



Utah Education Network

www.uen.org

In Partnership with
Utah State Office of Education ■ Utah System of Higher Education

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

APRIL 16, 2004

SUBCOMMITTEES – 9:00 AM – 11:00 AM
STEERING COMMITTEE – 11:00 AM

11:00 a.m. -
1:00 p.m.

Steering Committee Meeting

Welcome and Introductions

Committee of the Whole

Tab 1	NEW MEMBERS OF THE UEN STEERING COMMITTEE - ACTION	1-1
Tab 2	PLANNING FOR FY 2005 STRATEGIC PLAN AND	2-1
	BUDGET DEVELOPMENT - ACTION	
Tab 3	QUARTER 3 PROGRESS REPORT ON FY 2004.....	3-1
	STRATEGIC PLAN - INFORMATION	
	FY 2004 Strategic Plan Quarter 3 Update.....	3-3
Tab 4	IP VIDEO PROJECT UPDATE, EQUIPMENT AND INITIAL.....	4-1
	INSTALLATION RECOMMENDATIONS - ACTION	
	IP Video Equipment Packages	4-5
	IP Video Classroom Site List and Budget.....	4-7

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

Instructional Services Subcommittee Agenda

Tab 5	IP VIDEO PROJECT REPORT, APPROVAL OF	5-1
	EQUIPMENT RECOMMENDATIONS - ACTION	

Tab 6	REPORT ON E-LEARNING WORKSHOP AND	6-1
	BROADCAST CHANGES - ACTION	
	Re-Thinking E-Learning Workshop Participant Feedback	6-3
Tab 7	UIMC GROUP BUY REPORT - INFORMATION	7-1
Tab 8	NEW CORE CURRICULUM WEB SITE - INFORMATION	8-1
Tab 9	PLANNING PROCESS FOR FY 2005 - INFORMATION	9-1
	Planning Process Graphic.....	9-3
Tab 10	SUBCOMMITTEE REPORTS - INFORMATION.....	10-1

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

Technical Services Subcommittee Agenda

Tab 11	IP VIDEO PROJECT REPORT, APPROVAL OF	11-1
	SITE UPGRADES AND BUDGET - ACTION	
Tab 12	FORMATION OF THE UTAH SECURITY ADVISORY	12-1
	AND INCIDENT TEAM - INFORMATION	
Tab 13	SPECIAL PROJECTS REPORT - ACTION	13-1
	Special Projects Status Report	13-3
Tab 14	SAN JUAN CIB GRANT UPDATE - INFORMATION.....	14-1
Tab 15	TECHNICAL SERVICES SPRING RETREAT - ACTION.....	15-1

Steering Committee

Tab 16	STEERING COMMITTEE MEETING MINUTES.....	16-1
Tab 17	OTHER.....	17-1

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

Instructional Services Subcommittee Planning Retreat – April 27, 2004
Fort Douglas Officers Club, 8:30 a.m. – 2:00 p.m.

Instructional Services Subcommittee Meeting - June 4, 2004

Technical Services Subcommittee Retreat – May 5, 2004

Technical Services Subcommittee Meeting - June 11, 2004

UEN Steering Committee - June 18, 2004

Please place these materials in your Steering Committee Binder.

NEW MEMBERS OF THE UEN STEERING COMMITTEE - ACTION

Issue

It is proposed that the Steering Committee approve the appointment of a new public education representative, Jon Crawford, and a new higher education representative, Weldon Sleight.

Background

At its last meeting, the Steering Committee approved the modification of the Steering Committee bylaws in order to add representatives of the Technology Coordinator Council (TCC) and the USHE continuing education deans to the membership of the Steering Committee.

The TCC governing board has nominated Jon Crawford as its representative to the Steering Committee. Jon is the Technology Director of the Emery School District and a member of the TCC governing board, and has extensive experience addressing regional and state-level technology issues.

Weldon Sleight, the Associate Vice President of University Extension and Associate Dean of Continuing Education at Utah State University, has been nominated by the Commissioner of USHE to represent the continuing education deans on the Steering Committee. Weldon is a senior member of the continuing education deans' council and will add greatly to the Steering Committee through his membership.

Recommendation

It is recommended that the Steering Committee approve Jon Crawford and Weldon Sleight to the Steering Committee for 4 year terms. Final authorization of the appointments will be made by Governor Olene Walker.

PLANNING FOR FY 2005 STRATEGIC PLAN AND BUDGET DEVELOPMENT - ACTION

Issue

During the next two months, the FY 2005 Strategic Plan and Budget will be developed for final consideration and approval at the June meeting of the Steering Committee. It is proposed that the process for developing these policies be approved.

Background

The legislative budget outcome for UEN was as positive as could have realistically been expected. UEN received strong support from the leadership and members of the Higher Education Appropriations Committee, and from members and leaders of the House and Senate. They understand and support our mission and the importance of the services we provide for public and higher education, and secured a total of \$900,000 in one-time appropriations to fund the UEN FY 2005 budget request.

An increase of \$400,000 in one-time appropriations was allocated to increase our network capacity. Combined with federal E-rate funding, this will make possible approximately \$1.2 million in new spending to upgrade the network. The new funds allocated must be spent for the highest priority Qwest GeoMax and rural telco projects. A one-time allocation of \$240,000 will allow us to take significant steps toward the conversion of EDNET to an IP-based technology. These funds are intended to match E-Rate reimbursements and grant revenues which could result in as much as an 8 to 10 fold leveraging of the state appropriation. The legislature also funded our request for \$260,000 to increase our enterprise-level, Web-based application support services. We will be accountable to the Higher Education Appropriations Committee next fall and winter to demonstrate how we are spending the funds in each of these areas, and to show that we were able to leverage state resources with federal E-rate reimbursements and grants.

Preliminary budget planning activities by UEN managers and staff members have been underway for the past several weeks. A draft budget will be ready for presentation and review by the UEN Executive Committee at a meeting on April 14. That draft budget will also be shared with interested UEN stakeholders and the Technical Services and Instructional Services Subcommittees during retreats that are scheduled for late April and early May. Final budget decisions will be made by the Steering Committee at its June meeting.

The budget request for FY 2005 addresses the highest priority goals and objectives that were identified in the FY 2004 strategic plan. We anticipate that most goals, objectives, and activities in the plan will be carried forward into next year, and that our FY 2005 Strategic Plan will be an updating of our current plan, not a wholesale revision of it. For example, Goal 1, objective 1 commits UEN to increase network speed, reliability, and capacity, especially in rural areas. That task will require ongoing efforts not just during FY 2005, but for several more years. That is also true to at least some degree for most other goals and objectives in our FY 2004 plan.

The strategic plan will be the primary focus of half-day retreats that have been scheduled by the Instructional Services and Technical Services Subcommittees for late April and early May. Other agenda items are expected to be regional and content and service priorities, and budget implications of those priorities. It is hoped that all members of the Steering Committee will be available to participate in these half-day retreats, and that other UEN stakeholders will also be in attendance.

Recommendation

It is recommended that the Steering Committee approve the steps outlined above for developing and approving the FY 2005 Strategic Plan and Budget. Key activities would include presentation of a draft budget to the Executive Committee in mid-April, followed by retreats of the Technical Services and Instructional Services subcommittees, and final adoption of the Plan and Budget at the June meeting of the Steering Committee.

QUARTER 3 PROGRESS REPORT ON FY 2004 STRATEGIC PLAN - INFORMATION

Issue

Included under this tab is a Quarter 3 accomplishments progress report on the FY2004 Strategic Plan

Background

The Utah Education Network made significant progress in achieving strategic goals during FY 2004 Quarter 3. Here is a summary of those goals. A detailed report is in Attachment A.

- Secured FY 2005 Legislative Funding at requested level.
- Submitted over \$400,000 in grant applications.
- Ensured that UEN and all school districts met E-Rate deadlines
- Completed more segments of the Gigabit Ethernet network upgrades, especially in rural Utah, and planned for the next steps.
- Continued progress in IP video and VoIP.
- *uen.org* averaged 18,000 visitors per day.
- K-12 Pioneer Online Library grew with 30,000 more visitors than March of last year.
- Supported WebCT Vista course management system for Higher Education. Coordinated course development and deployment at UEN, USU, UCAT, U of U, UVSC, SUU, Snow College and Dixie State College.
- Completed the KULC digital control room.
- Conducted 153 professional development workshops for 2333 participants.

Recommendation

This is an information item. No further action is required of the Steering Committee at this time.

TAB 3 ATTACHMENT A

FY 2004 STRATEGIC PLAN QUARTER 3 UPDATE

Goal 1: Maintain and expand a robust, reliable, and secure high-speed network connecting every public school, college, university, and library in Utah.

Objective 1: Increase network speed, reliability, and capacity, especially in rural areas.

- Year 7 E-Rate filing completed.
- GeoMax Layer 3 planning completed and hardware ordered.
- Preparation for Grand District generator complete and equipment ordered.
- GL3 testing progressing and nearing completion. Upgrades completed to fiber plant at EBC to support this project.
- Plans to replace 30 old 2500 routers. Equipment ordered.
- Filings to convert month-to-month circuits to long-term contracts completed for UBTA and All West sites, providing significant savings.
- Planning for Nebo District community network connections completed.
- Redesign and programming of UEN Service Report to support queries from the HP Service Desk database.
- Implemented a new OC-48 connection to the State Capitol building.
- IP Addressing in NUES, USU, Granite and Salt Lake Districts.
- Moved Provo Library to an Ethernet circuit.
- Upgraded Alpine DO to GigE.
- Upgraded Provo DO to GigE
- Added second T-1 West Desert and a full T-1 to Garrison and Callao.
- Redesigns in the SEDC region effecting Iron, Washington, Garfield and Kane Districts.
- LSS Circuit installed at SEDC.
- Turned up new hub at UVSC Heber campus and re-pointed circuits.
- LSS installed to the new Heber hub.

Looking forward in Q4

- 1 Installations in CUT and South Central Areas
- 2 Completion of generator installation at Grand County School District hub.
- 3 GL3 planning completion and equipment installation begins.
- 4 Installation of OC-3 circuit connecting Emery District to CEU.
- 5 Progress on extending GeoMax to CEU.
- 6 Circuit upgrades in Millard District.
- 7 CUT and South Central circuit installs.
- 8 SLD approval of UBTA and Manti Tel projects.
- 9 Additional circuit filings to clear the way for new, long-term T-1 contracts.
- 10 Disconnect of the Frontier DS-3.
- 11 Installation of Ethernet circuits at Nebo District sites.
- 12 Complete generator installation at SLCC.

Potential Problems

- 1 Late SLD approval will push completion dates for some projects into late summer or early fall, depending on vendor schedules and capabilities.

Objective 2: Maintain and update data and microwave networks.

- Statement of work completed for CIB San Juan project. Project begins.
- Moab to Blanding microwave path stabilized.
- Coordination, testing, and monitoring of new T-1 installed at Murray DCE to support H.323 IP Video traffic and events.

Looking forward in Q4

- 1 Completion of CIB San Juan Phase I.

Potential Problems

- 1 Aggressive timeline to complete CIB San Juan Phase I.

Objective 3: Increase Internet capacity through use of Internet Peering.

- Planning for American Fiber Service Ethernet circuit begin. Significant progress made during the quarter.
- 360Networks Ethernet circuit installed and operating.

Looking forward in Q4

- 1 AFS GigE Circuit installation completion adding additional 300 Mb/s of Internet capacity.
- 2 NLR discussions and implementation.

Potential Problems

- 1 Details of the NLR deal are complex with dependency on CENIC and FRGP.

Objective 4: Provide a variety of network access and delivery options to stakeholders.

- The UEN VoIP gateway was installed. Carbon and San Juan Districts are completing calls to SLC.
- Greater involvement in the state UWIN project.
- Initial discussions with Salt Lake City Public Library to assess the UEN role in recently passed filtering legislation.
- Migrated to Bess solution for content filtering.

Looking forward in Q4

- 1 Developing Statements of work for the UWIN project.
- 2 Continue to effectively support IP and Legacy EDNET hybrid events and classes.
- 3 Continued support of IP video conferencing events and classes.

Objective 5: Increase security throughout the network.

- Utah Security Summit completed on January 20 and 21, 2004.
- UEN Security POC database completed.
- UEN weekly security call implemented and held each week since March 1, 2004.
- Utah Saint Weblog developed and on line.
- Flow tools training scheduled for April 9 and 16, 2004.

Looking forward in Q4

- 1 Summer security training sessions.
- 2 Ongoing weekly security conference calls.

Potential Problems

- 1 Security issues consuming a great deal of technician time throughout the network.

Objective 6: Support IP video and other delivery technologies.

- Planning for addition of 39 new IP video sites to be installed during Q4 2004 and Q1 2005.
- Replacement of several obsolete Optivision codecs.
- Work completed at the Moab USU video site.
- SIP tests on VoIP systems at UEN.

Looking forward in Q4

- 1 Installation of 39 IP Video sites.

Potential Problems

- 1 Drain on the UEN Field Ops staff and competing summer projects.
- Support the IDEA project: support for group activities as requested.
 - Explore broadcast video options and alternatives with Utah State Capitol and KUED.
 - IP Video Technical Sub-Team continues to meet with hardware and software vendors to evaluate products for the eventual migration of video management from the current CMe system to a new software package.
 - Utah Education Network booth at UCET (Utah Coalition for Educational Technology).
 - Utah Cable Television Association Spring Conference.

Goal 2: Aggregate and deliver a suite of high quality educational resources for students, educators, staff, and administrators that are determined by our stakeholders to be best provided at a statewide level.

Objective 1: Provide resources aligned to academic disciplines and curricula.

- Once again, visitors to the UEN Web site increased this quarter.
- *uen.org* recorded over half a million visitors in March - averaging around 18,000 visitors each day (best month ever outside of Feb. 2002).
- Completed K-12 core interface redesign.

- UEN NetNews was the top visited News site on the UEN Homepage for January, February, and March.
- Communicated with educators regarding curriculum and other resources, tools, events, and professional development opportunities through the Utah Educators monthly electronic newsletter.
- Promoted UEN and other curriculum, resources, tools, events, professional development opportunities at special events:
 - 1 Utah Educational Library Media Association March Conference.
 - 2 UCET (Utah Coalition for Educational Technology).
 - 3 Planning meetings for Utah Multimedia Arts Festival.
- Produced and supported KULC “What’s On” Web page updates (research, write, support graphics).

Objective 2: Establish audience-specific Web sites with easy access to resources.

- Cleaned up and added links to every subject area.

Objective 3: Build Pioneer utilization and awareness.

- In March alone, K-12 Pioneer Online Library added nearly 18,000 visitors, almost 30,000 more than March of last year.
- Added Science Fair, Civil Rights and Shakespeare packages.
- Ongoing work with Technical Services to resolve IP addressing and Pioneer Library authentication issues.
- Eliminated UALC proxy assistance goal -- committee handled locally.
- Promoted at the Utah Educational Library Media Association March Conference. Promoted letter to parents/guardians.
- Aired Pioneer Library “For school...for home...” 30 sec. TV spots on KSL-TV.
- Aired Pioneer Library “For school...for home...” 30 sec. spot for three weeks at Jordan Commons and Gateway movie theaters. Ticket sales January 12 – February 1 were approximately 250,000. Total Pioneer Library spot showings was 2, 850.
- Promoted Pioneer Library on UEN Homepage News section.

Objective 4: Support USOE testing and electronic portfolio initiatives.

- Pilot continues.

Objective 5: Support USHE pilot testing and potential deployment of enterprise-level e-learning tools and services.

- Installed WebCT Vista development server.
- Conducted system administrator training at CEU.
- Established WebCT Vista institution administrator support system.
- Resolved chat and assignment upload issues.
- Applied service pack 2.1.1.
- Installed login security components.

Objective 6: Support faculty use of Internet 2.

- Project deferred due to reassignment of personnel.

Objective 7: Conduct technology integration workshops focused on UEN tools and services.

- Technology Integration Academy secured new participants.
- Six completed TIA. Another 18 enrolled in semester-length course.
- Implemented new credit requirements.
- Promoted Professional Development courses at UCET and UELMA.

Objective 8: Establish an online library of professional development resources.

- Trained staff on creation of video learning objects.
- Completed and posted 34 flash tutorials for professional development.

Objective 9: Implement my.uen enhancements.

- Added upload, announcement, and assignment features.

Goal 3: Deliver distance learning classes and programs offered by public and higher education that use reliable, real-time, and broadcast-quality videoconferencing technologies.

Objective 1: Establish an IP Video delivery system.

- Held steering team meetings.
- Completed site documentation and equipment recommendations.
- Continual on-going training to newly established sites.

- Tooele School District IP Pilot Project – Tooele, Grantsville, Dugway, and Wendover continue to successfully use IP for daily delivery of distance ed classes and events.
- USU Special Education Pilot Project – Classes continue to be delivered daily to seven pilot sites.
- IP Configuration and Operations standards document drafted and out for RFC from stakeholders.
- Legacy EDNET sites identified for IP migration during summer.
- On-going support, scheduling, programming, and delivery for new IP sites in San Juan County.
- Planning for IP expansion in Carbon, Granite School District, and at Center City Charter via grant applications.
- Planning discussions with Jordan School District about future video delivery needs.
- Continual IDS support for the higher ed Banner Software Project and numerous ad hoc events delivered via IP.
- Next generation IP Video hardware evaluated and standard equipment packages determined and awaiting committee approval.
- IDS and Engineering evaluating IP Video MCU hardware with deadline of June 1, 2004 for recommendation.
- IDS and Engineering evaluating IP Video Management software to work in tandem with CME (Conference Management Environment) to incorporate all scheduling functions with a deadline of June 1, 2004 for recommendation.
- IDS and Engineering evaluating Crestron media control systems for IP end site equipment control and management.
- TOC and Scheduling support of out of state IP connections and events.
- Coordination of additional H.323 training and orientation for IDS support staff in conjunction with industry professionals.

Objective 2: Develop and implement strategies that successfully combine existing EDNET and new IP Video technologies.

- Revised course scheduling process to include IP video.
- Significant increase in blending of IP video sites into traditional EDNET and UENSS events and classes.
- Continue to work toward more efficient process of tracking and confirming IP addresses. Master spreadsheet has been created and is continually and cooperatively maintained by IDS staff.

- Continue to improve the CME software to better incorporate IP video scheduling functions – software updates for scheduling and resource allocations have occurred and are close to initial implementation.
- IP Video Project groups working at various levels toward IP address standardization for video devices - Readdressing of IP video devices to public blocks are included in the overall Public Readdressing Project.

Objective 3: Outline five-year UENSS plan based on emerging transponder scenarios.

- IP classrooms supplementing satellite delivery.
- Continued development of contingency plans in case of failures.
- Development of updated fee schedule begins.
- Continual exploration of revenue sources for utilization of excess capacity.

Goal 4: Take advantage of KULC's DTV capability using new datacasting and multicasting services.

Objective 1: Multicast digital Annenberg/CPB channel.

- Complete.
- Promoted KULC-TV to Utah cable television industry at the Utah Cable Television Association Winter Conference. Exhibit booth.

Objective 2: Datacast digital media resources to institutions.

- Deferred until content license is available.

Objective 3: Encode, index, host, and deliver KUED productions.

- Included with DMS project.

Objective 4: Complete digital master control room and staff training.

- Complete.
- Video Operations management coordinating and discussing w/project leads about hardware, software, associated processes and TOC staff resources that will be needed.

Objective 5: Monitor and communicate emerging research and practices on DTV.

- Ongoing participation in professional development activities, reading professional journals, listservs, and teleconferences with NETA and PBS.

- Held E-Learning workshop for higher education.

Objective 6: Implement Digital Media Service.

- New Objective.
- Completed user profile.
- Joined with WCET research.
- Created project requirements document.
- Interviewed vendors.

Goal 5: Maintain and improve the competence of UEN staff, and support professional development that increases technological competence of teachers, faculty, and public education and university and college IT staff members.

Objective 1: Ensure UEN staff has proper training to support current and future network goals and operations.

- Technical Operations Center Network Certification programs continuing. Staff will have completed CCNA certification by end of 2004.
- Continued enhancement of staff skills with various software application workshops and trainings provided by New Horizons Computer Learning Center.
- Updated H.323 and IP video related training activities being coordinated for 4th quarter.
- Staff attended professional development workshops, including required personnel and management training from University of Utah Human Resources department.

Objective 2: Provide professional development to enhance the technological competence of higher education, public education, library, and other stakeholder staff members.

- IDS staff provided IP technical training in numerous school districts around the state in person and via system.
- Technical facilitator training provided in Jordan, Box Elder, Granite, Alpine, and Beaver school districts.
- Installation of 2 new rooms, training, and scheduling of USU Moab staff.
- IDS held additional Winter Retreat at the request of stakeholders.
- Conducted 21 Web Academy workshops.

Objective 3: Ensure that UEN staff has knowledge of best educational practices and their application with technology to support future goals and operations.

- IP Steering team approval of IP Instructional Sub-Team Technology Delivered Instruction Matrix to supplement distance learning training programs.
- Additional H.323 and IP video training opportunities being pursued in cooperation with industry professionals.
- Attended other departmental discussions, workshops, meetings, review professional publications.

Objective 4: Participate in and conduct workshops that support best technical and educational practices.

- Held 153 professional development workshops for 2333 participants.
- Licensed and presented PBS Adult Learning Service satellite workshop for distance educators and administrators.
- Scheduled 34 Intel Teach to the Future classes with 13 districts for 444 teachers.
- Scheduled 34 Seeing Reason workshops.
- 31 teachers completed PBS TeacherLine courses. 11 facilitators are participating in 6-week training.
- Conducted or participated in the following special events, workshops, and seminars with presentations or other presence:
 - 1 UCET (Utah Coalition for Educational Technology)
 - 2 Utah Security Summit
 - 3 UELMA (Utah Educational Library Media Association)
 - 4 WebCT-Vista activities
 - 5 T-Forums
 - 6 CForums

Goal 6: Strengthen educational technology governance at the state, regional, and local levels through improved coordination and cooperation among UEN's stakeholders.

Objective 1: Identify and eliminate gaps in the effective governance of UEN by our education stakeholders.

- Participation in TCC Board meetings and planning sessions for general meetings.
- Education Technology audit in process.

Objective 2: Improve coordination with UEN Steering Committee, subcommittee, and advisory committee members.

- Modification of Steering Committee Bylaws which will add two new members to the UEN Steering Committee – Technology Coordinator Council for public education and the Continuing Education Deans for higher education.
- Produced UEN Steering Committee and Subcommittee materials – print and Web versions.

Objective 3: Request new state funding for the highest priority needs of the Network, and maximize the benefit of state tax funds through increased support from external grants and other revenue sources.

- FY 2005 Budget Request

Objective 4: Increase revenue from grants and E-Rate reimbursements.

- Collaborated with Technical Services and Purchasing to ensure state procurement policy is followed.
- Assisted school districts with their 2004 E-Rate filings.
- Filed UEN E-Rate 2004-2005 applications.
- Continued participation in on-going collaboration and training with other states and entities including USOE and UCET.
- Ensured that UEN and all school districts met E-Rate deadlines.
- Submitted Digital Translator Conversion Planning Grant Application (\$213,894) to Corporation for Public Broadcasting Digital Distribution Fund for KULC/ KUED in partnership with KBYU and 6 commercial DTV stations.
- Submitted US Department of Commerce, National Telecommunications Information Administration PTFP Non-Broadcast Application (\$222,832) on behalf of UEN to extend EDNET (IP Video classrooms) to 3 schools in Salt Lake valley and to acquire MCU (multipoint conference unit) to enhance IP delivery to all schools.

Objective 5: Assure that Utah Education Network policies and procedures provide structure for state-level IT coordination, and are fully accessible, well-organized, current, and complete.

- Coordinate with newly reconstituted Technical Coordination Council.
- Continue process of evaluation of existing policies to identify gaps.
- Continued evaluation and update of EDNET user agreements and associated policy.

Objective 6: Develop network operating agreements with higher education institutions and school districts that do not yet have agreements.

Goal 7: Be accountable to our stakeholders by measuring, tracking, and reporting performance and satisfaction with UEN-provided services.

Objective 1: Develop, conduct, and report needs assessments, business cases, Return on Investment (ROI) analysis, and funding sources for all major new network projects and services.

- Track stakeholder interest in UEN News.

Objective 2: Fully implement the UEN Service Report on network performance.

Objective 3: Report monthly statistical analysis of usage of www.uen.org, EDNET, UENSS, and other UEN programs and services.

- Web use reported on www.uen.org/is, link in the right column.

Objective 4: Report on pilot-tests of new delivery systems, technical experiments, and product trials.

- Evaluation tools developed to survey IP Video Project participants including UEN and stakeholder staff.
- IP Management software design requirements draft document created.

Objective 5: Solicit and report findings from informal and formal feedback on services.

Objective 6: Research and publish white papers on timely issues.

- Distributed (Howell, S., Williams, P., and Lindsay, N. (2003) Thirty-two trends affecting distance education: An informed foundation for strategic planning. To E-Learning workshop and Continuing Education Deans and Directors.

IP VIDEO PROJECT UPDATE, EQUIPMENT AND INITIAL INSTALLATION RECOMMENDATIONS - ACTION

Issue

The IP Video Project Steering Team met March 18 and approved a recommended equipment list for Simple and Complex IP sites. The committee also reviewed policies and documents and complimented the UEN IP Video Management Team for their progress with the project. Since that meeting, a work plan and budget have been developed for the installation of 39 classroom sites to complete the first phase of conversion of the EDNET system to IP-based technology prior to the start of fall term, 2004.

Background

Steering Committee members approved a process for site selection and installation of new and existing IP Video sites in August 2003. UEN staff members, working with the Instructional and Technical sub teams, have developed the underlying process documents and workflow procedures. Documents that have now been revised to reflect IP Video delivery include:

- Site Application and Registration – used by first time distance ed sites
- Network Assessment – used by NOC and UEN engineering
- Site Selection and Certification – used by UEN field engineers and service reps
- Site Certification Checklist – used by UEN field engineers and service reps
- Site Installation Checklist – used by UEN field engineers
- Gatekeeper Registration Process – used by UEN engineering and TOC
- Technology Delivered Matrix – used by Instructional Delivery in consultation with site administrators

A new document, “IP Video Configuration and Operations Standards” has been developed and is under review by the Technical and Instructional Sub teams, IP Video Steering Team, and key technical representatives in the Rural Service Centers. This document is scheduled for final review in the June Steering Committee meeting.

Finally, the IP Steering Team recommended Steering Committee approval of the "Recommended IP Video Equipment List." There are two purposes for this list. First, to advise sites intending to make their own purchase of IP Video equipment that will be compatible with state systems. Second, for budget and planning purposes, the list will serve as a guide for new site installations and conversion of existing EDNET sites in secondary schools and institutions where UEN has a legislative responsibility to install and maintain the equipment.

This equipment package is comparable to the standard EDNET installation, including instructor document camera, facilitator computer, cameras, microphones, screens or monitors, and controls and cables. Of course, this is a standard list. By buying in bulk, recycling existing equipment, and keeping up with new technologies, this package is likely to change over time; the recommendations serve as a guideline for planning and budgeting. Additionally, site configurations are done on a site-by-site basis. UEN engineers examine the types of courses originating at the site, as well as the room itself, and make adjustments to their standard package based on site-specific needs.

UEN staff are committed to conduct ongoing research on the best equipment available for IP Video classrooms. As new opportunities present themselves in the market, the recommended equipment list will be updated and available online to guide site administrators.

Proposed First Phase of EDNET Conversion

UEN staff have identified the following priorities for upgrading the first EDNET sites to IP video technology. Based on these priorities, subject to Steering Committee approval, 39 classrooms meeting these criteria would be converted.

- 1 Currently used classrooms that have obsolete and unreliable codecs. These sites were identified last year and were approved by the Technical Services Subcommittee for inclusion on the 2003-2004 special project list.
- 2 New classrooms at secondary schools that have no current EDNET capacity.
- 3 Sites that were in the higher education pilot project which UEN is conducting with USU. Sites in the Tooele School District that were part of the initial public education IP video pilot project were converted to the new technology last spring.
- 4 Sites that are included in CIB microwave upgrade projects.
- 5 A second round of classrooms with obsolete and unreliable codecs. Particular attention is being paid to upgrading classrooms in districts and regions where the conversion process has already begun, so as to standardize the technology used in a local area.

Appendix B contains a list of the 39 classrooms we propose to convert to IP technology during the next several months and an IP video project budget that has been assembled from several funding sources. The estimated cost will be approximately \$340,000.

Recommendation

It is recommended that the Instructional Services Subcommittee review and approve the IP Video Equipment Packages as outlined in Attachment A. It is recommended that the Technical Services Subcommittee review and approve the IP Video Classroom Site List and Budget contained in Attachment B. Based on the recommendations of the two subcommittees, it is recommended that the full Steering Committee ratify the subcommittees' actions.

TAB 4 ATTACHMENT A

IP VIDEO EQUIPMENT PACKAGES

- 1 This list will serve as a guide for new site installations and conversion of existing EDNET sites in secondary schools and institutions where UEN has a legislative responsibility to install and maintain the equipment. UEN incurs the cost for sites that fit this category.
- 2 Sites that elect to purchase their own equipment are advised to follow the equipment recommendations to assure compatibility with state systems.
- 3 Site equipment configurations are created by UEN engineers and instructional designers in consultation with the host site. Exact equipment installations vary according to site needs.
- 4 Costs are estimates for planning only, and subject to change.

Complex Site		
Item	Cost	Notes
Polycom FX View Station	\$7,500	
Audio Package	\$2,624	2 ea. Shure microphone mixers, 8 ea. Stick mics with push to talk boxes, wired lavalier, wireless lavalier; may use Polycom pod mics
Panasonic X VGA Video Projector PT-LC80U and Chief Mount CHI-RPA-056	\$1,994	
ELMO X VGA Document Camera	\$2,050	HV3000XG
Polycom Visual Concert FX	\$1,399	Includes XGVA adaptor for view station
Crestron Touch Screen Control System	\$2,200	With audio/video switcher and IP interface
VCR/DVD player combo Sony SLV-D500P	\$160	Future switch to DVD recordable player
Facilitation PC	\$1,000	
Cannon VC-C4 Camera	\$900	
Fax machine/printer	\$450	
Facilitator Desk	\$600	
Projection Screen	\$200	May not be required, depends on site
2 ea. 27" color monitor and stand	\$1,150	May not be required, depends on site

6 port 100bt Ethernet hub/ switch	\$49	
Various accessories	\$500	Wire, connectors, etc.
Total Complex	\$22,776	

Simple/Receive Site		
Item	Cost	Notes
Polycom View Station VSX-7000	\$4,800	
XGVA Dongle Serial Cable	\$650	
Panasonic XVGA Video Projector PT-LC80U and Chief Mount CHI-RPA-056	\$1,994	Could substitute Monovision 27" monitor instead (1,100)
DVD/VCR Combo Sony SLV-D500P	\$160	Future switch to DVD recordable player
Elmo XVGA document camera HV-3000XG	\$2,050	
Fax Machine	\$450	
27" color monitor and stand	\$575	
Projection Screen	\$200	Depends on site
Audio package	1,500\$	6 ea. Microphones with mixer; could use UEN back stock audio equipment
Total Simple/Receive	\$11,609	

TAB 4 ATTACHMENT B

IP VIDEO CLASSROOM SITE LIST AND BUDGET

Proposed IP Video Sites to be completed by Fall, 2004	
FY 2004 CODEC UPGRADES	Projected Cost
GROUSE CREEK	\$3,500.00
PARK VALLEY	\$12,418.00
WEST DESERT	\$3,500.00
MILFORD HS	\$6,000.00
MILLARD HS	\$6,000.00
DELTA HS	\$6,000.00
JUAB HS	\$6,000.00
TINTIC HS	\$6,000.00
SPRINGVILLE HS	\$6,000.00
GRANGER HS	\$15,318.00
HILLCREST HS	\$6,000.00
LONE PEAK HS (#2)	\$6,000.00
CARBON HS	\$6,000.00
	\$88,736.00
USU PILOT PROJECT	
ROOSEVELT DCE	\$15,318.00
VERNAL DCE	\$6,000.00
LOGAN CLASS ROOM	\$15,318.00
TOOELE DCE	\$15,318.00
UVSC	\$6,600.00
BRIGHAM CITY DCE	\$6,600.00
MURRAY DCE	\$6,600.00
	\$71,754.00
USU/EDNET	
MOAB DCE #1	N/A

MOAB DCE #2	N/A
TOOELE DCE	N/A
ROOSEVELT DCE	N/A
MURRAY DCE	\$15,318.00
	\$15,318.00
CIB GRANTS	
MANILA HS	
MOUNMENT VALLEY #1	\$15,318.00
MOUNMENT VALLEY #2	\$3,500.00
NAVAJO MT SCHOOL #1	\$15,318.00
NAVAJO MT SCHOOL #1	\$3,500.00
LAKE POWELL	\$3,500.00
	\$41,136.00
FY 2004 UPGRADES, Round Two	
BEAR RIVER HS	\$15,320.00
BOXELDER HS	\$15,318.00
WEBER STATE UNIVERSITY	\$15,318.00
ALTAMONT HS #1	\$6,600.00
ALTAMONT HS #2	\$6,600.00
DUCHESNE HS #1	\$6,600.00
DUCHESNE HS #2	\$6,600.00
TABIONA #1	\$6,600.00
TABIONA #2	\$6,600.00
EAST CARBON	\$6,600.00
	\$92,156.00
Total Estimated Cost of Classrooms	\$309,100.00
6 New Gateways	\$11,400.00
EBC Lab & Conference Rooms	\$19,500.00
Project Budget	\$340,000.00

IP Video Project Budget, 2003-2004	
1. Transferred from Special Projects Budget	
Video Classroom Upgrades	\$75,000.00
Elmo Document Cameras	\$9,000.00
Fax Machines EDNET	\$7,000.00
Special Projects (Savings from other Projects)	\$65,000.00
2. Grants	
CIB Daggett	\$5,000.00
CIB San Juan	\$25,000.00
3. UENSS Budget	
UENSS Backhaul Charges (not required in circuit budget this year)	\$39,000.00
UENSS (Carry Forward from 2002-2003)	\$60,000.00
4. Other Funding Sources	
Contingency	\$30,000.00
USU participation in Pilot Sites	\$25,000.00
Total	\$340,000.00

INSTRUCTIONAL SERVICES SUBCOMMITTEE

T A B 5

**IP VIDEO PROJECT REPORT, APPROVAL OF
EQUIPMENT RECOMMENDATIONS - ACTION**

The Instructional Services Subcommittee will review a report on the IP Video Project Update and proposed equipment list. The cover memo and Attachment A in Tab 4 of the April 2004 Steering Committee Materials will provide needed information.

REPORT ON E-LEARNING WORKSHOP AND BROADCAST CHANGES - ACTION

Issue

On March 9, 44 representatives from Utah higher education met for a UEN sponsored workshop “Re-Thinking E-Learning.” Participants offered valuable feedback for broadcast direction and online learning resources (see Attachment A). Feedback from this event will be useful in forming the broadcast services FY2005 strategic plan. This report summarizes the day’s events and recommendations for future planning.

Background

Distance Learning has seen tremendous growth in Utah. This workshop was intended to take a global look at distance learning services across the state, identify gaps and overlaps, and identify a role that UEN can play in providing institutions, faculty members, and students with greater access to resources. Commissioner Rich Kendell offered opening remarks that pointed to the growth of technology-delivered instruction in Utah. Mike Petersen and Gary Wixom pointed out the opportunities for enterprise level solutions where services, courses, or degree programs could be coordinated at a system level to achieve greater efficiencies and student achievement.

Clinton O’Brien and Karen Musosomele from PBS Adult Learning Service demonstrated new courses, including high quality online courses for business, and many general education requirements. Licensing this course material has changed, and a consortium option for statewide licensing through PBS was presented.

Laura Hunter presented an overview of broadcast services, including background about KULC, the age of telecourses, and opportunities reaching additional students with this valuable medium. Participants offered written feedback on several broadcast and promotion issues. Data from these survey questions are included under this tab. Many ideas were discussed, including coordinating a complete general education line-up delivered over broadcast, expanding the broadcast programs, and including PBS content in online courses.

Planning Considerations

Three recommendations from workshop participants should be included in the FY 2005 Strategic Plan:

First, E-Learning participants and the Continuing Education Deans and Directors indicated a desire to develop a library of PBS course material, available in multiple delivery modes, for instructors to build into their courses. UEN has developed a proposal for licensing course content from PBS and delivering them to faculty in a library mode, rather than the current licensing structure. Negotiations are proceeding with PBS and the course developers.

Second, feedback from workshop participants indicated that UEN should take a greater role in promoting distance learning courses. A proposal to develop and distribute print material (posters, brochures, etc.) received support.

Finally, UEN was encouraged to develop a series of academic advising broadcast programs for prospective higher education students and their parents. These projects will be added to the FY2005 Strategic Plan.

In a written vote, unanimous support was expressed for branding the station UEN-TV rather than the KULC call sign. During the discussion, participants learned that many viewers often confuse the cable “The Learning Channel” with KULC. The broadcast industry has been moving to service identification of stations rather than call sign as a way to show what the station does – rather than where it’s located.

E-Learning workshop participants believed branding the station as UEN-TV would help users understand the service better, offer brand recognition, and allow for cross-promotion of services. This issue has been discussed with the Continuing Education Deans during their meeting on March 10, and with leaders of the Utah Instructional Media Consortium. These groups have expressed support. The FCC and CPB have indicated changing the call sign to KUEN will not impact licensing or funding in any way.

Recommendation

It is recommended that the Instructional Services Committee discuss the plan to brand our broadcast services UEN-TV and call sign change to KUEN, and make a recommendation to the Steering Committee this month or defer a decision until the June meeting.

TAB 6 ATTACHMENT A

RE-THINKING E-LEARNING WORKSHOP

PARTICIPANT FEEDBACK

March 9, 2004

Question 1. Today you heard discussion about branding the broadcast station as UEN-TV and highlighting the Utah Education Network identity rather than the call sign. We believe this idea has merit because more viewers will connect our services together. What do you think?

- I like it!
- Every stakeholder buys into it.
- Yes, if you explain what UEN stands for – just using the abbreviation doesn't give it anymore brand recognition than KULC.
- Make UEN more visible – this enhances both.
- Do it.
- 22 sticker votes = yes

Question 2. Should UEN produce and broadcast a series of programs similar to the AdviseUtah Web site? The programs would guide potential students on financial aid, applying for college, and highlight degree programs including distance learning. The target audience would be high school students and their parents, and returning adults.

- If content is right.
- If it is promoted enough to draw an audience.
- Yes, broadcasting these student services would be very helpful to the student.
- Focus on acceptability of online courses.
- If you make this option known to students. How will they hear about this?
- I think it should be a partnership with AdviseUtah. Why reinvent the wheel?
- If AdviseUtah needs to be changed to address what UEN has in mind, they should collaborate.
- Only if the need is high. Don't reinvent.
- Maybe. I think this is already out there in several forms. Research what is already available or being done in schools prior to doing.
- Should cover a variety of programs.

- 19 sticker votes = yes
- 5 = maybe
- 0 = no

Question 3. Should UEN publicize Distance Learning courses with posters such as the example here from Kentucky? These would direct users to a general Web site with information about Distance Learning programs and GED, with links to the institutions.

- I think any marketing helps.
- If coordinated with USHE.
- Products/Ideas are only as good as marketed.
- Very important that high school students understand their options.
- Anything to legitimize online courses.
- Let's open up and tear down silos.
- Yes, yes, yes. This would boost enrollments.
- Yes, if done in the correct format with attention to detail. There are A LOT of posters in Career Services areas already.
- List participating institutions.
- No, students get too many "cute" posters that they don't read.
- Maybe, but (there is) too much text; direct to online.
- 15 sticker votes = yes
- 2 = no
- 1 = maybe

Question 4. Should UEN host an annual course preview event where Distance Ed coordinators, faculty members, and faculty assistance center staff could preview new content available and order copies to be sent to them for consideration?

- Would need to offer in Mid/South Utah as well.
- We could get faculty to attend.
- Yes- I would most certainly attend.
- Yes, with additional time to view content.
- Yes, if we can peruse content.
- If there's enough interest and ability to attend.
- We can get depts. Interested in offering these courses.
- Absolutely! Screen for quality and cost, then provide overview.

- Maybe, but it might be more helpful to do one main conference with a reminder/ marketing conference/ meeting six months later.

Question 5. What is your number one concern about Distance Learning in Utah?

- Today we talked about the increase in demand from students for online courses. Is that due to a decrease in regular classroom instruction when online courses are added? If so, students lack the understanding/perception that multimedia furthers education excellence. Let's contribute – not replace.
- Turf.
- Articulation and full credit like on campus courses.
- Keeping curriculum updated.
- Teachers losing jobs.
- Getting departments to support us offering these courses.
- Accessibility/cost.
- Quality and cost.
- Acceptance / transfer-ability.
- Quality (2 responses). The students can feel disconnected and isolated.
- Utah residents do not know the value of higher education.
- Independent study (open entry – open exit) deteriorating because of a lack of quality and time spent with administrative functions.
- Quality in presentation and feedback to students.
- Cost per course (licensing) (2 responses).
- Acceptance by public and all colleges and universities.
- Availability: Web (do I have the software?), TV (can't reach where I am?)
- Quality of the courses. Want to make sure they are up to standards.
- Distance Learning is a last resort to many....Does it sacrifice in quality?

Question 6. Today you heard discussion about building hybrid courses. Courses that use multiple delivery systems such as online with broadcast of EDNET with online. What do you think?

- One of the best solutions to format/delivery problems associated with any single delivery.
- Great use of resources- ability to combine strengths of each institution.
- Hybrid courses offer great flexibility and allow for different student interactions. Like the idea of being able to meet face to face and then possibly taking quizzes and tests online.

- Excellent Idea. Allows flexibility and adaptability. Lets instructor tailor material to class.
- Hybrid courses are future of distance ed.
- How do we schedule all of the events?
- Great idea. However, most faculty members will want to use modules of prepared courses – not be given an entire course, that isn't cost effective.
- I believe the more multi-media, the better we keep the student's attention.
- Essential for flexibility in meeting the needs of students. Also helps meet the needs of different learning styles.
- Good, we need more discussion collaboration.
- As long as it is available on CD-Rom/ DVD
- Excellent- I think with the upcoming generation, they expect to be entertained, in short and varied format in order to learn. This means those ideals.
- More hybrid courses need to be available. Faculty need access to content modules.
- Very impressive- University politics biggest stumbling block. Course selections are gradual implementation extremely important. I have some courses selected to use for problem solving.
- Online only- others broadcast/EDNET not flexible enough for our open entry needs.
- Can be difficult for students unless well organized.
- I like this concept. Makes it more accessible to a greater audience.
- I was very impressed by them.
- This is where many courses need to be heard.

Question 7. What didn't we cover today that you wish we had?

- Some of the strategies for online course development from a usability for students perspective -- the actual nuts and bolts.
- How to implement in an open entry/exit, self-paced competency based system as UCAT.
- Acceptability across the state. Will all colleges and universities accept credit for these courses?
- What motivating factors could be put in place to encourage faculty to use these courses?
- Discussion / presentation of e-learning via online content.
- Excellent presentation. More questions will come down the road.
- How to light a fire under department heads so that they will offer this.

Question 8. What do students need?

- Reinforcement- “wrapped” classes – local – Packaged content
- Hybrid Courses
- Need for involvement, interaction
- Different students have different needs. K-12, College Credit, Lifelong Learning
- Meaningful Content
- Edu-tainment – Key for Seniors and Lifelong Learning audience
- Nontraditional student- nontraditional needs.
- Who is the student?
- Flexibility
- Low cost
- Quality content and Relevance
- Student Services- testing tutoring, advising, textbook CD-Rom available
- Customized Programs- Cafeteria degree, BIS Bachelor’s of Integrated study
- DWS- Resumes, Job Search, Career Advising, Recruitment
- Interaction with other students.
- Update programs
- Basic courses- Academic, Applied Technology
- New program offerings
- Entice new studies- Nursing, Non-credit Relicensure, Real Estate, Update Skills
- Understand value of higher education versus cost to live
- Affordable access
- Complete programs with advising available
- Transfer articulation
- Student resources- library, software, financial aid
- Specialized lab and equipment
- Pre Majors in Associate of Science
- Flexibility
- Afford ability
- Ease of use
- Accessible
- Quality

- Relevant for job market
- Video library- on demand
- Appropriate media- labs, video, modified lock-step instruction, user-friendly-system upgradeable, articulation- with higher and public ed efficient use of time.
- Increased student services
- Opportunities for courses, but also degrees
- Quality trained distance education faculty.
- Workforce skills that are local
- Basic certificate courses
- Assess student needs, ongoing
- Career guidance that is local
- Use national with local
- Basic Civics and skills that build self-reliance
- Basic skills course, (Math, Writing, English, IT)

UIMC GROUP BUY REPORT - INFORMATION

Issue

Members of the Utah Instructional Media Consortium met March 10 to identify programs and series for purchase in the coming year. The programs identified will include digital rights to be included in the Digital Media Service under development at UEN. Several series were also identified for Instructional Television broadcast.

Background

The Utah Instructional Media Consortium (UIMC) is a collaborative group representing all 40 school districts and regional service centers, KUED, UEN, and USOE. Members pool funding to license video programs for local media libraries, instructional TV broadcast, and digital streaming. Programs are evaluated by teachers and group purchases are identified annually. Dick Siddoway from USOE will present an update on the recent group buy process.

Leadership of this committee will change with the new school year. Don Cressell (Davis) and Michele Carlisle (NUES) will replace outgoing Chair Glen Taylor (CUES) and Vice-Chair Lesley McLaughlin (SLC).

Recommendation

This is an information item. No further action is required of the Subcommittee or Steering Committee at this time.

NEW CORE CURRICULUM WEB SITE - INFORMATION

Issue

The Utah Education Network created a new database to house the Utah Core Curriculum. The previous database was over 7 years old and it no longer met the needs of the USOE Curriculum Specialists.

Background

In support of the Utah the State Office of Education, UEN created a database in 1996 to house the Utah Core Curriculum. This database enabled educators to view and print the core from of the UtahLINK Web site. This database also made it possible for educators to create lesson plans and correlate them to specific curriculum standards and objectives.

The database was a great accomplishment for its time, however, the needs of the USOE Specialists changed and the database was not flexible enough to fulfill their requests. UEN decided it was time to create a new database. This was a very large project because nearly every one of UEN's online tools had to be reworked to access the new database. In addition, we had to create an online interface to edit the core, and new core display pages.

Below are some of the features of the new curriculum database:

Courses are displayed in a variety of layouts

The previous database only allowed the courses to be displayed in one way. We have created templates for the various displays.



Social Studies - 3rd Grade [2000]

[UEN | Curriculum Search | All Social Studies Lesson Plans |](#)
[USOE Social Studies Home Page](#)

Credit: 1.00

[Course Preface](#)

Printable Version: [Social Studies - 3rd Grade \[2000\]\(pdf\)](#)

Course Description

Students will investigate how environments and communities change over time through the influence of people. They will survey indigenous (native) people of the United States and compare their environments and cultures with those of South America. One comparison will be the indigenous Inca people of South America. Expanded geography and map skills will assist students in their study of world connections. Using social studies, character, and life skills, students will examine communities and gain a better understanding of government, economics, and citizenship.

Core Standards of the Course

Time	People	Places
<p>Standard 1 Students show how environments and communities change over time through the influence of people.</p> <p>Lesson Plans Links</p>	<p>Standard 3 Students trace the development and emergence of culture in indigenous communities.</p> <p>Lesson Plans Links</p>	<p>Standard 6 Students use map skills to analyze the influence of physical features on the building of communities in the United States.</p> <p>Lesson Plans Links</p>


Example: 3rd Grade Social Studies

Easy access to supportive resources

Educators will find Lesson Plan and Links buttons to the Standard / Objective that they support.

Online interface to edit the core

Previously the core had to be updated with sql scripts. Now there is an easy to use online interface.



Tutorial

USOE CURRICULUM INTERFACE

[LOG-OUT](#)

Health Education

Request a New Course

Title:

Course Number: (optional)

[REQUEST](#)

Edit an Existing Course

- Health Education - 1st Grade [1997] [EDIT](#) [PREVIEW](#)
- Health Education - 2nd Grade [1997] [EDIT](#) [PREVIEW](#)

Educators can access the Utah Core Curriculum on UEN's page in the following ways:

- Searching on the K-12 Educator page at *www.uen.org/k12educator*
- Searching on the K-12 Student page at *www.uen.org/k12student*
- Using the UEN Curriculum Search at *www.uen.org/curriculumsearch*
- Visiting the Core page at *www.uen.org/core*
- Posting links to the Core on their my.uen page at *http://my.uen.org*

Recommendation

This is an information item. No further action is required of the Subcommittee or Steering Committee at this time.

PLANNING PROCESS FOR FY 2005 - INFORMATION

Issue

UEN staff and committee members are beginning to plan for the next fiscal year. Planning is a collaborative process, so committee input is essential.

Background

Both the Technical and Instructional Sub Committees held a planning retreat last year. This process was useful in identifying goals and priorities. Committee input helped shape the Mission, Vision, Values, Goals, and Objectives for UEN's Strategic Plan. Because the overall plan underwent extensive revision last year, this year's planning process will focus primarily on goals, objectives, and project tasks to be performed during FY 2005.

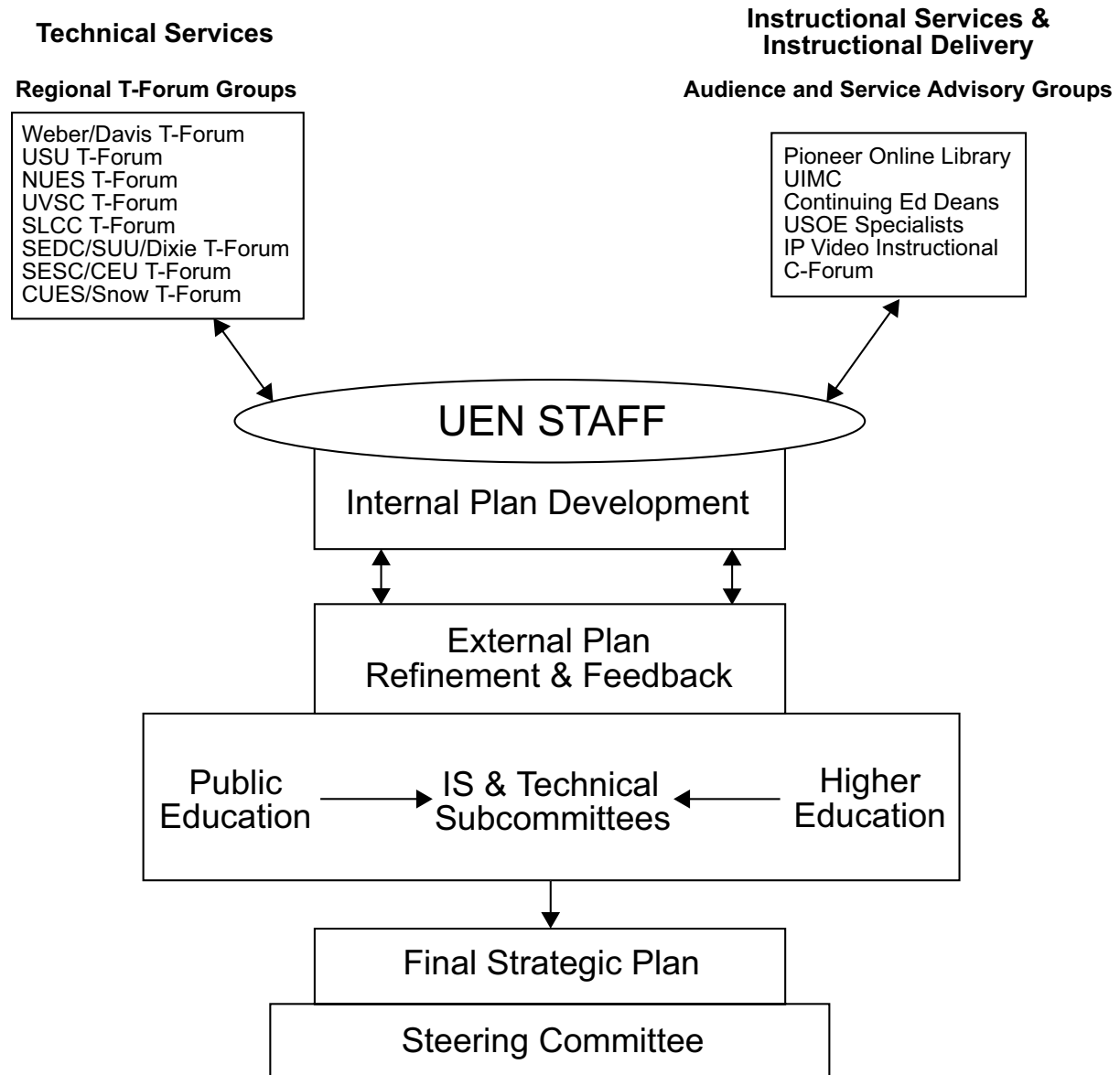
Planning retreats for Instructional and Technical Sub Committees are scheduled for the end of April and beginning of May. The plan will be presented to Steering Committee members prior to the June Steering Committee meeting. A graphic representation of UEN's planning process is included in Attachment A.

Recommendation

It is recommended that committee members participate in the planning process through retreats and discussion with staff. No further action is required of the Subcommittee or Steering Committee at this time.

TAB 9 ATTACHMENT A

PLANNING PROCESS GRAPHIC



INSTRUCTIONAL SERVICES SUBCOMMITTEE

T A B 10

SUBCOMMITTEE REPORTS - INFORMATION

Public Education – Rick Gaisford

Higher Education– Cyd Grua

TECHNICAL SERVICES SUBCOMMITTEE

T A B **11**

**IP VIDEO PROJECT REPORT, APPROVAL OF SITE
UPGRADES AND BUDGET - ACTION**

The Technical Services Subcommittee will review recommendations to convert 39 EDNET classrooms to IP Video technology. The cover memo and Attachment B in Tab 4 of the April 2004 Steering Committee Materials will provide required information.

FORMATION OF THE UTAH SECURITY ADVISORY AND INCIDENT TEAM - INFORMATION

Issue

This report provides a status report on the newly formed Utah Security Advisory and Incident Network Team (UtahSAINT).

Background

A key result of the recent Security Summit, organized and hosted by the Security Sub-committee, has been the creation of the Utah Security Advisory and Incident Network Team (UtahSAINT). Membership of the group consists of the Security Points of Contact from each school district, university, and college, and other decision-makers who influence security issues.

The major purpose of UtahSAINT is to increase security communication and coordination. This purpose is accomplished by holding weekly security briefing conference calls. The first calls occurred on March 1, 2004, and have occurred weekly since then. These calls provide the security contacts with information regarding threats, incidents, and trends in security, and have been beneficial in providing direction for recognizing and dealing with security issues on the network. These security briefing calls are intended to serve a preventative function, and have been used as an ad-hoc communication method to notify participants about real-time critical issues. The calls also provide an opportunity for the UtahSAINT community to raise concerns, ask for advice from UEN staff and from each other, and to coordinate their security activities. Participation has grown to about 25 people on recent calls, and will continue to grow as more people become aware and adjust their schedules to participate.

The UtahSAINT Web site is another effective communication tool. It contains current information along with an archive of older issues that can be searched and used for reference. Minutes from the weekly conference call and other relevant information is posted to the site several times each week. Expansions are planned for the Web site to provide a forum-like interface to facilitate better and faster communication on security issues. *www.utahsaint.org*

UtahSAINT plans to hold quarterly training and discussion forums to continue providing information and tools to deal with security issues. The first training activity will be held on April 16th, 2004. Nearly 60 participants will be trained in a new method to monitor network traffic for security incidents. Upcoming sessions

have been scheduled through the end of the calendar year and will address SSCP security certification training, and tools training.

In its first month, the UtahSAINT has been a great success. Continued support from designated points of contact will assure that the effectiveness of the organization in handling security issues will improve.

Recommendation

This is an information item. No further action is required of the Subcommittee or Steering Committee at this time.

SPECIAL PROJECTS REPORT - ACTION

Issue

This memorandum provides a status report on progress being made on the Technical Services Special Projects that were approved for completion by the Steering Committee during the current year.

Background

Attached is a spreadsheet (Attachment A) with the most current assessment of progress made toward the Regional Priorities document. A brief explanation of the project status column is in order. Anything marked complete is self-explanatory. An "In Process" designation indicates that there is currently someone from the UEN staff working on some aspect of this project. Where possible there is additional information appended to the "In Process" designation. Three of the Rural Ethernet projects (Manti Tel, UBTA and Frontier) are currently on hold pending SLD approval. In a few cases there are project holds, postponed projects or other specific comments.

There are a total of 89 items. Six projects were outside the mission of UEN (Dutch John was completed as part of the CIB project in Daggett County.) Of the remaining 83 projects, 27 (33%) are complete. 35 projects (42%) are "In Process" and will be completed by August 2004. 3 projects (4%) are characterized as "Ongoing" with no specific completion criteria. From these numbers we see that nearly 80% of the items are addressed by UEN.

Items place "Under Review" generally fall into the category of redundant access. We are conducting talks with carriers to assess opportunities to provide these diverse paths. Some developments are promising however, at this time there is no real progress to report.

Recommendation

Please review the attached list and be prepared to discuss specific projects where further detail is needed.

TAB 13 ATTACHMENT A

SPECIAL PROJECTS STATUS REPORT

Funding/Status	Priority	Project	Region	Project Status
0	2	Spares	CUES	Complete
0	4	New Fiber installation at Richfield HS and CUES	CUES	Complete
0	4	Process for LSS and GeoMax sites	CUES	In Process
0	5	Read-only access to backbone routers	CUES	Complete
0	7	Gunnison Valley Router Replacement	CUES	Complete
0	9	Access to network tools	CUES	Complete
1	9	Improve response times to resolve problems	CUES	In Process
1	9	Engineering assignments to region	CUES	Complete
2	4	LSS to Sevier District Office	CUES	GeoMax for new Office
2	4	Manti Telephone Project	CUES	SLD Hold
2	4	CUT Project	CUES	In Process
2	4	Piute HS Capacity	CUES	South Central Project
3	4	West Desert Capacity	CUES	Complete
3	8	Training for Regional District Technology Per.	CUES	Summits and Security
999	4	South Central (Wayne)	CUES	Postponed
0	7	Router Replacement	DATC	In Process
1	3	Establish Ring (DATC, EBC, WSU, WSUD)	DATC	Complete
1	4	Ethernet to Weber and Ogden Dos	DATC	In Process (GL3 Project)
3	3	Diverse Paths to Davis, Weber and Odgen Dos	DATC	Under Review
0	6	VoIP gateway in SLC	NUES	Complete
1	2	CIB San Juan Phase I	NUES	In Process
1	2	Daggett County OC-3	NUES	Complete
1	3	QoS Solution	NUES	In Process
1	3	IP Re-addressing Scheme	NUES	In Process
1	6	Region-wide Polycom migration	NUES	In Process
2	4	Additional 100 Meg port at NUES Router	NUES	Complete
2	4	UBTA Additional 7 sites	NUES	SLD Hold
3	3	Redundancy for NUES Hub	NUES	Relocated to UVSC Heber
3	3	Redundancy for Uintah Basin	NUES	Under Review
3	7	Router Replacement	NUES	Complete
999	1	Access for Dutch John School	NUES	Complete
999	6	Region-wide VoIP solution	NUES	UEN partnering with SLC Gateway
1	3	Quality of Service Implementation	SEDC	In Process (Mike Downie Project)
1	3	IP Re-addressing	SEDC	In Process
1	9	Better Use of Technical Personnel	SEDC	Ongoing (Jeff Short)
2	4	South Central (Panguitch)	SEDC	In Process
2	4	South Central (Kanab)	SEDC	In Process
2	4	SEDC Repoints	SEDC	Complete
2	4	Millard Ethernet	SEDC	SLD Hold
2	4	Washington DO T-1 Repoint and Capacity	SEDC	Complete
3	3	Backbone Redundancy (ELI Fiber)	SEDC	Under Review
3	4	GeoMax Participation at Fiber Sites	SEDC	In Process
3	4	Lake Powell School (H.323)	SEDC	Dependent on CIB Improvements
3	4	Big Water School (H.323 & Firewall Issues)	SEDC	Under Review
3	6	Additional Technical Staff	SEDC	Jeff Short and Mike Downie assigned
0	2	CEU Hub Move (SESC Access)	SESC	Complete
0	4	OC-3 upgrade Price to Blanding	SESC	Complete
0	6	VoIP Gateway in SLC	SESC	Complete
2	8	Continue Technical Summits	SESC	Ongoing
3	4	Emery Bandwidth to CEU	SESC	In Process
3	4	Network Capacity to meet growing needs	SESC	In Process (extending GeoMax)
3	7	Finish Router Upgrades across the Region	SESC	In Process
999	2	Finish Clay Hills Microwave Project	SESC	In Process (CIB San Juan)
0	2	Upgrade of Jordan District Router	SLCC	No Status
1	4	GeoMax Upgrade Participation	SLCC	In Process
2	4	Capacity to District Offices	SLCC	In Process (complete at 3 of 4)
3	2	SLCC Generator	SLCC	In Process
3	6	H.323 Pilot at Brighton	SLCC	USU Pilot
999	3	Campus Rewire	SLCC	SLCC initiative
0	3	QoS Lab	UEN	Complete

2	1	Academy for Math and Science	UEN	Complete
2	2	GeoMax/CVDS additional costs	UEN	Complete
2	2	Geomax Incidentals	UEN	In Process
2	2	Geomax L3 Interface Equipment	UEN	In Process
3	2	Optivision, ABLs, Microwave Video Replacement	UEN	In Process
3	2	Snow College Generator	UEN	In Process
3	2	Grand Vocational Center Generator	UEN	In Process
3	2	EBC Fire Suppression System	UEN	Postponed
3	7	Elmo Document Cameras	UEN	In Process (Equipment ordered)
3	7	BTS Software Upgrade	UEN	In Process
3	7	FAX Machines for Ednet Classrooms	UEN	In Process (Equipment ordered)
3	7	8" Sony QCMV Monitors for TOC	UEN	On Hold
3	7	Video Classroom Upgrade	UEN	In Process
999	1	Elementary School responsibility @ UEN	UEN	Hold
2	1	Youth and Custody School, Box Elder	USU	Complete
2	4	Increased Bandwidth to USU Hub	USU	Complete
3	2	7000 Router replacement for Cache	USU	Complete
3	3	Diverse Paths	USU	Under Review
3	4	Ethernet to Box Elder, Logan and Cache Dos	USU	Under Review
3	6	Router Replacement for endsites	USU	In Process
999	3	Redundancy at USU Hub	USU	Under Review
1	8	Technical Training	UVSC	Ongoing
2	1	UVSC Heber Campus Connectivity	UVSC	Complete
2	1	Alpine DO Junior High (New	UVSC	Complete
2	2	Core Ring Completion	UVSC	Complete
3	4	Fiber Optic link from Nebo DO to UVSC	UVSC	In Process
3	4	Ethernet links from Nebo DO to SF schools	UVSC	In Process
3	4	Ethernet links from Nebo DO to Springville and Payson	UVSC	In Process
3	6	Router Replacement for endsites	UVSC	In Process

SAN JUAN CIB GRANT UPDATE - INFORMATION

Issue

This memorandum provides an update on the San Juan CIB project.

Background

The San Juan CIB project is well underway; J.L. Thornton and Virgle Ellis from the San Juan School District are coordinating the required site improvements to Clay Hills and Cedar Mesa, and their efforts have been essential to keep the project on schedule to be completed before the beginning of Fall Term.

At this time road improvements are finished, the tower pad and building pads have been poured and the communication buildings are completed at Clay Hills and Cedar Mesa.

UEN is currently working on the frequency coordination along with ordering the solar equipment and microwave equipment.

The tower for Clay Hills is scheduled for delivery later this month and will be erected by UEN Field Operation staff and San Juan School District staff as soon as it is delivered.

Recommendation

This is an information item. No further action is required of the Subcommittee or Steering Committee at this time.

TECHNICAL SERVICES SPRING RETREAT - ACTION

Issue

A Technical Services Subcommittee retreat is proposed for May 5, 2004.

Background

It is once again time for UEN Technical Services Subcommittee to hold its annual retreat. In the past we have established a regional priority list for technical projects, reviewed that list and discussed the prioritization of UEN resources. From these discussions, UEN has successfully addressed a majority of issues that have been identified. A tentative date, time, and location for this retreat is as follows:

Date: May 5, 2004 (Wednesday)

Time: 10:00 AM – 2:00 PM

Place: UVSC

Possible agenda items include:

- Strategic Planning
- Budget Review
- Regional Priorities for FY 2005
- Security Issues

Recommendation

Committee members should be prepared to finalize an agenda and meeting time.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

February 20, 2004 - 9:00 am

Business Steering Committee Meeting

Members Present: Gary Wixom, Mike Petersen, Glen Taylor, Ron Barlow, Stephen Hess, Al Sherwood for Val Oveson, Richard Siddoway, Pat Lambrose, Ray Walker, Larry Shumway, Ryan Thomas, Wayne Peay, Kirk Sitterud, Linda Fife, Jonathon Kadis for Barbara White, and Donna Morris.

Others Present: Nancy Gibbs, Cindy Nagasawa-Cruz, Bruce Todd, Jon Crawford, Laura Hunter, Jim Stewart, Larry Smith, Claire Gardner, Louise Tonin, Cory Stokes, Dennis Sampson, Rick Cline, Bill Kucera, George Miller, Charice Black via EDNET, Rich Finlinson, and Lisa Kuhn.

1. Welcome and Introductions - Gary Wixom

Gary Wixom welcomed everyone to the meeting. Donna Morris, the new Director of the State Library was introduced. She will represent the State Library on the Steering Committee.

2. Proposed Additions to the UEN Steering Committee - Gary Wixom

Modifications to the Steering Committee Bylaws were proposed. The amendments increase Steering Committee membership by adding two new members to represent the public education Technology Council and the higher education continuing education deans.

Motion: It was moved and seconded to approve the recommendation to modify Steering Committee bylaws and add two new committee members. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

3. Legislative Update - Mike Petersen

An update was provided on the current status of the UEN budget request now before the Higher Education Appropriations Committee. The committee is supporting full funding of the UEN request, \$900,000. However, since no new funds have been allocated to the subcommittees, final decisions will be made by the Executive Appropriations Committee in the next two weeks.

Donna Morris reported on HB 341, the Children's Internet Protection Act, which is currently on the House calendar after having been recommended for passage in committee. The bill prohibits a public library from receiving state funds unless the library implements and enforces measures to filter Internet access to certain types of images. The bill also allows a public library to disable a filter under certain circumstances. Donna discussed challenges that HB 341 presents to the library community, and potential implications for UEN. Because UEN provides filtering services to public schools, the bill sponsor, Rep. Noel, anticipates that filtering support for the libraries can be provided by UEN. Although Rep. Noel had not discussed the matter with UEN staff, he presumed that the service could be provided to public libraries at no additional cost. Karen Krier reported that our license with N2H2, the vendor currently providing filtering software, does include public libraries. She noted that the ability to quickly disable filtering, as anticipated in the legislation, may be a challenge. She also pointed out that if there is a dramatic increase in public library reliance on UEN, this could put significant challenges on our NOC staff.

Glen Taylor reported on the status of SB 51, sponsored by Senator Leonard Blackham. This bill provides funding to school districts and charter schools to implement a system for the online delivery of summative tests required under U-PASS (Utah Performance Assessment System for Students). SB 51 provides \$10 million in one-time funds to be allocated to school districts to purchase equipment and other purposes needed for the U-PASS program.

4. Strategic Plan Q2 Progress Report

UEN directors briefly reviewed major activities that occurred during the 2nd quarter of 2003-2004. Detailed reports are included in Tab 18.

5. GeoMax Update

Jim Stewart reported that Phase 1 of the Geomax project is now complete. The CVDS connections have now been moved onto the GeoMax backbone from USU on the north to Dixie State College on the south. Planning for Phase 2 of the project is moving forward and is on schedule. The major task in Phase 2 will be to move the data network from CVDS onto a separate gigabit Ethernet channel. Completion of Phase 2 will double the capacity of the network from its current size. Equipment has been selected and ordered for Phase 2. The remaining higher education institution to be incorporated into the Geomax backbone is CEU. Discussions between Qwest, Emery Telecommunications, and UEN have occurred to undertake extension from UVSC to CEU during FY2005. This project looks very promising.

6. E-Rate Update

Louise Tonin provided a summary of E-Rate filings for the FY 2005 budget year. UEN has submitted applications that would provide reimbursements of approximately \$13 million. This compares to \$9 million during the current year, and \$3 million two years ago. She reported that there are still 3 applications for the current year awaiting approval by the School and Library Division, which manages E-Rate reimbursements for the federal government. Those projects are in Millard, Manti, and Uintah Basin school districts. Steering Committee members recognized the outstanding work that has been done by technical service staff, local service representatives, and Louise Tonin, Lisa Kuhn, and Darla Shiflett.

7. Utah Security Summit

Barbara White was unable to attend the Steering Committee because of conflicts at USU. However, Jim Stewart recognized her diligent efforts as Chair of the Security Subcommittee in planning and organizing the highly successful security summit. Ray Walker, Dale Bills, Lou Myers, and Peggy Nixon also contributed to the success of the event. The events were held January 20-21 at the Fort Douglas Officers Club on the University of Utah campus. Approximately 80 people attended the keynote address and dinner. Douglas Young, who recently retired as the chief security officer at Exxon Corporation, delivered the keynote address. The following day, security officers from universities, colleges, and school districts throughout the state participated in discussions. It was agreed that a security conference call will be conducted every Monday, beginning March 1st. A lead security contact will be designated by every college and university and school district to participate in the conference call and to be the security contact for that organization. A security Web site is also being established for this group.

8. Distance Education Course Scheduling

Rick Cline provided an overview of the distance education course scheduling and catalog tool which was released for use in January. Additional information can be found in Tab 22, Attachment A.

9. Pioneer Online Library

A Request for Proposals has been submitted to interested vendors to provide Web-based library resources through the Pioneer Online Library. The current license expires July 1st. The deadline for submitting proposals is March 16.

10. Steering Committee Meeting Minutes

Motion: It was moved and seconded that the Steering Committee meeting minutes of December 10, 2003 be approved. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

The meeting adjourned at 10:30 a.m. The next meeting is scheduled for Friday, April 16, 2004, 9:00 a.m.- 11:00 a.m. at the Dolores Doré Eccles Broadcast Center.

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

T A B **17**
OTHER