using electronic communication that extends over a period not in excess of twenty-four hours. Formal notice of all such special meetings shall be delivered to each General Member via e-mail at least ten days in advance of the announced meeting date.

Section 3 – Membership Rights

- a. All Trustees shall have the right to submit nominations to any SURIN nominating committee, attend SURIN Public Policy and Members Meetings free of charge, and participate in members-only mailing lists and discussions. Any Trustee that also serves as the designated member representative for a General Member is also entitled to vote in SURIN elections.
- b. All General Members shall have the right to submit nominations to any SURIN nominating committee, vote in SURIN elections, attend SURIN Public Policy and Members Meetings free of charge, and participate in members-only mailing lists and discussions. They shall also be entitled to any future rights the Board of Trustees may, from time-to-time, grant to General Members. Each General Member shall name one designated member representative to vote on its behalf in any SURIN general election for the Advisory Council and other matters related to SURIN.

ARTICLE IV

Offices

The principal office of SURIN shall be located at the Utah Education Network, hereafter known as UEN, in the Eccles Broadcast Center at the University of Utah. It may also have offices at such other places as the Board of Trustees may, from time-to-time, designate.

ARTICLE V

Composition of SURIN

SURIN shall consist of its Board of Trustees, its Advisory Council, its General Members, and such other officers as are needed to effect its purposes and objects.

ARTICLE VI

Board of Trustees

Section 1 – Authority and Responsibilities

The power, authority, property, and affairs of SURIN shall at all times be exclusively exercised, controlled, and conducted by or under the authority of the Board of Trustees, subject to any limitations set forth and in accordance with the UEN Steering Committee as it now exists or hereafter may be amended.

Section 2 – Board of Trustees Composition and Appointment

The Board of Trustees shall consist of eleven (11) voting members appointed by the Utah State Office of Education (hereafter known as USOE), the Utah System of Higher Education (hereafter known as USHE), the Utah State Library, the State Department of Technology Services (hereafter known as DTS, UEN, and the Utah Technology Coordinator Council (hereafter known as TCC) as follows:

- a. USOE shall appoint two (2) members.
- b. USHE shall appoint three (3) members.
- c. Utah State Library shall appoint two (2) members.
- d. DTS shall appoint two (2) members.
- e. UEN shall appoint one (1) member.
- f. TCC shall appoint one (1) member.

Trustees serve at the discretion of the respective appointing entities and are subject to the SURIN Appointment Conflict of Interest List approved by the Board of Trustees and made publicly available on the SURIN Web site.

Section 3 – Terms

The term of office for a Trustee shall be four (4) years or until a successor has been appointed and assumes office. Trustees may be appointed to serve multiple terms. The term of office of Trustees shall commence on the first day of July following the completion of the appointment process.

Section 4 – Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business. Unless otherwise stated in these Bylaws, decisions of the Board of Trustees shall be made by the concurrence of a majority of Trustees present and voting. If at any meeting there is no quorum present, the Board must not transact business.

Section 5 – Meetings

The Board of Trustees shall meet at least quarterly.

- a. Meetings of the Board may be held from time-to-time at such intervals and at such places as may be fixed by the Board. Meetings of the Board may be held only in person or via teleconference. Notice of all regular meetings of the Board shall be delivered to each Trustee in writing at least ten (10) calendar days before the meeting. Special meetings of the Board may be called for any purpose at any time by the Chairman of the Board or by any three (3) Trustees. Notice of any special meeting shall state the purpose of the meeting. A Trustee may waive notice of a meeting of the Board of Trustees by submitting a signed, written waiver of notice, either before or after the meeting. A Trustee's attendance at or participation in a meeting waives any required notice of the meeting unless at the start of such meeting or promptly upon arrival the Trustee objects to holding the meeting or transacting business at the meeting, and does not thereafter vote for or assent to

action taken at the meeting.

- b. Any action required or permitted to be taken at any meeting of the Board of Trustees may be taken without a meeting if all Trustees consent in writing to such action. Such action shall be evidenced by written consents approving the lack of a meeting, signed by each Trustee.

Section 6 – Compensation and Reimbursement

No Trustee shall receive compensation from SURIN for his or her services as a Trustee.

Section 7 – Policies and Procedures

The Board of Trustees may adopt subsidiary policies and procedures consistent with these Bylaws, and may alter, amend, or repeal any such policy or procedure.

Section 8 – Resignation

Any Trustee may resign at any time by giving written notice to the Chairman of the Board of Trustees. Any such resignation shall take effect at a date specified in the notice or when the notice of resignation is delivered.

Section 9 – Removal

Any Trustee may be removed from office, with cause, by a vote of the General Members following a procedure approved by the Board and publicly available on the SURIN Web site. Such a vote shall be conducted in a specially called and held meeting that follows the procedures used for general elections as outlined on the SURIN Web site. Any such Trustee proposed to be removed shall be entitled to at least ten (10) calendar days notice prior to the voting period and shall be entitled to publish a public statement on the SURIN Web site. Removal may proceed without the Trustee's participation. An appointing entity may change its appointments to the SURIN Board at any time with or without cause.

Section 10 – Interim Appointments

When a vacancy occurs during the unexpired term of a Trustee, the Board of Trustees may, at its discretion, upon majority vote of the remaining Trustees, appoint an interim Trustee from the affected community to fill the vacancy until an official appointment can be made.

Section 11 – Trustee Conflict of Interest

- a. A Trustee who has a personal interest in a transaction, as defined below, may not participate in any discussion of that transaction by the Trustees and may not vote to determine whether to authorize, approve, or ratify that transaction except as specifically described below. For purposes of these Bylaws, a "personal interest" is defined as any act that will provide, directly or indirectly, a disparate benefit

individually to the Trustee, or to an entity he or she is employed by, or represents in any fashion. However it is expected that most policy decisions will have a direct or indirect impact on the Trustee's work, but such a non-individualized interest does not constitute a "personal interest" as used in these Bylaws. A "transaction" with SURIN for purposes of these Bylaws is a contract, consultancy or a policy under consideration that will have a disparate and unusual impact on an entity with which the Trustee is directly or indirectly associated.

- b. The mere existence of a personal interest by a Trustee in a transaction with SURIN shall not invalidate SURIN's ability to enter that transaction so long as one or more of the following conditions are met:
 - i. The material facts of the personal nature of the transaction with SURIN and the Trustee's interest in the transaction with SURIN are fully disclosed to the Board of Trustees, either by the Trustee having a direct or indirect personal interest in the transaction with SURIN, or are brought to the attention of the Board by a third party.
 - ii. The Board of Trustees, by a vote of the disinterested Trustees, vote to authorize, approve, or ratify a transaction with SURIN.
 - iii. The transaction with SURIN in which the direct or indirect personal interest of a Trustee was disclosed to the Board of Trustees and was determined by the Trustees entitled to vote on the matter to be in SURIN's interests, notwithstanding the personal interest of the non-voting Trustee.

- c. In determining whether a conflict of interest exists, the Board of Trustees has the prerogative, upon review of all facts and circumstances, to make its own determination of whether a conflict of interest exists and how it is appropriate to proceed. A Trustee who perceives the possibility of a personal conflict of interest, or for another Trustee, may raise this issue at any point prior to a vote on any issue. Any Trustee who perceives a possible conflict of interest may present justification with respect to whether or not a conflict of interest exists, but the entire Board, with the exception of the Trustee having the potential conflict of interest, shall make the final determination to proceed in such a matter. If the Board of Trustees finds there is a conflict of interest, the Trustee with the conflict may be excluded by the Chair of the Board from that portion of any meeting where a substantive discussion or decision to engage or not in such a transaction is made, except that he or she may provide any information that will assist the Trustees in such a matter before leaving such a meeting.

Section 12 – Approval of Meeting Minutes

Minutes of the Board of Trustees must be approved via a procedure adopted by the Board and publicly available on the SURIN Web site.

ARTICLE VII

Officers

Section 1 – Number

The officers of SURIN shall include a Chairman of the Board (hereafter referred to as the Chair), a Vice chair, a Treasurer, a Secretary, and such other inferior officers as the Board of Trustees may determine.

Section 2 – Election, Term of Office, and Qualifications

The Chair and vice chair shall be elected by the Board of Trustees from among its members. All other officers shall be elected by the Board of Trustees from among such persons as the Board of Trustees may consider for election. Officers shall be elected during the first meeting of the Board after July 1, and shall take office immediately upon election. Officers are to be SURIN members. No Trustee shall simultaneously serve the position of two officers unless elected to do so by the affirmative two-thirds vote of the Trustees then in office at a regular meeting or special meeting called for that purpose; this restriction does not apply to the ability of officers to serve as such other inferior officers that may have been determined by the Board of Trustees.

Section 3 – Vacancies

In case any officer position of SURIN becomes vacant, the majority of the Trustees in office, although less than a quorum, may elect an officer to fill such vacancy at the next meeting of the Board of Trustees, and the officer so elected shall hold office and serve for the remainder of the fiscal year.

Section 4 – Chair-(general duties)

The Chair shall preside at all meetings of SURIN. The Chair shall be the principal point of contact for the Board of Trustees between meetings. If the Chair is not available to preside over a meeting, the Vice Chair shall preside at that meeting only.

Section 5 – Chair-(specific duties)

The Chair shall be the Chief Executive and Administrative Officer and will be elected by members of the Board of Trustees. The Chair shall serve as a voting member of all committees created by the Board of Trustees. The Chair shall act in an advisory capacity to all other officers and Trustees. Within the limits established by the Board of Trustees, the Chair shall have full authority over the administration and management of SURIN, and further shall exercise such other powers as usually pertain to the chief operating official of an organization. In case of a vacancy or incapacitation in the Chair, the official duties shall be performed by the Vice Chair of the Board of Trustees or a Trustee of the Vice Chair's selection until a new chair is elected.

Section 6 – Secretary

The Secretary shall have charge of such books, records, documents, and papers as the Board of Trustees may determine, and shall have custody of the SURIN seal. The

Secretary shall keep, or cause to be kept, the minutes of all meetings of the Board of Trustees. The Secretary may sign, with the Chair, in the name and on behalf of SURIN, agreements and he or she may affix the seal of SURIN. He or she, in general, performs all the duties incident to the Office of Secretary, subject to the supervision and control of the Board of Trustees. A majority of the Board of Trustees may appoint a Secretary. Certain duties of the Secretary, as may be specified by the Board of Trustees, may be delegated by the Secretary to the Chair or a designated member of the SURIN staff.

Section 7 – Removal

Any officer may be removed from office by the affirmative two-thirds vote of the Trustees then in office at any time with or without cause at a regular meeting or special meeting called for that purpose. Any officer proposed to be removed shall be given at least ten calendar (10) days notice, in writing, of the meeting of the Board of Trustees at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Trustees at such meeting.

Section 8 – Election policy and publications

All appointment and election processes not contained in these Bylaws shall be approved by the Board of Trustees and made publicly available on the SURIN Web site.

ARTICLE VIII

Advisory Council

Section 1 – Function

The Advisory Council shall act in an advisory capacity to the Board of Trustees on matters as the Board of Trustees may, from time-to-time, request involving Internet numbering resource policies and related matters. The Chair of SURIN shall be the primary point of contact between the Advisory Council and the Board of Trustees.

Section 2 – Advisory Council Composition

The Advisory Council shall consist of no more than fifteen (15) persons, each elected in accordance with Section 4 of this Article VIII. In addition, the Chair of SURIN is a voting member of the Advisory Council. The Chairman of the Advisory Council shall be elected annually in July, by the Advisory Council members from among its membership, at or before its first meeting of the fiscal year.

Section 3 – Terms

The term of office of elected Advisory Council members shall be three (3) years or until their successors have been elected and assume office. Advisory Council members may be elected to serve multiple terms.

Section 4 – Nominations and Election of Advisory Council Members

Members of the SURIN Advisory Council shall be elected by an approval process.

Persons who are eligible in accordance with these Bylaws and published SURIN documentation and who have agreed to run for office are known as “Candidates.” The Candidates with the highest number of total votes will be elected to the Advisory Council. Any person may be nominated (“Nominees”), but not all Nominees may be considered as Candidates. All Nominees are subject to the Nomination and Appointment Conflict of Interest List approved by the Board of Trustees and made publicly available on the SURIN Web site.

- a. All nomination and election processes not contained in these Bylaws shall be approved by the Board of Trustees and made publicly available on the SURIN Web site.
- b. Prior to a regularly scheduled Members Meeting and in accordance with published documentation, any Trustee or General Member may make up to three nominations for each open Advisory Council position. The number of qualified Candidates shall exceed the number of Advisory Council members to be elected. If Candidates withdraw from the election, causing the number of qualified Candidates to be less than the number required, the Board of Trustees may at its discretion appoint the necessary number of Candidates for the requirement to be met.
- c. The Chair shall, at least ten (10) calendar days prior to the date designated for this regular Members Meeting, mail electronically to the membership a final list of Candidates. Candidates’ nominee questionnaires shall be posted on the SURIN Web site.
- d. Candidates for Advisory Council positions are permitted, but are not required, to appear before the membership at this regular Members Meeting for the purpose of introducing themselves.
- e. Each General Member, through its designated member representative, shall be entitled to cast one (1) vote for each Advisory Council vacancy. The Secretary shall certify a list of names of General Members. Voting shall be conducted by eligible voters using a procedure approved by the Board of Trustees and made publicly available on the SURIN Web site.
- f. The Election Period shall take place following this regular Members Meeting. The membership shall have seven (7) calendar days after the Election Period opens to electronically cast their votes, provided that any such electronic transmission shall either set forth or be submitted with information from which it can be determined that the electronic transmission was authorized by the member or the member’s proxy. Votes received by SURIN after the close of the Election Period shall not be counted.
- g. The Chair and one member of the Board of Trustees shall, in cooperation with SURIN’s General Counsel, tally the votes and certify that the election was held following the approved voting procedures. The Board of Trustees shall confirm the results of the election process and the Chair of SURIN shall formally announce the results of the voting as soon as possible, but not later than seven (7) calendar days following the close of the Election Period.
- h. The term of office of elected Advisory Council members shall commence on the first day of July following the completion of the election process.
- i. In the event of the failure of any elected Nominee to assume his or her position,

the vacancy created shall be filled by the non-elected Candidate for the Advisory Council having the next highest number of votes cast and that member so elected shall assume office.

- j. The Board of Trustees shall retain continuing oversight authority of the nomination, appointment, election, and removal process of Advisory Council members.

Section 5 – Quorum

A majority of the Advisory Council members shall constitute a quorum for the transaction of business. Unless otherwise stated in these Bylaws, decisions of the Advisory Council shall be made by the concurrence of a majority of members present and voting. If at any meeting there is no quorum present, the Advisory Council must not transact business.

Section 6 – Meetings

The Advisory Council shall meet at least once annually. Meetings of the Advisory Council may be held from time-to-time at such intervals and at such places as may be fixed by the Advisory Council. Meetings of the Advisory Council may be held only in person or via teleconference. Notice of all regular meetings of the Advisory Council shall be delivered to each Advisory Council member in writing at least ten (10) calendar days before the meeting. Special meetings of the Advisory Council may be called for any purpose at any time by the Chairman or by any five (5) members. Notice of any special meeting shall state the purpose of the meeting. A member may waive notice of a meeting of the Advisory Council by submitting a signed, written waiver of notice either before or after the meeting. A member's attendance at or participation in a meeting waives any required notice of the meeting unless at the start of such meeting or promptly upon arrival the member objects to holding the meeting or transacting business at the meeting, and does not thereafter vote for or assent to action taken at the meeting.

Section 7 – Compensation and Reimbursement

No Advisory Council member shall receive any compensation from SURIN for his or her services as an Advisory Council member.

Section 8 – Resignation

Any Advisory Council member may resign at any time by giving written notice to the Chair of SURIN. Any such resignation shall take effect at a date specified in the notice or when the notice of resignation is delivered.

Section 9 – Removal

- a. Any Advisory Council member may be removed from office, with cause, by the affirmative vote of two-thirds of the members of the full Advisory Council. Any such member proposed to be removed shall be entitled to at least ten (10) calendar days notice prior to the voting period and shall be entitled to appear before and be

heard at such meeting. Removal may proceed without the member's participation. The Board of Trustees shall confirm the results of the removal process at its next meeting.

- b. Any member of the Advisory Council may be removed from office with cause by the affirmative vote of two-thirds of all the Trustees present and voting at any time at a meeting of the Board of Trustees. Any member proposed to be removed shall be entitled to at least ten (10) calendar days notice prior to the voting period and shall be entitled to appear before and be heard at such meeting. Removal may proceed without the member's participation.

Section 10 – Interim Appointments

When a vacancy occurs during the unexpired term of an Advisory Council member, the Advisory Council may, at its discretion, upon majority vote of the remaining members, appoint an interim Advisory Council member to fill the vacancy until the next general election. Such an appointment shall be made based on a procedure adopted by the Advisory Council and made publicly available on the SURIN Web site.

Section 11 – Approval of Meeting Minutes

Minutes of the Advisory Council must be approved via a procedure adopted by the Council and publicly available on the SURIN Web site.

ARTICLE IX Miscellaneous

Section 1 – Fiscal Year

The fiscal year of SURIN shall be from July 1 to June 30.

Section 2 – Gifts

The Board of Trustees may accept or reject on behalf of SURIN any contribution, gift, bequest, or devise for the general purposes or for any special purpose of SURIN.

Section 3 – Records

SURIN shall keep correct and complete books and records of account, Bylaws, written communications to members generally, annual reports, and shall also keep minutes of the proceedings of the Board of Trustees and shall keep at its registered office or principal office a record giving the names and addresses of all Trustees and officers. All books and records of SURIN may be inspected at the SURIN principal office by any Trustee for any proper purpose at any reasonable time.

Section 4 – Nomination and Appointment Conflicts

The Board of Trustees, from time-to-time, shall determine conflicts of interest

related to candidacy for elected SURIN bodies and SURIN representation to outside organizations, either elected or appointed. Such determinations shall be published by the Board of Trustees.

Section 5 – Seal

The Board of Trustees may provide a seal which shall be in the form of a circle and shall have inscribed thereon the name SURIN State of Utah Registry for Internet Numbering. The seal shall be affixed to all organizational instruments, but failure to affix it shall not affect the validity of the instrument.

Section 6 – Dissolution

In the event of dissolution or termination of SURIN, UEN will assume full responsibility for any assets and liabilities of SURIN.

Section 7 – Order of Business

All business meetings of the Board of Trustees and the Advisory Council of SURIN and all business meetings of any Committee established by the Board of Trustees and Advisory Council of SURIN shall be conducted under Robert’s Rules of Order.

Section 8 – Amendment

These Bylaws may be amended by the members of the Board of Trustees at any regular or special meeting of the Board based upon any proposed amendment receiving the vote of four-fifths of the Trustees in office. No amendment to these Bylaws shall be made which is not in conformity with policy set forth by the UEN Steering Committee. Meeting notice and proposed amended text must be given at least fifteen (15) days in advance of a meeting called for this purpose.

Proposed SURIN Seal



MODIFICATIONS TO UEN POLICY AND PROCEDURES MANUAL - DISCUSSION

Issue

This report summarizes the status of the development of a Policy and Procedures Manual for UEN.

Background

UEN is in the process of preparing a standardized policy and procedures manual that describes the operation and the procedures necessary for UEN to fulfill its role and mission.

The intent is to maintain a comprehensive policy and procedures manual in a central location and on the Internet. UEN intends to identify the practices and philosophy of dealing with UEN operations to assure efficient, consistent and quality services to its customer. The policy manual is modeled after the design used by the State Board of Regents. It is noted that UEN office policies are guidelines for UEN and do not supersede, replace, or act as addendum to University of Utah policies and procedures found on the Internet at www.admin.utah.edu/ppmanual.

This collection is intended to function as a convenient reference and general guide for all members of UEN staff and clients. It should be a resource for interpreting the variety of individual situations that can occur in the UEN workplace. The Policy and Procedure Manual will be updated on a regular basis, and UEN will bring changes, modification or additions to any of these policies and procedures to the Steering Committee for their consideration and approval as the need arises.

The following policy and procedures have been reviewed and adopted by the Steering Committee previously. However, they have been converted to the new format and are shown in the enclosed attachments. Eventually they will be available on the Internet at www.uen.org/policy.

- 3.1 KUEN-TV Public Service Announcement Policy
- 3.3 Terms and Conditions For UEN Registrants
- 3.4 End-of-Life Policy for Web Services- Action
- 3.5 Distance Learning Facilitators Policy
- 3.6 Site Administrator, Counselor, Coordinator, and Facilitator Responsibilities

- 3.7 Room Certification Process and Policy
- 3.8 Codian IP-VCR Service Policy
- 3.9 - 48 Hour Scheduling Change Policy for Regularly Scheduled Distance Classes
- 3.10 Site Selection Process

Recommendation

This item is a discussion item for the Steering Committee to review and provide input on the policy and procedures manual being developed.

3.1 KUEN-TV PUBLIC SERVICE ANNOUNCEMENT POLICY

Utah Education Network

3.1 KUEN-TV Public Service Announcement Policy

3.1.1. Purpose

The purpose of this policy is to outline the criteria for determining whether public service announcements broadcast over KUEN-TV meet the standards of UEN and conforms to its mission of providing support and services to Utah public educational institutions.

3.1.2 Definitions

Public Service Announcement (PSA) - a non-commercial advertisement typically on radio or television, ostensibly broadcast for the public good. The main objective is to raise public awareness about specific issues.

3.1.3 KUEN-TV Public Service Announcement Policy

3.1.3.1 Public Services Announcement aired over KUEN-TV will comply with the following criteria:

1. Promote or inform the viewer about education programs provided by Utah higher and public education institutions
2. Are from recognized providers like government or educational agencies (e.g., Library of Congress encouraging support of local libraries, U.S. Army dropout prevention)
3. Are informational or cover instructional topics (e.g., “Peace Breaks” to encourage conflict resolution; “Ticktock Minutes” to encourage safety, nutrition, health)
4. Promote existing services, Telecourses, and institutional education programs.
5. Do not sell products or for promote outside non-profit community events.

3.1.3.2 Public Service Announcements

1. KUEN-TV and Utah Education Network are not responsible for producing the announcements. Institutions will be referred to production agencies, if requested.
2. Final decisions about airing Public Service Announcements are made jointly by the KUEN-TV Program Manager and the Station Manager, and will be based on consistency with and support of mission, continuity in program schedule, and balance between institutions.
3. The Public Service Announcement inventory will be reviewed twice yearly. Outdated announcements will be returned to sponsoring institutions. Institutions should notify KUEN-TV if their spots are date-specific.
4. Public Service Announcements must be broadcast quality, received on Beta SP, DVCPPro, DVCPPro 50, or mini-DV. These formats may change in the future as technology/equipment changes.
5. Public Service Announcements produced in conjunction with a course from any Utah institution must meet department guidelines and be sponsored by a faculty member. Faculty members must preview material sent to KUEN-TV for broadcast.
6. Any lengths will be accepted, but spots between 10 seconds and three minutes will likely receive more airplay due to average length of breaks.

3.1.3.3 Questions regarding this policy should be addressed to:

Kyle Anderson, Program Manager

KUEN-TV

801-581-7749

Laura Hunter, KUEN-TV Station Manager

Director of Instructional Services

Utah Education Network

801-581-5852

TAB 6 ATTACHMENT B

3.6 SITE ADMINISTRATOR, COUNSELOR, COORDINATOR AND FACILITATOR RESPONSIBILITIES

Utah Education Network

3.6 Site Administrator, Counselor, Coordinator and Facilitator Responsibilities

3.6.1 Purpose

The Utah Education Network recognizes that technologically delivered instruction plays a critical role in our public and higher education institutions. Education opportunities will continue to expand as instructional courses and programs are brought to previously underserved areas of the state. The purpose of the policy is to ensure that appropriately trained personnel are present at all distance education events to help guarantee that students have highest quality educational experiences.

3.6.2 Definitions

Interactive Video Conferencing (IVC) - Videoconferencing is when two or more people communicate with each other using a camera, microphone, monitor, and a videoconference codec (coder - decoder) at each location to participate in live, interactive communication with other sites with similar equipment.

Site Administrator - a district or school-level administrator who is authorized to oversee distance education classroom site selection and is responsible for distance education budgets, school support personnel and UEN equipment at distance learning sites.

Site Counselor – a high school counselor or advisor who is responsible for schedules, promotion, enrollment, and registration procedures for distance education courses.

Site Coordinator – supervises and approves schedules for programs to be received by the site.

Site Facilitator - the primary site contact for UEN. Responsible for room configuration (furniture, equipment, etc.), sees that all equipment is turned on and is operating properly, is responsible for resolving minor technical issues, operates the cameras and audio equipment, assists the course instructor, collects materials from students and maintains appropriate classroom discipline.

Site Instructor – public or higher education teachers, instructors, trainers or faculty who have been schooled in distance education teaching methodologies.

3.6.3 Policy

To help guarantee the highest quality educational experiences for students across the state, administrators, approved sites and appropriate personnel must be provided for all events to be successful. This policy outlines the duties and responsibilities of those assigned to assist in the delivery of distance education courses.

3.6.3.1 Site Administrator

During site selection, the Site Administrator will:

- A. Select the physical site (room) that will permanently house the UEN equipment.
- B. Select a site coordinator and make resources (budget, facilities, etc.) available for proper site operation.
- C. Meet with the designated UEN Distance Education Specialist to discuss and review the facility requirement document that will be used as an outline for the future selection and certification process. The UEN representative will coordinate an on-site evaluation with the UEN technical field operations manager and others as necessary to define facility requirements.

Before installation of UEN equipment, the Site Administrator will ensure that the physical site (room) has the following:

- A. A phone line for fax/phone communications.
- B. Tables, chairs, and other furnishings.
- C. Additional modifications, defined in facility requirement document, may include acoustical modifications (such as disabling intercom and bell systems), lighting modifications (such as window treatments or additional lighting), and power modifications (including isolation of circuits supplying the designated classroom).

Following installation, the Site Administrator will:

- A. Sign the letter of agreement certifying that he or she will abide by UEN policies.
- B. Accept responsibility for the UEN equipment.
- C. Maintain an inventory of UEN equipment.
- D. Support site coordinators by establishing site policies compatible with UEN operation requirements and provide adequate resources to ensure that appropriate operational support is available for all distance education events.
- E. Establish and administer site policies in alignment with district or institutional policies regarding facilities, students, and instructors.
- F. Oversee observance of UEN agreements and policies.

- G. Disburse “receive-site” fees to site coordinator and/or authorize disbursement of fees.
- H. Notify the designated UEN Distance Education Specialist whenever a new site coordinator is hired for the site.

3.6.3.2 Site Counselor

Before installation of UEN equipment, the Site Counselor will:

- A. Meet with the designated UEN distance education specialist or a distance education scheduling representative to go over promotion, enrollment, and registration procedures for distance learning courses.
- B. Learn how to access the online UEN Distance Learning course catalog.

Following installation, the Site Counselor will:

- A. Promote distance learning courses to students.
- B. Work with site coordinator to determine which courses will be offered. List desired distance education courses in the school catalog.
- C. Return enrollment request forms for each course to UEN Scheduling to ensure that system resources will allow the course to be carried at the site.
- D. Contact the program provider’s (university, college or school district) registrar and follow appropriate procedures for registering students for each course.
- E. Ensure that appropriate credit is awarded to students successfully completing distance education courses.

3.6.3.3 SITE COORDINATOR

[Responsibilities may also be combined with Site Facilitator duties, depending on school needs.]

Before installation of UEN equipment, the site coordinator will:

- A. Help the site administrator make room modifications, acquire telephone service for classroom phone/fax lines, complete line connection to UEN.
- B. Complete training to operate the UEN equipment.
- C. Agree to observe and participate in site installation.

During installation, the Site Coordinator will:

- A. Be present during equipment installation.
- B. Act as the main site contact for UEN technical services staff during installation.

- C. Receive the site inventory from the UEN installation team on behalf of the Site Administrator (if requested).

Following installation, the Site Coordinator will:

- A. Implement site-specific policies.
- B. Coordinate confirmation/approval of scheduling for programs to be received by the site.
- C. Check iVIEW and CMe Event Schedules on a weekly basis to confirm event schedules are correct and to verify ad hoc distance education events scheduled at the site. (NOTE: During the IVC conversion from legacy EDNET sites to IP sites, confirmation of classes and ad hoc events will require a call to UEN Scheduling (800-716-0529 or 801-581-5214) for converted IP sites. CME may not contain all event listings for IP sites due to incompatibility of CME software and newly implemented iView scheduling software.)
- D. Initiate scheduling of programs originating from the site.
- E. Attend regular UEN Hub meetings to review scheduled and proposed programming, review/resolve technical operation problems, receive miscellaneous training, and review other items as necessary.
- F. Provide school district enrollment figures bi-annually (July and February) to the UEN Scheduling Representative.
- G. Assume responsibility for technical operation of the site after training.
- H. Communicate operational, technical, and facilitation problems to UEN.
- I. Assist the Site Administrator in maintaining an inventory of UEN-supplied equipment.
- J. Coordinate technical support for classes originating at a site.
- K. Notify the designated UEN distance education specialists when new site facilitators are hired.
- L. Coordinate training sessions for site personnel with the designated UEN distance education specialist.
- M. Ensure that all site facilitators attend UEN Facilitator training.
- N. Schedule a site facilitator to support all distance education events.
- O. Oversee facilitation of all distance education events at the site.
- P. Ensure performance of site facilitators based on standards established by UEN and the site administrator.
- Q. Serve as a site facilitator when necessary.

3.6.3.4 SITE FACILITATOR

[Instructor's "Right Arm" for Origination/Receive Classes; Technical Support for Class Delivery]

A Site Facilitator works under the direction of a site coordinator. Before acting as facilitator, this individual should complete training provided by the UEN distance education specialist and know how to operate all equipment at the site.

ORIGINATION SITE FACILITATOR: Test time requires origination sites to connect to each participating receive site and perform valid video/audio/network checks to avoid class interruption due to technical problems. Any problems will be reported to the Local Hub or Video Operations Center for resolution.

RECEIVE SITE FACILITATOR: Must be present in room at beginning of each test time to perform video and individual microphone checks. Punctuality is imperative, as origination site has limited time to connect with each site prior to class start. If receive site facilitator is not present, origination site has the option of sending video and one-way audio. The receive site facilitator will have to contact origination facilitator to have their site added into the event to receive two-way audio. This will change with IP.

Before each event, the Site Facilitator will:

- A. Arrive early. Check in with the site coordinator.
- B. Arrange the room (furniture, equipment, etc.) for the event.
- C. Confirm that all equipment is turned on and operating properly using the newly provided Facilitator Site Checklist.
- D. Participate in the class event test period (usually one-half hour prior to event), scheduled prior to each class start time, with each origination site responsible for the delivered class.

During each distance education event, the Site Facilitator will:

- A. Remain in the room, or be available via cell phone, (if facilitating in more than one room simultaneously).
- B. Quickly resolve any technical issues. Call UEN technical support immediately if unable to resolve the issue.
- C. Explain to participants where cameras are located, how they will be used, and how to operate microphones.
- D. Operate cameras and audio equipment as needed to support students at the site.
- E. Assist the course instructor with classroom instruction as directed by the instructor.
- F. Distribute materials and collect materials from students as directed by the course instructor and return all materials to the instructor and/or site coordinator to be processed.

- G. Maintain appropriate classroom discipline and ensure a positive learning environment.
- H. Work with participants and the event facilitator/course instructor to maintain the quality of the event.
- I. Obey all site-specific policies, including district and school guidelines for working with students.

Following each event, the site facilitator will:

- A. Notify the course instructor/course facilitator that the site is signing off.
- B. Notify the Site Coordinator that the event has ended.
- C. Check the electronic equipment to make sure that it is functioning properly, left in the appropriate configuration, and shut down correctly.
- D. Give all materials collected during the event to the Site Coordinator.
- E. Report any equipment malfunctions to the appropriate technical support personnel utilizing the Facilitator Site Checklist as a guide. Facilitators should keep a record of each checklist as follow-up tool.
- F. Report inappropriate activity (including suspected cheating) to the Site Coordinator and/or course instructor.
- G. Rearrange the room if requested by the site coordinator.
- H. Follow site guidelines for securing the distance education classroom facility before you leave (Do not leave the room unlocked and unattended).

3.6.3.5 SITE INSTRUCTOR

Before scheduled course delivery, the public education site instructor should:

- A. Receive training provided by Utah State Office of Education (USOE) Distance Education Training Specialist to understand and demonstrate operational use of classroom delivery system.
- B. Receive training supplied by USOE Distance Education Training Specialist to understand and demonstrate pedagogical practices for IVC course delivery.
- C. Understand, practice, and adhere to copyright guidelines.
- D. Meet with Origination Site Facilitator to provide course syllabus, discuss specific class and operational requirements, and outline expectations.
- E. Consider utilizing and integrating online tools (i.e.: course management system software) to post syllabus, quizzes, tests, office hours, contact options, etc.

During each distance education event, the Site Instructor should:

- A. Communicate to facilitators how class rolls will be reported and determine how classroom management issues will be handled.
- B. Work effectively with the onsite facilitator, as well as the end site facilitators, to effectively communicate expectations for the day's lessons, equipment needs, and support requirements.

TAB 6 ATTACHMENT C

3.10 SITE SELECTION PROCESS

Utah Education Network 3.10 Site Selection Process

3.10.1 Purpose

This policy outlines the multi-step process for becoming a certified UEN IP interactive video conferencing (IVC) site.

3.10.2 References

UEN Policy 3.7: Room Certification Process and Policy

3.10.3 Definitions

Interactive Video Conferencing (IVC) - Videoconferencing is when two or more people communicate with each other using a camera, microphone, monitor, and a videoconference codec (coder - decoder) at each location to participate in live, interactive communication with other sites with similar equipment.

3.10.4 Policy

Schools, institutions, and agencies wishing to become a UEN IP interactive video conferencing sites must proceed through a multi-step process. Fully integrated sites supported by Utah Education Network will complete Steps 1 through 4. Independent sites not supported by UEN only complete Steps 1 and 2.

3.10.4.1 STEP 1: Orientation Meeting/Application/Online Registration

The process for becoming a new UEN distance education site begins with attending an orientation meeting with UEN staff. School, district, institution, or agency representatives must attend the orientation. Interested teachers and instructors are encouraged to attend. The orientation meeting introduces the UEN statewide data technology network, introduces UEN video services, and provides a detailed explanation of the application process for UEN distance education services. UEN staff

will answer questions from financial and physical site expectations, programming needs, instructor and facilitator training to application deadlines. Interested parties will next complete the application or the Online Registration Form and submit it for review.

3.10.4.2 STEP 2: Submission of Application/Priority Determination

For Independent Sites (Not supported by UEN) If there is a request for the addition of an IP video site, which will not be used in conjunction with an IVC event, the Online Registration Form will begin the process. The purpose of the Online Registration Form and the End Site Network Assessment is to assist the site in maintaining local integrity while using UEN transport and delivery systems. All Independent sites are encouraged (not required) to register their equipment with UEN for data collection purposes. The completed form will be submitted to the UEN Network Operations Center. At this time UEN will conduct a Network Assessment for the requested sites. UEN will also share the Network Operating Agreement, the UEN IP Video Configuration and Operations Standards, Recommended Equipment Lists and other policies related to training, troubleshooting and maintenance, equipment recommendations, and service level agreements. This information is intended to assist the applicant in determining what is technically and instructionally needed to best support the IP devices and the educators who use them. *Purchases of IP equipment will be the responsibility of the applicant. UEN will not participate in purchase, installation, maintenance, or scheduling of these independent IP devices.*

For Associate Sites (UEN Supported IP Video) If the applicant requests the addition of a new distance education room which will be used in place of - or in addition to - an existing distance education site, the Online Registration Form and the Distance Learning Services Application are required. The UEN Network Operations Center will be notified and UEN will conduct a Network Assessment for the requested sites. Sites requesting first time connectivity, such as new school buildings, will proceed through this process. Sites transitioning from EDNET to IP equipment will follow this process.

UEN will provide for transition of all remaining EDNET legacy sites to IP Video sites as resources become available. The UEN Technical Services and Instructional Services Committees will review applications for services bi-monthly. Proposals will be considered in terms of instructional need and UEN's fiscal and technical priorities. UEN will partner with sites who will assume partial fiscal responsibility to leverage resources and provide a more rapid transition.

3.10.3 STEP 3: Site Visit

For applications approved by the UEN Technical and Instructional Services Committees, a site visit will be scheduled to review the proposed site. At the end of this visit, the school or agency will have all of its needs clearly outlined in its application, a

commitment for UEN resources, a clear understanding of the one-time and on-going costs of personnel and equipment required to meet these needs and a timeline outlining how long it will take to become a fully functional distance learning site. A UEN field engineer and a Distance Education Specialist will meet with the administrator, local technical coordinator, and the teacher/facilitator for the site. During this visit, the proposed distance learning room is surveyed and necessary physical modifications and the availability and requirements of connections with the local telecommunications provider are discussed.

3.10.4.4 STEP 4: Site Certification and Scheduling

Signing the UEN Letter of Agreement is the last step of the Site Selection and Certification process. This document outlines the mutual responsibilities of the site and UEN. The formal announcement of a new UEN IP Video site will be made statewide: the site name and contact information will be included in the UEN scheduling software and in all directories on uen.org.

3.10.5 Recertification

Recertification, conducted every three years, is a less rigorous examination and reconfirmation of the site. For the sites, it gives an opportunity to review site activity, and to reconfirm agreements between the Network and the sites. It also serves as an opportunity for site administrators to reaffirm the commitment to continue as a distance education site. For the Network, recertification includes updating technical information, updating teacher and technical training, assessing needs for enhancements to equipment, and assessing needs for programming changes, additions and deletions.

QUARTER THREE PROGRESS REPORT ON FY2007 STRATEGIC PLAN - DISCUSSION

Issue

This is a quarterly progress report for the FY 2007 UEN Strategic Plan. This report includes activities conducted during January, February and March 2007 for UEN departments.

Background

Reports follow fiscal year quarters as outlined below:

Quarter 1 – July, August, September

Quarter 2 – October, November, December

Quarter 3 – January, February, March

Quarter 4 – April, May, June

Quarter Three FY 2007 Activities and Highlights

Goal 1 - Wide Area Network

1. Deployed advanced NOC health monitoring tools for major WAN segments, including Fault Management System.
2. Continued to implement Phase 3 Ethernet sites; began Phase 4 site surveys.
3. Conducted multi-site security audits of USHE sites.
4. Established second GigE at FRGP in Denver, GigE for UEN, able to burst to 2GigE; FRGP now using UEN as their I2 connector.
5. Implemented Qwest Internet Gig-E link; turndown of 360 Networks connection.
6. Implemented Gig-E Comcast link from SLCC to USU.
7. Participated in FCC Rural Health Telemedicine grant proposal planning.
8. Worked closely with USU on IVC hardware evaluation and selection.
9. Completed Ethernet contracts for Phase 4.75 and E-Rate filings for Year 10.

Goal 2 - Educational Web Resources

1. Created and launched new NetSafe Utah Web site.
2. Supported 1 new site, 1 project and maintained 12 USOE Web sites.
3. Established UTIPS SLA with USOE; ongoing meetings with operators and planning group; UEN hosting myutips.org went live.
4. Presented new my.uen at UCET, continued development on this project.
5. Received decision from USOE not to have statewide online portfolio, planned sunset of Online Archive for Quarter 4.
6. Researched new list serv solution.
7. Developed my.uen outreach and promotion plan for implementation in Quarter 4.

Goal 3 - Enterprise Solutions

1. Secured legislative funding for Vista production environment and support; planned organizational changes for services and applications staff.
2. Secured legislative funding for Web-based conference solution, began research with institutions on a hosted solution.
3. Launched CollegeMedia for higher education and Media Hub for general public.
4. Ongoing meetings and coordination with Vista administrators and distance learning staff on campuses.
5. Submitted CPB grant to add primary grade math and American Indian literacy content to eMedia.
6. Pioneer Library Committee released Federated Search RFP.

Goal 4 - Distance Education

1. Completed upgrades and move to new Video Operations Center.
2. Planned for USU's decision to discontinue courses in corrections facilities; began planning for datacasting alternatives.
3. Held bi-weekly USU and UEN coordination meetings for conversion of satellite to interactive video conferencing system; identified staffing needs and posted needed positions.
4. Began pilot-test of iView independent scheduling for IVC.
5. Deployed UEN Distance Education Catalog.
6. Explored cross-departmental training options for VOC and NOC, planned for Quarter 4.
7. Formed IP Ad Hoc group, drafted Administrative Meetings policy.

Goal 5 - Broadcast Services

1. Broadcast NetSafe Utah program, promoted in local newspapers and web sites, distributed 10,000 leave behind cards, 380 packets and 8 NetSafe Utah presentations.
2. Completed Triveni Datacasting training for the Youth in Custody grant, successfully installed and transmit with the new datacasting equipment.
3. Presented three grant project updates to Corporation for Public Broadcasting administrators, resulting in many accolades.
4. Developed outcomes based evaluation model for Partnership for a Nation of Learners Water Wise Utah grant; convened project and advisory boards and completed Quarter 3 tasks.
5. Conducted Senior outreach through Utah Gerontological Society conference, Osher Institute, and Commission on Aging board.
6. Organized community screening with YWCA for “Causing Pain” program on dating abuse. Secured Mary Kaye Huntsman for opening remarks, 50 people attended including Dating Violence Task Force.

Goal 6 - Professional Development

1. Taught 526 workshops for 5649 participants.
2. Completed 6 conference presentations at UACTTE/UTTE conference; three sessions at UELMA, 31 sessions at UCET conference.
3. Delivered 27 Integrating Technology and Curriculum (ITC) workshops for 471 participants.
4. Supported 79 ETEP endorsement program participants; registered them and began work on distance education option.
5. Launched monthly higher education IVC professional development.
6. Expanded Web conferencing Faculty Lounge to larger audience, built in to regular offerings.

Goal 7 - Governance and Accountability

1. Secured ongoing and one time legislative funding for Vista, Web based conferencing, IVC and WAN network infrastructure projects.
2. Developed higher education email list and began planning higher education electronic newsletter in coordination with advisory committee.
3. Held biweekly managers meeting and weekly executive meetings.
4. Refined ITIL Service Desk process for service and incident calls, continue to analyze data refine process.
5. Drafted performance dashboard and presented at February Steering Committee meeting.

6. Submitted proposal to USHE CIO's Request for Information for Banner Enterprise Support and Disaster Recovery Planning.
7. Increased membership of Steering Committee to reflect higher education research community and public education charter schools per the strategic plan.

Recommendation

This is a discussion item requiring no further Steering Committee action.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

February 16, 2007 – 9:00 a.m.

Members Present: Ron Barlow, Jon Crawford, Stephen Hess, Gary Koeven, Pat Lambrose, Jeff Livingston, Randy Merrill, Donna Jones Morris, Wayne Peay, Mike Petersen, Kim Roper, Kirk Sitterud, Ray Walker and Gary Wixom.

Others Present: Charice Black, Barry Bryson, Lisa Cohne, Jeff Egly, Rich Finlinson, Rick Gaisford, Claire Gardner, Boyd Garriott, Cynthia Grua, James Hodges, Laura Hunter, Coy Ison, Karen Krier, Bill Kucera, Lisa Kuhn, Don Mahaffey, Casey Moore, Victoria Rasmussen, Larry Smith, Nate Southerland, Jim Stewart, Cory Stokes and Kathy Webb.

Welcome and Introductions

Gary Wixom opened the meeting and welcomed everyone.

Committee of the Whole

Tab 12 - Legislative Update

Mike Petersen reported on the status of the UEN budget request which is being considered by the State Legislature. The hearings of the Higher Education Appropriations Subcommittee have been completed, and the budget requests of UEN, the Utah System of Higher Education and the Utah College of Applied Technology have been prioritized for consideration by the Executive Appropriations Committee. A summary of the ranking of all projects is provided in Attachment A.

There are two other technology-related issues which have significance for UEN. The first was presented by Representative David Clark and it was appropriations intent language that was approved by the Higher Education Appropriations Subcommittee. To read the full intent language please see Attachment B. The second was presented by Representative John Dougall and it was sponsoring legislation that eliminates the Utah Technology Commission and reassigns tasks previously performed by the Commission.

Tab 13 – Proposed Steering Committee Membership Additions

Mike Petersen reported on two recent developments in public and higher education that suggest the need to add 2 new members to the UEN Steering Committee. The first is the growth of public charter schools and a member is needed who represents the growing charter school community. The second is an additional need for the Higher Education Advisory Council, specifically a member from the university research community. The governor and legislature are supporting the USTAR program as a vital component of future economic development and UEN will provide the connectivity and other services required by the university research community.

A motion was made and seconded to approve the addition of two membership slots. THIS MOTION CARRIED.

Tab 14 - E-Rate Filing Update

Lisa Kuhn shared with the Committee that UEN has filed for approximately \$11.5 million in E-Rate dollars for fiscal Year 2008. Due to the early filings this year, three E-Rate applications are already in final review. She also reported that overall we are eligible for a 64% discount.

Tab 15 - Quarter Two Progress Report on FY2007

Laura Hunter reported on the Quarter Two Progress Report for FY 2007. For a complete detailed list of the activities and highlights please see Tab 15.

Tab 16 - UEN Performance Metrics

Nate Southerland presented the overview of UEN's efforts to create an organization-wide performance dashboard which will present a quarterly snapshot of UEN's performance on a variety of measures. Recent requests from UEN stakeholders have highlighted the need for UEN to regularly present its performance on key measures in a single report for stakeholders. UEN is working to prepare a quarterly dashboard for posting online at *www.uen.org*.

Attachment A contains an initial listing of performance measures that UEN is exploring as a preliminary step to producing a performance dashboard. We invite feedback from our stakeholders as to the relevance of these indicators or suggestions for indicators missing from the list that might provide important insight into UEN's performance.

Tab 17 - Network Monitoring Tools and Network Metrics

Mike Petersen spoke of the ways in which the UEN Network Operations Center continues to develop and maintain tools that provide greater ability to monitor the network and report metrics of success. We will continue to provide key network metrics as a regular report during future Steering Committee meetings. Mike then turned the meeting over to Troy Jessup for a live on line demonstration. Troy walked through the data for the network monitoring. This was an interesting live presentation which showed some issues that were occurring at that time on the network.

A motion was made and seconded to have the Technical Services Subcommittee review the tools, changes that have been made, the network metrics that are now being reported, and provide feedback on which information and metrics are most valuable, other metrics that should be captured and reported, and other improvements that could be made. THIS MOTION CARRIED.

Tab 18 - Steering Committee Meeting Minutes

A motion was made and seconded to approve the minutes with the correction to put Rick Gaisford's name under the members present header instead of others present. THIS MOTION CARRIED.

The next Steering Committee meeting will be held on April 27, 2007, at the Dolores Doré Eccles Broadcast Center.

The meeting then adjourned for subcommittee meetings. The minutes from each subcommittee appear below.

Utah Education Network Instructional Services Subcommittee Meeting Minutes

Attendees: Charice Black, Marlies Burns, Jeff Egly, Rich Finlinson, Rick Gaisford, Claire Gardner, James Hodges, Laura Hunter, Donna Jones-Morris, Jim Langston, Wayne Peay, Victoria Rasmussen, Cory Stokes, Kathy Webb and Gary Wixom

Tab 20 - Course Management System Spring Semester 2007 Status - Discussion

Start-up activities for Spring semester 2007 revealed problems with the UEN Course management Vista service that are currently being addressed. UEN will be conducting weekly status calls with Blackboard to resolve all upgrade issues and bring our system to a fully functioning, standard Vista 4.1.1 installation by April 1, 2007.

UEN has been working to foster better communications with Blackboard and ascertain Blackboard's commitment to providing Utah with a viable system that meets our performance and reliability expectations. Meetings with Blackboard senior executives are scheduled for the coming weeks to discuss UEN's concerns.

Action – This is a discussion item requiring no further Instructional Services Subcommittee action.

Tab 21 - Internet Safety Project - Discussion

NetSafe Utah: Cybersafe your Teens, a one-hour discussion forum hosted by Doug Fabrizio, explores practical ways parents can keep their children safe on the Internet.

The program will air on KUED 7 on February 26 at 9 p.m., and will repeat on UEN-TV Channel 9 on March 1 at 8 p.m. and again March 3 at 7 p.m.

Action — Committee members are asked to help notify others about this important project.

Tab 22 - Quality of Administrative Meetings - Discussion

In December 2006, the Instructional Services Subcommittee recommended the formation of a small committee to explore issues around the quality of video delivered administrative meetings. While the committee works to determine minimum system and staffing requirements, audio dial-in participation in IVC events will not be allowed. Also, for participation from a certified UEN IVC location, UEN must enforce its existing 48 hour advance notice change policy for video events.

The taskforce is currently discussing the 48 hour scheduling change policy for regularly scheduled distance classes, the room certification process and facilitator policy. The taskforce will report back to the committee in April 2007 with progress on audio dial-in solutions and finalized room certification policy recommendations.

Action — This is a discussion item requiring no further Instructional Services Subcommittee action.

Tab 23 - Project Updates - Discussion

Status updates for Pioneer Library Federated Search, Service Catalog, Water Wise Utah and Research Roundup were given and are detailed in tab 23 of the February 2007 meeting materials for the Instructional Services Subcommittee.

Action — This is a discussion item requiring no further Instructional Services Subcommittee action.

Tab 24 - Professional Development for Higher Education using IVC System - Discussion

The first Higher Education Professional Development session over IVC was held on January 22, 2007. A report summarizing reaction to the session can be found under Tab 24 in the February 2007 meeting materials for the Instructional Services Subcommittee.

The next meeting is scheduled for February 26, 2007 and sessions through May 2007 have been scheduled.

Action — This is a discussion item requiring no further Instructional Services Subcommittee action.

Tab 25 - Broadcast Services Update - Discussion

This report summarizes broadcast activities for UEN-TV conducted during the second quarter October through December 2006. The reports are included as a project activity in the UEN strategic plan.

The Higher Education Advisory committee met on December 7, 2006. A full report is included in tab 25 of the February 2007 meeting materials for the Instructional Services Subcommittee.

Action – This is a discussion item requiring no further Instructional Services Subcommittee action.

Tab 26 - Public Education and Higher Education Advisory Committee Reports - Discussion

Members of the Public Education Advisory Committee met on February 5, 2007 and toured the Eccles Broadcast Center. The next meeting is scheduled for April 4 from 11:00 a.m. – 2:00 p.m. in Jordan Auxiliary Building, and members will be putting together a May retreat. Kathy Webb will send time and location details.

Members of the Higher Education Advisory Committee met on February 5, 2007 and discussed focus group dialogs and meeting schedules.

Utah Education Network Technical Services Subcommittee Meeting Minutes

Attendees: Coy Ison, Pat Lambrose, Ray Walker, Mike Petersen, Stephen Hess, Casey Moore, Guy Denton, Ryan Thomas, Karen Krier, Brad Midgley, Kevin Quire, Don Mahaffey and Barry Bryson.

Tab 27 - UtahSAINT Conference Update - Discussion

The UtahSAINT conference was an extremely successful three day event held in January on the University of Utah campus. It has grown in size and complexity from when it began over three years ago. Over 80% of the districts and all but one higher education institution were represented. A few of the topics presented were:

- Miscreant Tactics
- Firewalling & Securing Network Servers
- Security at Layer 2
- IPV6 Security
- Business Continuity & Disaster Recovery Planning
- Social Engineering Threats - Social side of security was addressed

The Security Audit was brought up for discussion at this point. The Board of Regents has asked us to set up audit teams to go around and perform audits on all higher education institutions. The security audit team consisting of Jason Tracy, Steve Scott, Matt Brace and Troy Jessup will begin their audit at Dixie State College. The team will begin in the South and take one college or university each month and complete the audits in December, 2007. The questions we will be asking have been spec'd out. It will

be a friendly audit that helps the institutions. This follows up on a survey that was sent out to all the institutions. We will be using individuals at each institution and involve them in the process. This will be a high level audit – high critical areas.

There may be a lot of other state entities that may be interested in having this type of audit performed. We may be able to get state employees involved and learn the process.

Tab 28 - New my.uen - Discussion

Brad Midgley gave a report on the new portal to replace the current my.uen. Some of the important features are: shared documents, access to SIS, links to core curriculum, links to district/school Web sites, bookmarks, notes/announcements, calendar, customizable look and feel.

UEN selected the Liferay Portal product. We will be continuing to develop custom portlets and enhancing the portal behavior with a critical eye on usability to comply with Section 508 of the Federal Rehabilitation Act.

The projected deployment date is June 2007.

Tab 29 - UEN Activities Regarding UTIPS - Discussion

UTIPS (Utah Test Item Pool Service) continues to be an important tool used by Utah teachers and students. UEN is actively involved in providing technical support for this project. We have large amounts of concern about taking on the responsibility of somewhere near 4,000 accounts that will be transferred to us a week from today. We have placed two robust servers.

Our concerns have led us to develop a Service Level Agreement (SLA) for the operations of our server with USOE which is included in the Committee materials. It is signed by Judy Park and Mike Petersen. It reflects an excellent agreement between UEN and USOE that guides our activities and establishes boundaries.

Tab 30 - New Video Operations Center (VOC) - Discussion

There was a need to upgrade the Video Operations Center to support the IP based video network and replace UEN's Technical Operation Center. A second tier of support will be added to the VOC. This should take place some time this spring. The new center was moved to a new and larger space here at EBC and brought on line January 29th.

A tour of the new facility will be provided following the Steering Committee meeting.

Other Items - CALIA

UEN had an evaluation done by attorneys in Washington D.C. working with FCC issues. One of the members of the firm participated in the drafting of CALIA. Based on their recommendations we concluded that UEN is not required to be compliant with CALIA. There was a form due this past Monday that would have had to been submitted that indicated that we were to comply with CALIA and identify the way were going to do it. We did not submit that form. The key factor was that UEN is not, under the definition of CALIA, a telecommunications for hire. Based upon the characteristics of

our network, from a CALIA standpoint, we are a private network. We concluded that until the FCC clarifies their regulations and specifically identifies the higher education networks that must comply with CALIA, we will not comply. This does not mean we will not respond to law enforcement.

We have been monitoring decisions of other state networks and members of national organizations that are comparable to UEN. The majority of networks similar to UEN have reached the same conclusion and have chosen not to comply.

In a survey conducted last week at the Statenets meeting, eighteen out of 30 respondents replied they were not going to be filing, seven were going to file and felt they were under the need to comply with CALIA. Five were undecided. Towards the end of the conference one reversed their decision and decided not to file.

We are aware of no higher education institutions that have decided to file.

Please note: detailed information and discussion of the issues are included in the materials prepared for the meeting. These materials are available online at www.uen.org/steering/html/materials.html. Please refer to them for additional reference.

STEERING COMMITTEE BUSINESS MEETING

TAB 9
OTHER

NEW MY.UEN - DISCUSSION

Issue

The Utah Education Network is implementing an open source portal solution to replace the current my.uen.

Background

my.uen is the online service that educators use to register with UEN, to access UEN tools and services and to build a public Web page for students and parents. The current my.uen was launched over six years ago and is in desperate need of an upgrade.

During the Summer and Fall of 2004, Karen Krier conducted a needs assessment with almost 400 users to discover what features they needed and wanted in a personalized Web service. In the Fall of 2005, members of UEN's software development, UNIX and Instructional Services departments began exploring open source java portal solutions. We installed and tested three solutions that worked with our existing hardware and software. In the Spring of 2006 UEN selected the Liferay Portal product, an open source solution, for this project.

Over the last year Karen Krier has been working very closely with UEN's software development group in designing and building customized portlets, as well as enhancing portal capabilities to meet our end user's needs.

Below are some of the features that will be available:

- Personalized look and feel
- Calendar
- Documents storage
- Bookmarks
- Announcements
- Core curriculum resources
- Easy access to tools

Over the next few months we will continue to develop portlets, work to make the service accessible to people with disabilities, per Section 508 of the federal Rehabilitation Act, and we will continue to conduct extensive testing with users across the state.

We will be launching the new my.uen during the Summer of 2007.

Recommendation

This is a discussion item requiring no further Instructional Services Subcommittee action.

EDUCATIONAL TECHNOLOGY ENDORSEMENT PROGRAM UPDATE - DISCUSSION

Issue

This item gives an update on the K-12 Educational Technology Endorsement Program (ETEP).

Background

The primary goal of the Educational Technology Endorsement Program (ETEP), a program offered by UEN in cooperation with Utah State Office of Education and the University of Utah, is to help teachers enhance the educational experience of Utah students by increasing higher-level thinking, communication, and collaboration skills using inquiry-based learning and technology-integrated environments. Using the ISTE National Educational Technology Standards as a guide, the ETEP program is designed to teach critical technology and pedagogy skills. To accomplish this, the program incorporates four elements:

1. University of Utah coursework (9 credits / 3 graduate courses)
2. Technology Pedagogy Component (6 credits of UEN courses)
3. Enhanced Software & Hardware Skills Component (3 credits of UEN courses)
4. An electronic portfolio demonstrating proficiency in the NETS standards.

Teachers who complete the ETEP program qualify for an endorsement in Educational Technology from the Utah State Office of Education. In addition, participants complete the first three required courses for the University of Utah's master's degree in Instructional Design and Educational Technology (IDET).

Begun in 2003, the ETEP program continues to draw steady participation. There are currently 82 active participants in various stages; eight of these have completed all of the required courses and are working on their electronic portfolios. In addition, 15 participants have finished the program and earned their Educational Technology endorsement, and several students have moved on to pursue graduate degrees at the University of Utah.

Several potential participants have expressed frustration over the lack of course availability outside of the Wasatch Front. To help address this concern, UEN is

beginning discussions with the University of Utah to offer the required graduate courses over EDNET or through blended delivery. We hope to be able to offer the ETEP program to teachers outside of the Wasatch Front soon.

Recommendation

This is a discussion item requiring no further Instructional Services Subcommittee action.

TAB 11 ATTACHMENT A

EDUCATIONAL TECHNOLOGY ENDORSEMENT PROGRAM (ETEP) REQUIREMENTS

March 1, 2007

University Courses (9 credits):

ED PS 6445: Leadership in Instructional Design & Educational Technology (3 credits; Fall semester)

-OR-

T&L 6743 Critical Perspectives on Educational Technology (3 credits; Fall semester)

ED PS 6430: Foundations of Instructional Design (3 credits; Fall semester)

ED PS 6446 / T&L 6741: Integration of Educational Technology (3 credits; Spring/Summer semester)

-OR-

T&L 5140/5141: Educational Applications of Technology Elementary/Secondary

Cost – \$871.36 per class; \$2,614.08 total

Technology Pedagogy Component (choose 6 credits):

- Digital Storytelling with *iMovie* – (2 days / 1 credit)
- Effective Teaching with Visual Media (2 days / 1 credit)
- Integrating Technology & Curriculum workshop (3 days + additional assignments / 2 credits)
- Pioneer, Utah's Online Library (36 hours online / 2 credits)
- Smart Tools at www.uen.org (18 hours online / 1 credit)
- Teaching Thinking with Intel® Tools (24 hours + additional assignments / 2 credits)
- UEN-TV: The Learning Classroom (18 hours online / 1 credit)
- Use Technology to Teach (2 days / 1 credit)
- WebQuests for Teaching (36 hours online / 2 credits)

Enhanced Software & Hardware Skills Component (choose 3 credits):

- Create Online Video Tutorials (2 days / 1 credit)
- Digital Camera in the Classroom (2 days / 1 credit)

- Digital Camera II: Advanced Photo Editing (2 days / 1 credit)
- Digital Video Projects (2 days / 1 credit)
- Web Academy – Adobe Dreamweaver Level 1, Fireworks 8: Web Graphics & Adobe Dreamweaver Level 2 (6 days / 3 credits total)
- Microsoft Excel for Teachers (2 days / 1 credit)
- Adobe Flash 8: Web Animation (2 days / 1 credit)
- GIS in the Classroom (2 days / 1 credit)
- GPS Classroom (2 days / 1 credit)
- GIS/GPS Projects (2 days / 1 credit)
- *iLife* Projects (2 days / 1 credit)
- LearnKey Online Courses: Adobe Dreamweaver, Fireworks, Adobe Flash, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Adobe Photoshop CS2 (18 hours online / 1 credit each)
- Podcasting, Blogs and Vlogs (2 days / 1 credit)
- Microsoft PowerPoint for Teachers (2 days / 1 credit)

-OR-

ED PS 6560: Multimedia Learning (3 credits)

ED PS 6447: Introduction to Web-Based Tools and Applications (3 credits)

Electronic Portfolio

After completing the required coursework, each participant will complete and submit an electronic portfolio demonstrating competence in the NETS-T standards in accordance with requirements set by the Utah State Office of Education.

UEN PERFORMANCE DASHBOARD - DISCUSSION

Issue

In the February 2007 Steering Committee Meeting, an overview of UEN's efforts to create an organization-wide performance dashboard was presented. This item gives an update on progress toward producing the dashboard for distribution beginning in Quarter 1 of FY 2008.

Background

As a state-funded organization serving a range of stakeholders, the Utah Education Network has historically collected large volumes of data concerning its performance from a variety of sources. This information is distributed to stakeholders both in periodic detailed reports and on an as-needed basis. Recent requests from UEN stakeholders for greater coordination across departments and trends in performance-based accountability, in addition to the ongoing development of new data collection tools, have highlighted the need for UEN to regularly present its performance on key measures in a single report for stakeholders. Performance dashboards are utilized by many organizations to provide an at-a-glance indication of organizational performance. UEN believes this will be an effective way of communicating critical information and is working to prepare a quarterly dashboard for posting online at www.uen.org.

A first draft of the performance dashboard was completed at the end of Quarter 2 of FY 2007. This draft has since undergone a number of revisions to clarify performance measures and to design an appropriate visual tool for communicating this information effectively. In doing so, we have referred extensively to a 2006 book by Stephen Few titled, "Information Dashboard Design: The effective visual communication of data."

A second draft using data from Quarter 3 of FY 2007 is currently being compiled and will likewise be refined and revised. This draft will be distributed internally for discussion and feedback. A final draft using data from Quarter 4 of FY 2007 will be produced in early July and will be distributed to members of the Committee for comment and revision.

A mock-up of the initial performance graphs is attached together with sample dashboards from Stephen Few's book. We invite your input and feedback; please contact Nate Southerland at nate@uen.org or 801-581-4194 with any comments.

Recommendation

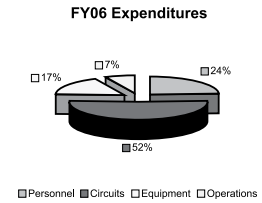
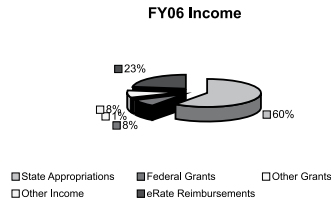
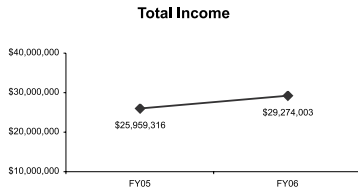
This is a discussion item requiring no further Instructional Services Subcommittee action.

TAB 12 ATTACHMENT A

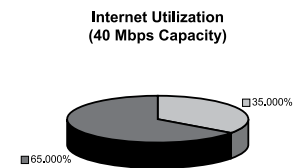
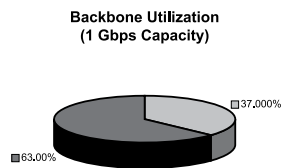
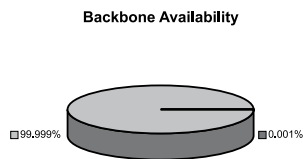
SAMPLE UEN PERFORMANCE GRAPHS

NOTE: These graphs do not represent real data.

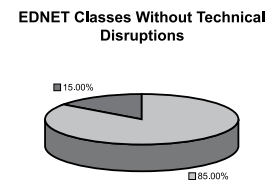
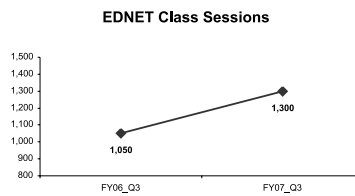
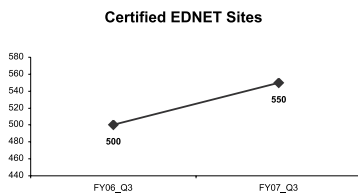
Administration



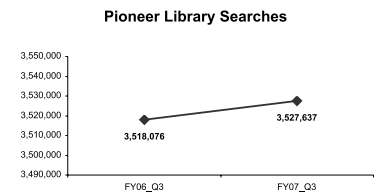
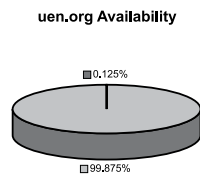
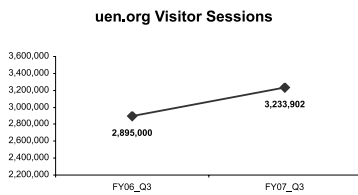
Wide Area Network



Distance Learning

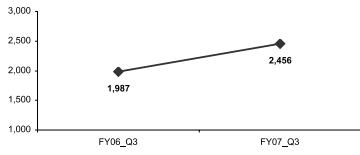


Web Resources

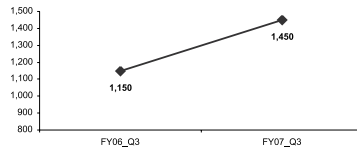


Enterprise Applications

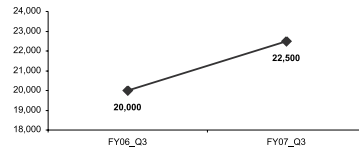
Enrollees in Online Classes



Digital Asset Downloads

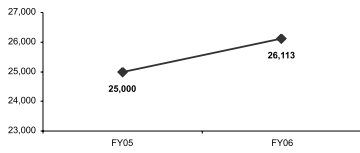


my.uen Logins

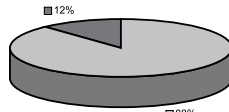


UEN-TV

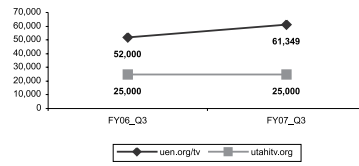
Weekly UEN-TV Viewers



UEN-TV Viewer Comments

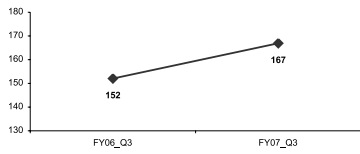


UEN-TV Visitor Sessions

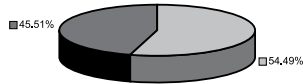


Professional Development

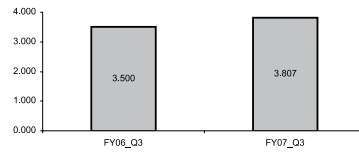
Professional Development Workshops



Origin of Workshops

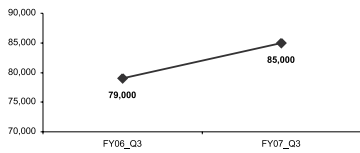


Workshop Satisfaction Ratings

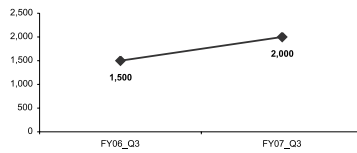


Public Information

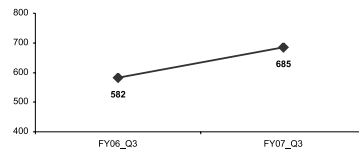
Electronic Newsletters Distributed



Print Materials Distributed

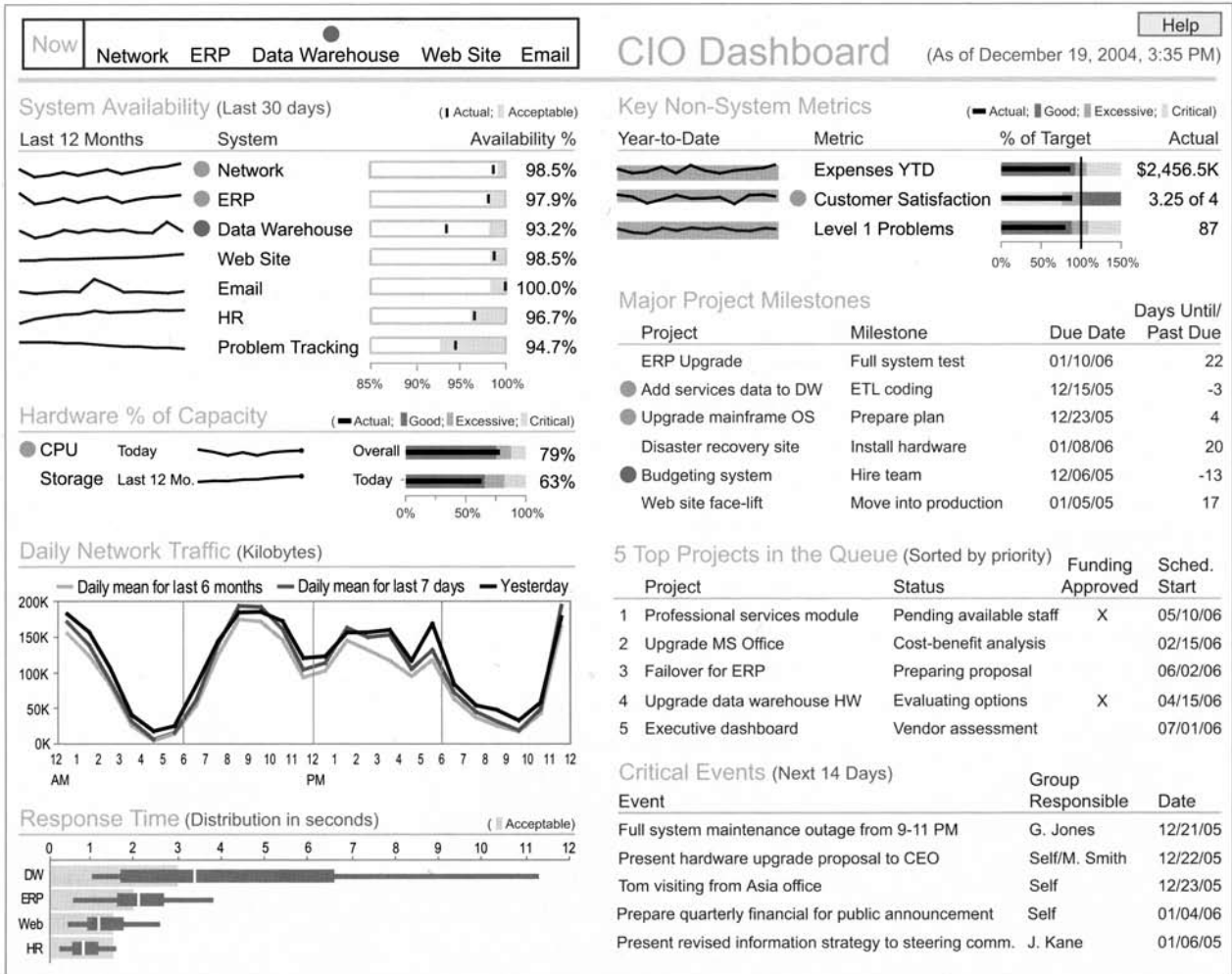


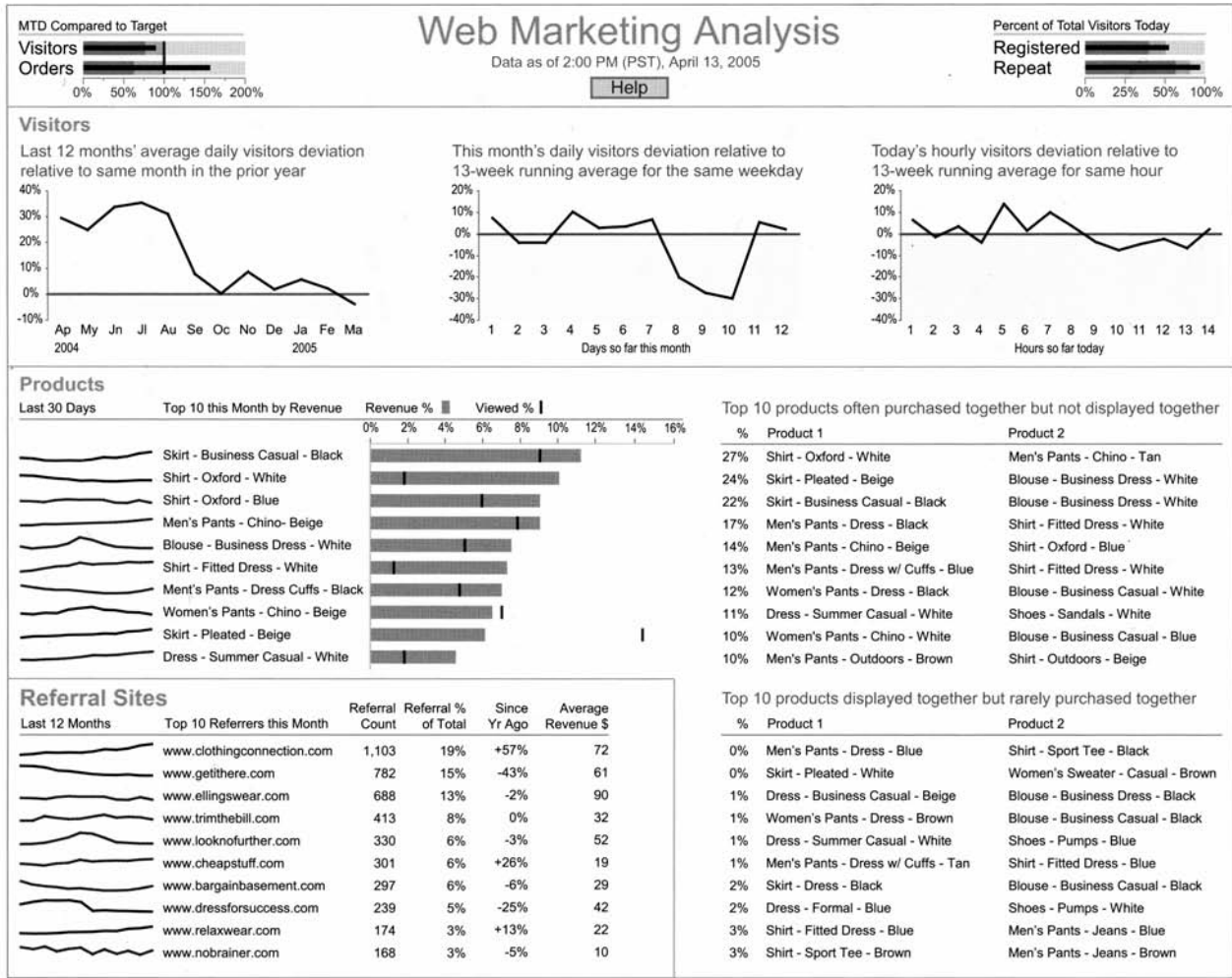
Visitors At UEN Booths



TAB 12 ATTACHMENT B

SAMPLE INFORMATION DASHBOARD





Few, Stephen. (2006). *Information Dashboard Design: The Effective Visual Communication of Data*. Sebastopol, CA: O'Reilly Media.

BROADCAST SERVICES UPDATE - DISCUSSION

Issue

This report summarizes broadcast activities for UEN-TV conducted during the third quarter January through March, 2007. The reports are included as a project activity in the UEN Strategic Plan.

Background

The report in Attachment A includes updates for broadcast projects and is organized into programming, technical and outreach sections. Web reports and other data are also included. Detailed information about programs and resources referred to in the report can be obtained from the broadcast Web site at www.uen.org/tv.

Recommendation

This is a discussion item requiring no further Instructional Services Subcommittee action.

TAB 13 ATTACHMENT A

UEN-TV UPDATE FOR QUARTER THREE - JANUARY THROUGH MARCH 2007

Programming

- Spring semester telecourses and teacher professional development programs began airing again in January.
- A representational list of programming aired during this quarter includes:
 - ◇ K-12 Instructional Programming
 - *Exploring the World of Music* (12/30 minute programs)
 - *NatureWorks* (16/15 minute programs)
 - ◇ College Credit Telecourses
 - *Bionengineering 1510 – Science Without Walls* (U of U)
 - *Biology 1001 – General Biology* (UVSC)
 - ◇ Educational Programming
 - *Getting Around: Alternatives for Seniors Who No Longer Drive*
 - *Health Sense*
 - ◇ Public Affairs Programming
 - *State Legislative Process* (UVSC production)
 - *NetSafe Utah: Cybersafe Your Teens* (KUED production)
 - *Great Decisions 2007*
- New programs and series that aired this quarter include:
 - ◇ *Animal Attractions* – weekly pet health, training and advice.
 - ◇ *Education News Parents can Use: No Child Left Behind Anniversary* from the U.S. Department of Education
 - ◇ *Living Green*
 - ◇ *Phenomenal Voyage: Women Engineering the Future*
 - ◇ UEN also renewed rights to *Workplace Essential Skills* and *TV 411*

Technical

- The broadcast master control server is nearing capacity and experienced several malfunctions this quarter. Station technical staff developed specifications for a replacement system and are working to secure grant and foundation funding, in partnership with KUED, to improve this situation.
- UEN submitted a grant to build out the technical infrastructure of digital translators. Funds are being sought through NTIA (grant was submitted in March)

and the Department of Agriculture’s Rural Utilities Services (due in May).

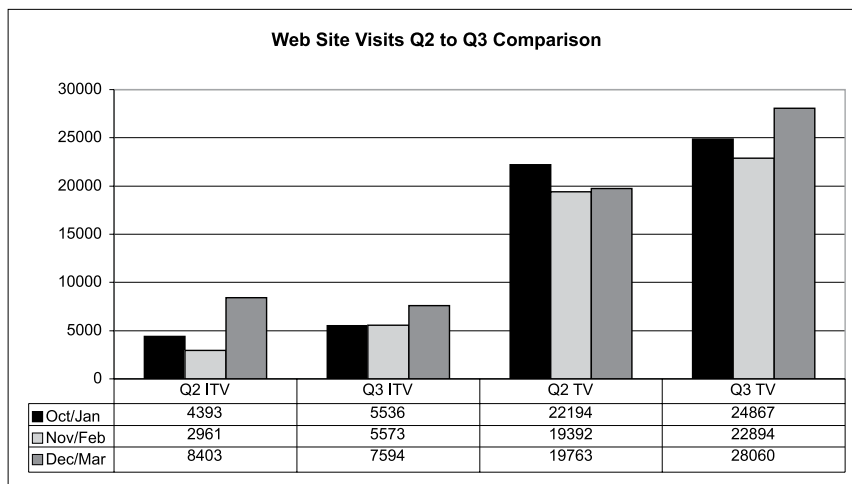
- Engineering and scheduling staff continued to implement the new scheduling system.
- Installation and training for the Triveni datacasting equipment were completed in February. This will enable UEN to use the digital signal to transmit data and was paid for through the CPB Youth in Custody grant.

Outreach

- Participated in three outreach events, distributed over 2,150 program schedules and information about UEN.
- Outreach and programming themes for the quarter included:
 - ◊ February Women’s History Month – 15 new programs
 - ◊ March Irish-American Heritage Month – 4 new programs
- UEN participated in conferences with the NETA Education Board and Education Services Coalition with APTS, and presented on three topics at the annual NETA conference in Norfolk, VA.
- UEN SciFi Friday now includes a video introduction, produced for each film, which encourages viewers to download the podcast to learn more about the science in the program and explore related careers.
- UEN began exploring alternatives to the Annenberg Media multicast channel. Since the channel is also available streamed on the Internet, UEN is seeking program alternatives that fit our mission and would enhance the educational content available in the Utah broadcast market. This is also a driving decision for cable companies as we work with them to determine UEN’s digital presence in the future.

Statistics

- Web visits to utahitv.org were up from last quarter, from 15,757 to 18,703 with an average of 6,234 visits per month. Visitors to the uen.org/tv Web site averaged 20,450 per month last quarter and increased to 25,274 this quarter.



Other

- UEN-TV applied to CPB for a Local Station Initiative Grant. If funded, the grant would provide needed math and American Indian literacy resources for eMedia. We expect notification in May.
- UEN-TV was awarded an outreach grant from Talaris research to promote best practices for literacy development to Utah parents.
- Working with several national partners in public TV and education, UEN was invited to a second round grant review for Teaching American Civics grant from CPB. Funding notification is expected this summer.
- UEN submitted the annual Station Activities Benchmarking Survey to CPB. This important document helps to track station activities and funding.

TAB 13 ATTACHMENT B

UEN-TV PROGRAM SCHEDULE - SPRING 2007

12:00 AM	UVSC Philosophy 2050 Ethics and Values	Repeat Programs	U of U - Psychology 3400 - Abnormal Psychology	UVSC - Math 1050 College Algebra	Repeat Programs	U of U - UGS 1730 The Performing Arts	UVSC - Math 0950 Foundations for Algebra	
:30		The Whole Child	UVSC Zoology 1090 Introduction to Human Anatomy & Physiology					
1:00 AM		U of U - History 1100 Western Civilization from 1300						
:30	UVSC Biology 1010 General Biology	SLCC Economics 1740 - US Economic History	SLCC - HLAC 1090 Fitness for Life	U of U - SBS 3000 - Introduction to Statistics	UVSC Sociology 1010 Introduction to Sociology	U of U Economics 2010 Principles of Microeconomics		
2:00 AM		UVSC - Comm. 1500 Mass Communication	U of U - Film 3210 - American Film & Culture	U of U - Bioengineering 1510 - Science Without Walls				
:30			SLCC History 1700 - American Civilization	UVSC Psychology 1010 General Psychology			UVSC Anthropology 1010 Intro to Anthropology	
3:00 AM	SLCC Comm.1010 Elements of Effective Comm	UVSC - Comm. 1500 Mass Communication	SLCC History 1700 - American Civilization	U of U - History 1510 - World History	UVSC Anthropology 1010 Intro to Anthropology	UVSC - Math 0990 Introductory Algebra	UVSC Humanities 1010 Humanities Through the Arts	
:30								UVSC - Math 0990 Introductory Algebra
4:00 AM								
5:00 AM	The Grand View	Classic Stretch	Power Yoga	Classic Stretch	Power Yoga	Classic Stretch		
:30		Auto B. Good	Sit & Be Fit	Wai Lana Yoga	Sit & Be Fit	Wai Lana Yoga	Sit & Be Fit	
6:00 AM		My Bedbugs	K-12 Instructional Television					Teachers Professional Development
:30	Zula Patrol							
7:00 AM	Boomers!							
:30	Keep Kids Hlthy							
8:00 AM	Healthy Body							
:30	Zonya's Health							
9:00 AM	French							
:30	Spanish							
10:00 AM	German							
:30	English							
11:00 AM	Sew w/Nancy							
:30	Creative Living							
12:00 PM	Joy of Painting	Mentors	Mentors	Mentors	Mentors	Mentors		
:30	The Grand View	Wild Files	My Hometown	My Hometown	My Hometown	Saddle Club		
1:00 PM	Garden Smart	Brand New Life	Jerry Yarnell	Hands On	America Quilts	Signing Time		
:30	Woodturning	P. Allen Smith	Gary Spetz	Cartoon Fac	Kaye's Quilting	Paint Paper Craft		
2:00 PM	Farmer's Almanac	Scrapbook	For Your Home	Bake/Dec/Cele	Needlearts	Beads, Baubles	Animal Attractions	
:30	Burt Wolf	Taste This	Teen News	The Piano	Teen News	Glassw/ Vicki	Tracks Ahead	
3:00 PM	Heartland	TV 411	TV 411	TV 411	TV 411	TV 411	Desert Speak	
:30	Smart Travel	GED	Workplace	GED	Workplace	GED	Naturescene	
4:00 PM	Performing & Visual Arts	Ut. Boardroom	World Business	Betting It All	American Consumer	Bus. School	Monthly Features	
:30		Eurp. Journal	Land/Dragon	Latin View	Inside China	Euromaxx		
5:00 PM		Science/ Technology	Home/ Health	History/ World Culture	News/ Current Affairs	Boomers! Health		
6:00 PM	Between Lines	Innerviews	One on One	This is America	World Show	UEN-TV Sci-Fi Friday	Mental Eng.	
:30	The Short List	GED	Workplace	GED	Workplace	GED	Rare Visions	
7:00 PM	Ethics in America	Psychology 1220 Infancy and Childhood	Gerontology	LE 1020 Essentials of College Study	Repeat Programs	Repeat Programs	Repeat Programs	
:30								

Biography/People
Business/Economics
Childrens Programs
College Telecourses
News/Current Affairs
Exercise/Yoga
Home/Health/Seniors
History/ World Culture
Hobby/How To
K-12 Instructional Television
Blockfeed
Languages

Lifelong Learning/Special Interest
Monthly Features
Science/Technology
Documentaries/Public Affairs
Outdoors/Travel
Parenting
Performing & Visual Arts
Professional Development
Workplace/GED
UEN-TV Sci-Fi Friday

Telecourse Schedule	Institution	Day	Time
Anthropology 1010 ~ Intro to Anthropology	UVSC	Thu	5:00-8:00AM
Bioengineering 1510 ~ Science With Out Walls	UofU	Thu	3:30-5:00AM
Biology 1010 ~ General Biology	UVSC	Sun	3:00-6:00AM
Communications 1010 ~ Elements of Effective Communication	SLCC	Sun	6:00-8:00AM
Communications 1500 ~ Introduction to Mass Communication	UVSC	Mon	5:00-8:00AM
Economics 2010 ~ Principles of Micro-Economics	UofU	Sat	3:00-5:00AM
Economics 1740 ~ US Economic History	SLCC	Mon	3:00-5:00AM
Film 3210 ~ American Film and Culture	UofU	Tue	4:00-5:00AM
History 1700 ~ American Civilization	SLCC	Tue	5:00-8:00AM
History 1100 ~ Western Civilization To 1300	UofU	Mon	1:30-3:00AM
History 1510 ~ World History	UofU	Wed	7:00-8:00AM
HLAC 1090 ~ Fitness for Life	SLCC	Wed	3:00-4:00aM
Humanities 1010 ~ Introduction to the Humanities	UVSC	Sat	5:00-8:00AM
Math 0950 ~ Foundations for Algebra	UVSC	Sat	12:00-3:00AM
Math 0990 ~ Introduction to Algebra	UVSC	Fri	5:00-8:00AM
UVSC Math 1050 ~ College Algebra	UVSC	Wed	12:00-3:00AM
Philosophy 2050 ~ Ethics & Values	UVSC	Sun	12:00-3:00AM
Psychology 1010 ~ General Psycholgoy	UVSC	Wed	4:00-7:00AM
Psychology 3400 ~ Abnormal Psychology	UofU	Tue	12:00-1:00AM
Sociology 1010 ~ Introduction to Sociology	UVSC	Sun	2:00-5:00AM
Statistics 3000 ~ Introduction to Statistics	UofU	Thu	2:00-3:30AM
UGS 1730 ~ The Performing Arts	UofU	Fri	12:00-2:00AM
Zoology 1090 ~ Introduction to Human Anatomy	UVSC	Tue	1:00-4:00AM

Mon=Monday ~ Tue=Tuesday ~ Wed=Wednesday ~ Thu=Thursday ~ Fri=Friday ~ Sat=Saturday ~ Sun=Sunday

D I S T A N C E E D U C A T I O N C O U R S E S C H E D U L I N G R E P O R T - D I S C U S S I O N

Issue

Through an online course scheduling process, the Utah Education Network schedules distance education courses that are delivered through Utah’s Interactive Video Conferencing (IVC) (i.e., EDNET, Satellite and/or IP Video) or broadcast television station UEN-TV Channel 9. A summary table, shown below, lists courses that have been submitted for the 2006 - 2007 and 2007 - 2008 school years:

Summary of Courses Submitted for 2006-07 and 2007-08

	2006 - 2007			2007 - 2008*		
	IVC	UEN-TV	Total	IVC	UEN-TV	Total
Adult Ed.	16	9	25	13	9	22
High School	47	(ITV)	47	41	(ITV)	41
College	387	55	425	135	53	188
Conc. Enroll.	280	26	323	174	20	194
In-service	8	48	56	2	48	50
TOTAL	738	81	819	365	73	438

* The 2007 - 2008 data will increase as institutions continue to submit courses.

Background

Six years ago the Utah Education Network built an online system to support course proposals for IVC and UEN-TV delivery systems. Over 800 courses are delivered each year through one of these two systems.

All of the courses delivered via the UEN IVC and UEN-TV delivery systems are available on the UEN Distance Education Catalog at www.uen.org/decatalog. This catalog provides Utah’s K-12 school counselors, students and parents valuable information on courses offered at Utah’s public and higher educational institutions statewide.

Recommendation

This is a discussion item requiring no further Instructional Services Subcommittee action.

PUBLIC EDUCATION AND HIGHER EDUCATION ADVISORY COMMITTEE REPORTS - DISCUSSION

Issue

Kathy Webb, representing the Public Education Advisory Committee and Cyd Grua, representing the Higher Education Advisory Committee will provide an update on recent committee activities.

Background

During the last two months, both the Higher Education and Public Education Advisory Committees worked toward providing additional feedback and guidance regarding the UEN Strategic Plan.

During March 2007, members of the Higher Education Advisory Committee received a summary progress report on the UEN goals and activities from Cyd Grua. Members commented via email to determine the extent of additional planning and provide feedback.

On April 16, 2007 members of the Public Education Advisory Committee: Kathy Webb, Rick Gaisford, Dale Bills, Kelly Dumont, Cory Stokes and Laura Hunter met to discuss the results of a public education online survey that was conducted in March. Cyd Grua also participated in the meeting representing Higher Education.

The committees plan a joint meeting on June 1st from 11:00 a.m. – 1:00 p.m. at the USHE Gateway offices. Contact Kathy Webb or Cyd Grua to participate and RSVP.

Recommendation

This is a discussion item requiring no further Instructional Services Subcommittee action.

UENSS TO IVC UPDATE - DISCUSSION

Issue

This report summarizes activities currently underway involving UEN and Utah State University (USU) staff progress for the conversion of the UEN Satellite System (UENSS) to (IVC) IP-based Videoconferencing.

Background

UEN Network Engineering and project team leads that include technical staff from UEN and USU have completed WAN and LAN network assessments. Currently project team members are working to address a few locations that continue to have network issues that can affect video quality and performance.

All classroom equipment has been ordered and received and the bulk of this equipment has been distributed statewide with the exception of audio mixers. Due to delivery delays by the audio mixer manufacturer, UEN will work with a new vendor to insure hardware is delivered and installed by the start of the Fall semester.

Implementation of the new IVC classrooms began on April 3rd, and UEN expects to have 14 rooms completed by mid-April, with a planned conversation of an additional 48 classrooms by the end of April.

UEN Application Engineering and the Video Operations Center (VOC) are currently testing RADVision's new 72-port Scopia multipoint control unit (MCU). This MCU is being tested to accommodate the additional bridging resources required for this project.

In addition to the UENSS to IVC project, the final phase of the EDNET to IVC conversion is also underway. The EDNET teams have completed nearly half of this final phase which is currently scheduled for completion by July 31st. UEN has approximately 20 remaining EDNET classrooms to convert most of which are located in Utah County and the Jordan School District.

As UEN and USU begin the implementation phase of the UENSS to IVC project, the project is currently progressing well. UEN is monitoring closely key network improvements that must be completed to support this project and contingency plans are in place if a short-term back up solution is required.

Recommendation

This is a discussion item requiring no further Technical Services Subcommittee action.

NETWORK PERFORMANCE STATISTICS - DISCUSSION

Issue

The UEN Network Operations Center continues to monitor the health and utilization of the network. With the tools we have in place, we are able to better monitor the network and offer the Steering Committee a report of the status of the UEN Network.

This enables UEN to complete its goals in the UEN 2006-2007 Strategic plan that we report regularly on the health and utilization of the network. These reports are structured to be provided at Steering Committee meetings.

Background

Please refer to the attached reports, the UEN Network Health Summary Report and the UEN Network Backbone and Internet Utilization Report.

Recommendation

This is a discussion item requiring no further Technical Services Subcommittee action.

TAB 17 ATTACHMENT A

UEN NETWORK HEALTH SUMMARY REPORT

Network Availability

Year to Date Network Availability: **100.000%**

	USU	WSU	DATC	EBC	SLCC	UVSC	UVSCW	CEU	Snow	SnowS	SUU	Dixie
USU	100	100	100	100	100	100	100	100	100	100	100	100
WSU	100	100	100	100	100	100	100	100	100	100	100	100
DATC	100	100	100	100	100	100	100	100	100	100	100	100
EBC	100	100	100	100	100	100	100	100	100	100	100	100
SLCC	100	100	100	100	100	100	100	100	100	100	100	100
UVSC	100	100	100	100	100	100	100	100	100	100	100	100
UVSCW	100	100	100	100	100	100	100	100	100	100	100	100
CEU	100	100	100	100	100	100	100	100	100	100	100	100
Snow	100	100	100	100	100	100	100	100	100	100	100	100
SnowS	100	100	100	100	100	100	100	100	100	100	100	100
SUU	100	100	100	100	100	100	100	100	100	100	100	100
Dixie	100	100	100	100	100	100	100	100	100	100	100	100

Packet Loss

Year to Date Packet Loss: **0.0%**

	USU	WSU	DATC	EBC	SLCC	UVSC	UVSCW	CEU	Snow	SnowS	SUU	Dixie
USU	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WSU	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
DATC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
EBC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SLCC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UVSC	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UVSCW	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CEU	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Snow	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SnowS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SUU	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Dixie	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Network Latency

Year to Date Average Network Latency: **4.0ms**

	USU	WSU	DATC	EBC	SLCC	UVSC	UVSCW	CEU	Snow	SnowS	SUU	Dixie
USU	0.0	1.2	1.7	2.4	3.3	4.2	4.9	5.8	6.1	7.1	9.9	10.1
WSU	1.2	0.0	0.6	1.3	2.6	2.6	3.3	4.2	4.5	5.6	8.6	9.4
DATC	1.7	0.6	0.0	0.8	2.2	2.2	2.9	3.7	4.0	5.1	8.1	8.9
EBC	2.4	1.3	0.8	0.0	1.6	1.6	2.3	3.2	3.5	4.5	7.6	8.3
SLCC	3.3	2.6	2.2	1.5	0.0	1.0	1.7	2.6	2.9	3.9	6.7	6.9
UVSC	4.2	2.6	2.2	1.6	1.0	0.0	0.8	1.7	2.0	3.0	6.4	6.8
UVSCW	4.9	3.3	2.9	2.3	1.7	0.8	0.0	2.4	2.6	3.7	7.1	7.5
CEU	5.8	4.2	3.7	3.2	2.6	1.7	2.4	0.0	3.6	4.6	8.6	8.6
Snow	6.1	4.5	4.0	3.5	2.9	2.0	2.6	3.6	0.0	1.2	5.8	6.1
SnowS	7.1	5.6	5.1	4.5	3.9	3.0	3.7	4.6	1.2	0.0	2.3	3.4
SUU	9.9	8.6	8.1	7.6	6.7	6.4	7.1	8.6	5.8	2.3	0.0	1.3
Dixie	10.1	9.4	8.9	8.3	6.9	6.8	7.5	8.6	6.1	3.4	1.3	0.0

PoP Latency

PoP name	Average
USU	4.7 ms
WSU	3.7 ms
DATC	3.4 ms
EBC	3.1 ms
SLCC	2.9 ms
UVSC	2.7 ms
UVSCW	3.3 ms
CEU	4.1 ms
Snow	3.5 ms
SnowS	3.7 ms
SUU	6.0 ms
Dixie	6.4 ms

Network Jitter

Year to Date Network Jitter: **0.0ms**

	USU	WSU	DATC	EBC	SLCC	UVSC	UVSCW	CEU	Snow	SnowS	SUU	Dixie
USU	0.0	0.0	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.0
WSU	0.0	0.0	0.0	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1
DATC	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1
EBC	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1
SLCC	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UVSC	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UVSCW	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
CEU	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Snow	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SnowS	0.0	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
SUU	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Dixie	0.0	0.1	0.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

TAB 17 ATTACHMENT B

UEN NETWORK BACKBONE AND INTERNET UTILIZATION REPORT

Utah Education Network – Backbone Utilization Summary

The Utah Education Network backbone consists of 3 major segments. The North, South, and Central Rings. Traffic is measured independently in order to correctly calculate overall utilization.

North Ring:

Current Utilization: **450Mbps**
 Current Utilization: **45%**
 Last Quarter: **38%**

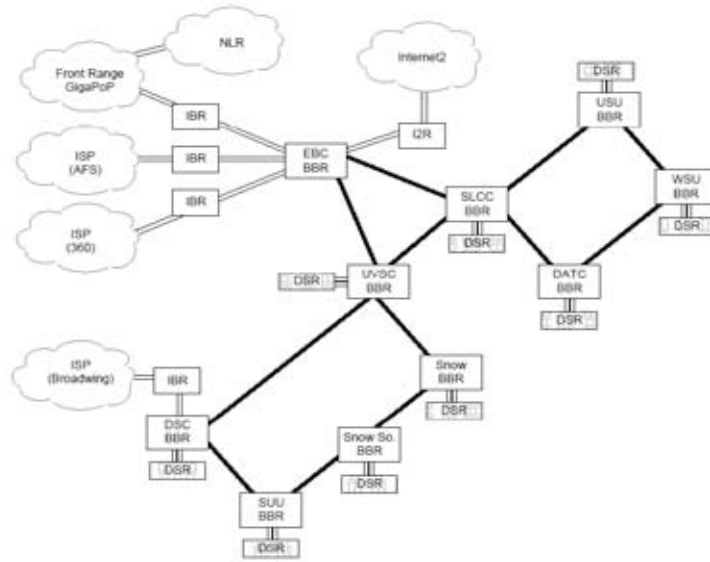
South Ring:

Current Utilization: **530Mbps**
 Current Utilization: **53%***
 Last Quarter: **31%**

Central Ring:

Current Utilization: **545Mbps**
 Current Utilization: **54%**
 Last Quarter: **51%**

Overall ring capacity for each ring is 1Gbit or 1000Mbps

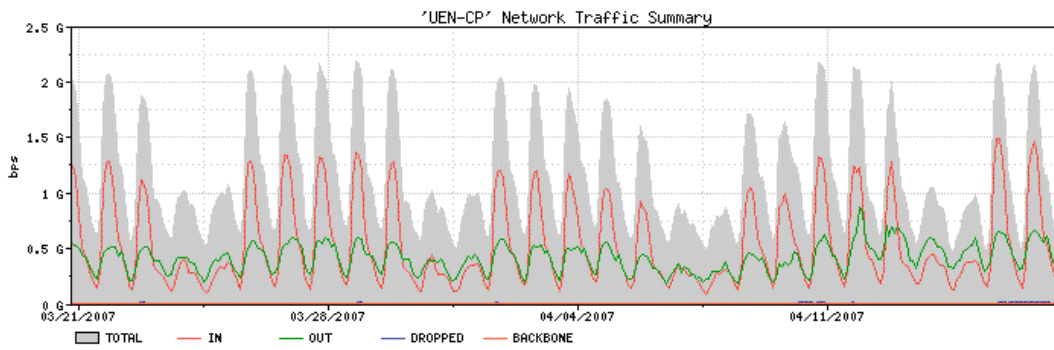


* Bandwidth utilization for the south ring has increased dramatically due to internet traffic re-assignment through the Broadwing Internet Link located at Dixie State College.

Utah Education Network – Internet Bandwidth Summary

Current Overall Internet Bandwidth Available: **3.6Gbps**
 Current Internet Average Peak Utilization: **1.72Gbps – 48%**

Last Quarter Overall Internet Bandwidth Available: **2.4Gbps**
 Last Quarter Internet Average Peak utilization: **1.35Gbps – 56%**



Utilization is calculated using Average Peak 95th Percentile

ETHERNET GL3 PHASE IV IMPLEMENTATION - DISCUSSION

Issue

This report details the work associated with implementation of Phase IV of the GL3 project.

Background

In March, UEN officially kicked off Phase IV of its GL3 Ethernet infrastructure project. Currently UEN is in the process of completing kickoff meetings with each of the participating sites and technical staff have begun their site surveys which are scheduled to be completed by the end of May.

There are over 70 sites in this phase including schools within Beehive Telephone territory, originally approved before Phase IV but which are directly dependant on improvements between Wendover and Tooele that are included in this phase.

Phase IV includes improvements to six (6) Applied Technology Colleges and three (3) Deaf & Blind locations along the Wasatch Front, plus all remaining district office improvements to include Emery School District, Morgan School District, Nebo School District, North Summit School District, Park City School District, South Summit School District, Rich School District, and Wayne School District.

As part of Phase IV, UEN will provide Qwest GeoMax Ethernet solutions to the following charter schools: East Hollywood High School, Tuacahn Charter High School and DaVinci Academy.

In addition, AllWest Communications and Beehive Telephone Company have first-time projects going forward in the GL3 project. The network improvements included in their portion of this project will benefit schools at seven schools districts.

Attachment A is a list of all Phase IV sites, this list however does not include Phase 4.75 sites, which are pending E-Rate approval. A report on 4.75 sites will be given at the June 2007 Steering Committee meeting.

Recommendation

This is a discussion item requiring no further Technical Services Subcommittee action.

TAB 18 ATTACHMENT A

ETHERNET GL3 PHASE IV SITE LIST

Beehive Telephone

Wendover High School
Park Valley High School
Grouse Creek High School
Ibapah School
Callao School
West Desert High School
Garrison School
Eskdale High School

Centracom

Alpine School District

American Fork Junior High School
Canyon View Junior High School
Lehi Junior High School
Oak Canyon Junior High School
Orem Junior High School
Pleasant Grove Junior High School
Willow Creek Middle School
Dan Peterson

Rich School District

Rich Middle School
Rich High School Aggregation

Nebo School District

Payson Middle School
Springville Junior High School
Payson High School

Springville High School
Mapleton Junior High School
Nebo Learning Center (Grant Elementary)
Salem Hills High School

Tooele County School District

WAN Tooele DO to Wendover High

Nebo School District

Nebo School District WAN DO (Phase 4.75)

South Central

Wayne County School District

Wayne County District Office
Wayne High School
Wayne Middle School
Garfield School District
Garfield DO to Cedar City Backbone

All West Communications

Park City School District

Park City to Wasatch District

South Summit School District

South Summit to Park City WAN
South Summit High School
North Summit School District
North Summit High School

Rich School District

Rich High School

Qwest

Alpine School District

Timberline Middle

Jordan School District

Sunset Ridge Middle School

Daybreak School

Charter Schools

East Hollywood High

Tuacahn High for the Performing Arts

DaVinci Academy Charter

Ogden City School District

Central Middle School

Highland Middle School

Mound Fort Middle School

Mount Ogden Middle School

Cache County School District

Canyon Elementary

Adjustments

Ogden Weber ATC/College (Ogden, Wash. Blvd)

Ogden Weber ATC/College (Roy)

Ogden Weber ATC/College (Ogden 2nd Street)

ATC/College Bridgerland ATC (Brigham City)

ATC/College Dixie State College Health Sciences

ATC/College Weber State University - Davis

Utah Deaf and Blind Salt Lake/Holladay

Utah Deaf and Blind (Ogden)

Utah Deaf and Blind (Orem)

Morgan WAN Backbone to Ogden City District Office

Juab WAN Backbone to Orem UVSC

Tooele WAN Wendover to Tooele

Garfield WAN DO to SUU Cedar
Price WAN to Orem
Qwest Total NRC (All sites)

Emery Telephone

Emery District Office

Green River High School

Conterra Wireless

Box Elder School District

Adele C. Young Intermediate
Alice C. Harris Intermediate
Bear River High School
Box Elder Middle School
Box Elder District Office Aggregation

Conterra Wireless

Logan City School District

Adams Elementary
Bridger Elementary
Ellis Elementary
Logan City District Office Aggregation
Wilson Elementary
Woodruff Elementary

Cache County School District

Cache County District Office Aggregation
Lewiston Elementary

TECHNICAL SERVICES TACTICAL RETREAT REPORT - DISCUSSION

Issue

Strategic Planning Retreat for UEN Technical Services FY2008.

Background

Input into the annual UEN Strategic Plan is provided by a number of key groups, such as regional T-forums, TCC, C-forum, the Pioneer Library Committee and others. The UEN Technical Services Tactical Planning Retreat will be held at Utah Valley State College at the end of May (either the 24th or 31st). An announcement will be made during Steering Committee on the date. The agenda will be finalized subject to Steering Committee and other input. A few agenda items are outlined in this report:

Regional Priorities from each T-Forum

Each T-Forum will present their priorities

List Priorities – group planning and review

This year's retreat will focus on developing tactical plans for the UEN FY2008 Technical Services Strategic Plan, rather than only strategic-level planning.

Recommendation

This is a discussion item requiring no further Technical Services Subcommittee action.

RURAL UTILITIES SERVICE (RUS) DISTANCE LEARNING GRANT - DISCUSSION

Issue

As part of the Spring 2006 UEN Technical Services Retreat, regional service center Technology Coordinators and school district Technology Directors identified as a Regional Priority a need to replace aging video bridging equipment to support IP-based video conferencing events within their regions and to replace older codec units at schools in some regions of the state with new technology. Some of this equipment was originally installed as part of a regional RUS grant in 2002. UEN has offered to assist with planning, organizing, and writing a new U.S. Department of Agriculture RUS grant proposal that will address many of the needs identified in the regions. The RUS Distance Learning and Telemedicine (DLT) Program is specifically designed to meet the educational and health care needs of rural America through the use of advanced telecommunications technologies. UEN developed and was awarded a successful RUS grant for \$208,000 in October 2004 in partnership with the College of Eastern Utah, Blanding campus.

Background

UEN staff have had several meetings in Richfield at CUES with Regional Service Center staff to plan and develop a proposal for the 2007 RUS DLT Program. In early April, RUS announced that \$15 million is available for grants for the FY 2007. Grant applications are due by June 7, 2007. Grants must be matched at a minimum of 15% (generally with cash match) and applicants earn higher scores for exceed more than 15%. Ideally, applicants should match the grant more than 100% to earn the maximum possible objective score. Two important objective criteria for the grant proposal include projects for extremely rural populations (less than 5,000) and National School Lunch Program eligibility of enrolled students at the school. The regional grant planning team identified the following objectives of the RUS grant application:

1. To meet needs of highly qualified teachers for NCLB, such as classes for teaching endorsements, special education programs, etc.
2. To help teachers use assessment data to improve instruction and learning outcomes.
3. To integrate technology curriculum in the classroom effectively (Professional Development).

4. To have the ability for USOE to conduct more specialist trainings via interactive video conferencing to save travel time and expense.

To date, participants on the RUS Grant include: USOE, CUES, NUES, SEDC, Carbon School District, San Juan School District, Emery School District, Daggett School District, and Duchesne School District. SEDC and CUES are evaluating schools within their regions for participation. NUES has offered to serve as the fiscal agent for the grant and will be the lead applicant for the grant proposal. The grant planning team is meeting weekly on Fridays via conference call to discuss and develop the proposal. Dave Maw, from UEN Applications Engineering, is assisting in the technical planning and design. UEN has assisted in developing a grant project schedule and will be working with the grant team to develop a proposal for submission.

Recommendation

This is a discussion item requiring no further Technical Services Subcommittee action.