Utah Education Network

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In Partnership with

Utah State Office of Education ■ Utah System of Higher Education

UTAH EDUCATION NETWORK
STEERING COMMITTEE

AGENDA

AUGUST 22, 2003 – 9:00 AM

9:00 am - 11:00 am

Steering Committee Meeting

Welcome and Introductions

Committee of the Whole

Technical Services Committee

Instructional Services Committee

Steering Committee

UPCOMING MEETINGS

Technical Services Subcommittee Meeting - October 10, 2003 - 9:00 a.m.

Technical Services Subcommittee Meeting - December 3, 2003 - 1:30 p.m.

Instructional Services Subcommittee Meeting - October 10, 2003 - 1:00 p.m.

Instructional Services Subcommittee Meeting - December 3, 2003 - 9:00 a.m.

UEN Steering Committee - October 24, 2003

UEN Steering Committee - December 10, 2003

Please place these materials in your Steering Committee Binder.

TAB 1

INSTRUCTIONAL SERVICES SUBCOMMITTEE CO-CHAIR - ACTION

Issue

There are several new members of the Instructional Services Committee. Representatives from higher education nominated Linda Fife to assume the co-chair position for the coming year.

Background

A vacancy now exists in the position of Instructional Services Subcommittee Co-Chair since Dave Eisler has resigned from the Steering Committee. The Internal Procedures of the Steering Committee provide that one Co-Chair should come from the public education members (Richard Siddoway) and the other should be a higher education member.

The final appointment of Subcommittee Co-Chairs is made by the Steering Committee Co-Chairs.

Recommendation

It is recommended that the Steering Committee approve the nomination of Linda Fife for Instructional Services Subcommittee Co-Chair.

TAB 2

FISCAL YEAR 2004 STRATEGIC PLAN - ACTION

Issue

The proposed FY 2004 Strategic Plan was presented during the June Steering Committee for initial review and discussion. Instructional and Technical Subcommittee members have reviewed the plan and recommend final approval by the Steering Committee.

Background

The FY 2004 UEN Strategic Plan is comprised of two sections. The Mission, Vision, Values, and Need statements were discussed in June. Revisions based on that discussion are incorporated into the version of the plan that is included as Attachment A in this tab.

The seven strategic goals in the plan are intended to provide clear strategic direction regarding the objectives, tasks, and activities that will guide our work and financial commitments during the coming year. Several objectives are included with each goal. Based on retreats during the past two months with numerous education stakeholders and UEN staff members, we believe these goals accurately reflect the priorities to which we should devote our time and resources during the coming year.

A comprehensive and detailed tactical plan was distributed at the Steering Committee meeting on June 27th. It outlines the tasks and activities that are planned during the coming year to address the strategic goals. Those tasks and activities reflect extensive input from Technical Services and Instructional Services retreats, and from the public education and higher education advisory committees. During the June 27th meeting, goals were assigned to each subcommittee to provide in-depth discussion of the tasks and activities. Goal assignments are as follows:

- Goal 1 – Technical Services
- Goal 2 – Instructional Services
- Goal 3 – Instructional Services
- Goal 4 – Instructional Services
- Goal 5 – Technical and Instructional Services
- Goal 6 – Executive Committee
- Goal 7 – Technical and Instructional Services

Recommendation

It is recommended that members of the Steering Committee approve the Fiscal Year 2004 Plan.

TAB 2 ATTACHMENT A
FISCAL YEAR 2004 STRATEGIC PLAN

UEN Strategic Plan
Fiscal Year 2004

Mission

Our mission is to provide Utah students and educators access to statewide electronic networks and systems for the delivery of educational services that improve the quality of student achievement, communications, and efficiency of services.

Vision

High quality educational services will be delivered, regardless of location or time, through seamless, technology rich networks linking schools, colleges, universities, libraries, world-wide information networks, businesses, and homes.

Organization

The Utah Education Network is a consortium of public education partners, including the Utah System of Higher Education and its ten universities and colleges and Utah Electronic College; the Utah State Office of Education, local school districts and the Utah Electronic High School; and the state's Library system.

Values

We value access to high quality education experiences, regardless of location or time, for all Utah citizens.

We value strong educational leadership.

We value cooperation, collaboration, and working together as partners.

We value fiscal responsibility and providing cost effective services.

We value accountability for the quality of service we provide, and we measure and report that accountability.

We value innovation, and make decisions based on research.

We value integrity, and only make promises we can keep.

We value honest, open, and clear communication among all parties, and encourage expression of differing opinions that lead to mutually acceptable unified actions.

We value talented educators and staff members, and support training needed to maintain and increase their competence.

Need

Utah's public schools, colleges, and universities depend on the UEN educational wide area network to perform their missions. The Network provides the connective links over which mission critical communications and services pass, and it must be reliable, secure, and capable of carrying a growing volume of traffic. The demand for increasing network capacity in public and higher education is proven by the fact that UEN network traffic doubles every 18 months.

The Internet is the data and communications center for literally hundreds of administrative, academic and student support applications affecting every student, educator, and staff member countless times each day. For thousands of Utah students and educators, it is their school, classroom, meeting place, and library. The Internet must be accessible to every educator, student, administrator, and staff member from any location and at all times. UEN must provide a single point of access for educators and students to easily and reliably gain access to those Internet resources that support educational needs identified by our stakeholders to be provided at a statewide level through www.uen.org.

Providing technologically delivered classes and programs for thousands of students and hundreds of educators every day is an increasingly important responsibility of Utah's schools, colleges, and universities. In the Utah System of Higher Education, there was a 54 percent growth last year in enrollment in online, EDNET, satellite-delivered, and KULC classes. Enrollment in the Utah Electronic High School grew 300% from January 2003 until June 2003. UEN is taking advantage of new, yet proven, technologies such as DTV multi-channel broadcast, datacast, optical networks, digital videoconferencing, video streaming and voice services provided over the UEN backbone and wireless networks to provide greater Network capacity at lower costs.

Because of the trends described above, educators, public and higher education staff members, and UEN employees must be technologically competent. UEN must play a key role in providing training to its own staff members, and to teachers, faculty members, and technology staff members in educational organizations throughout the state.

UEN is driven by the needs of education. As it responds to more diverse needs, like other state education networks it grows in complexity, and supports more services at more locations. The result is increased pressure on all of us to coordinate, plan, and make decisions collaboratively for the mutual benefit of all regions of the state and all levels of education. Improved coordination of IT policies and backbone infrastructure will guarantee effective sharing of resources, lower prices through joint purchasing, and more efficient use of technical support and training as UEN staff members work collaboratively with their public and higher education colleagues. Gaps in effective coordination, planning, and governance must be identified and eliminated.

There are tremendous challenges facing us during the coming year, as we respond to growing Network bandwidth demands and meet the need for essential, technology-based educational services. The economy of Utah and the nation is not robust, and state financial resources are not increasing. Simply stated, UEN must do more with less. We must achieve the greatest value possible from limited state resources, and be more aggressive in seeking grants and other revenue sources to augment state funds. And we must carefully prioritize Network projects to gain the greatest benefit from the dollars we spend.

Strategic Goals

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.

Objective 2: Maintain and update data and microwave networks.

Objective 3: Increase Internet capacity through use of Internet Peering

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

Objective 5: Increase security throughout the network

Objective 6: Support IP video and other delivery technologies.

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.

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

Objective 3: Build Pioneer utilization and awareness.

Objective 4: Support USOE testing and electronic portfolio initiatives.

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

Objective 6: Support faculty use of Internet 2.

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

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

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.

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

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

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

Objective 1: Multicast digital Annenberg/CPB channel.

Objective 2: Datacast digital media resources to institutions.

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

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

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

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.

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

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

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

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.

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

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.

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

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.

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) analyses, and funding sources for all major new network projects and services.

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

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

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

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

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

Tactics and Activities

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.	
A. Increase backbone speed, reliability, capacity, and initial connectivity to new schools or campuses	1. Provide initial network connectivity to new schools or campuses. 2. Complete the core-ring installation. 3. Transition CVDS support to UEN 4. Implement GeoMax from Logan to St George 5. Move the CEU Hub. 6. Explore and develop redundancy options for USU, St George/Cedar City, Blanding, and Vernal. 7. Complete Weber State/Davis ring including the LSS to Weber State/Ogden and wireless connection to DATC. 8. Complete UVSC/Heber data hub. 9. Develop a core spares plan. Implement as budget permits. 10. Develop a plan to replace all ABL and Optivision codecs. Implement as budget permits. 11. Develop a plan to upgrade the EBC audio/video routing switcher. 12. Harden power at hub locations (SLCC, Snow, Dixie, Grand Vocational) as budget permits.

	B. Increase rural capacity	1. Install Millard County Ethernet service 2. Install Manti Ethernet service 3. Install Ethernet service associated with CUT sites. 4. Install the Panguitch Ethernet circuits. 5. Install the Kane County Ethernet circuits. 6. Install the Circleville Ethernet circuit. 7. Evaluate feasibility of installing the Antimony Ethernet circuit. 8. Evaluate the feasibility of installing Ethernet circuits in the seven UBTA sites. 9. Complete installation of the Moab to Blanding OC-3 microwave path. 10. Complete the upgrade of the Price to Moab path from DS-3 to OC-3 11. Explore opportunities with Beehive Communication in West Desert area. 12. Increase the capacity from Emery to CEU. 13. Increase capacity from SEDC to SUU. 14. Assess and document other capacity/reliability needs throughout the state. Develop a plan to address these needs
	C. Update routers and switches	1. Conduct a statewide Evaluation of Need. 2. Develop a FY2004 replacement plan based on E-rate, the Special Projects budget and the Evaluation of Need Document. 3. Define and conform to configuration and security standards.
	Objective 2: Maintain and update microwave networks.	
	A. Update microwave networks in eastern Utah	1. Install the Vernal to Dagget School District microwave equipment 2. Apply to the CIB for the San Juan microwave project 3. Work with ITS to develop resources to complete a microwave link from Price to Vernal, providing redundancy for both regions
	Objective 3: Increase Internet capacity through use of Internet Peering.	
	A. Continue development of regional and national peering infrastructure	1. Off-load more traffic to the Palo Alto and Chicago peering links. 2. Continue to explore regional transit exchanges with AT&T and Sprint. 3. Provide leadership on peering options with CommIX, UVCN, The Quilt. 4. Design monitoring, detection and intrusion

		countermeasures for the growing number of entrances to the network.
Objective 4: Provide a variety of network access and delivery options to stakeholders.		
	A. Improve network in multiple locations	1. Obtain bids from vendors for connectivity at St. George, Ogden, Orem and Logan. 2. Develop reasonable strategy for moving Internet links to North and South locations. 3. Develop BGP plan.
Objective 5: Increase security throughout the network		
	A. Develop and implement a security plan and policies	1. Develop security plan in cooperation with the Technical Services Subcommittee and Security working group. 2. Form and maintain a forum for internal security information exchange and coordination. 3. Set Steering Committee level policies. 4. Develop Security standards, policies and procedures. 5. Implement security monitoring servers (IDS, Flow, Alert) 6. Provide security training and consulting for stakeholders. 7. Provide security education opportunities for administrative personnel within the network. (superintendents and others) 8. Support the implementation of firewalls and IDS throughout the network. 9. Audit the network for compliance to defined security standards. 10. Update and maintain a comprehensive list of network IP addresses.
Objective 6: Support IP video and other delivery technologies.		
	A. Continue to implement video master plan and video streaming infrastructure	1. Support the IDEA Project. 2. Explore broadcast quality video conferencing options for the EDNET system. 3. Develop a “Proof of Concept” SIP Application. 4. Develop the HDTV resources.

	B. Provide support for other technologies.	1. Complete implementation of VoIP gateway at UEN. 2. Harden network management system servers. 3. Streamline paging notification system and offer as a value added service. 4. Replace EDNET classroom computers as accommodated by budget. 5. Assist in moving the Weber State EDNET classrooms.
	C. Enhance software development support	1. Continue to support the Technical Services Management Team. 2. Provide essential programming support for Network Operations for its help desk. 3. Develop and support specialized reports to stakeholders for Operations and Engineering. 4. Provide ongoing support, research and development of software to support IP video migration, CME, and other related projects. 5. Assist Computer Operations with programming and scripting support for mail and listservs, server log maintenance and other needs. 6. Enhance web applications in support of Technical Summit.
	D. Provide system support and services	1. Support online Archive pilot. 2. Support Anycast DNS pilot. 3. Web development/deployment process definition and implementation. 4. Support NOC in developing the change request/SLA management solution. 5. Implement SNMP monitoring on servers and EBC switches. 6. Upgrade CME hardware and OS. 7. Upgrade the Sybase production and development servers, both hardware and OS. 8. Remove all Sparc 32 bit architecture servers. 9. Install UEN firewall. 10. Continue to develop the Technical Portal software and application 11. Rewire IDFs at EBC 12. Roll out Solaris 9 to all servers. 13. Upgrade the West High lab.
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.		
	A. Web	1. Launch CultureGrams as a new product in the Pioneer Library. 2. Integrate video content with curriculum and discipline search tools. 3. Explore and make recommendations on an asset library solution for public and higher education with discipline-specific curriculum resources. 4. Develop a list of existing asset library sites. 5. Support data catalog needs of UIMC. 6. Develop shopping cart feature to order VHS or DVD of ITV programs. 7. Develop online printable labels for ITV programs. 8. Complete the new K-12 core curriculum database and online interface 9. Design and implement new core curriculum display pages that contain links to correlated resources. 10. Link to USOE test blueprint site. Investigate integration of site data into core display. 11. Continue to add correlated resources to the UEN database. 12. Enhance E-rate web page. 13. Design and update USOE specialist web pages 14. Revise Distance Education catalog to improve ease of access and move from a static to an interactive database.
	B. KULC	1. Develop long-term programming and outreach strategy. 2. Investigate and plan for call letter change to KUEN. 3. Add ITV block feed schedule on KUED and KULC 4. Add after-school arts and how-to blocks for teens and after school programs. 5. Add exercise block in early morning. 6. Add medical information block for seniors on Sunday mornings. 7. Launch TV411 for adult education programs. 8. License and conduct outreach on What's in the News. 9. Produce annual ITV program guide.
Objective 2: Establish audience-specific web sites with easy access to resources.		

	A. K-12 educators	1. Revise the K-12 Pioneer page to improve interface for users.
	B. K-12 students	1. Explore feasibility of K- Grade 2 web site with new core.
	C. Higher Education	1. Work with USHE to develop links database searchable by academic discipline.
	D. KULC – broadcast viewers	1. Create new page to support KULC viewers.
	E. UEN departments	1. Enhance Web pages for Instructional Delivery, Instructional Services, and Technical Services staff.
	F. Provide software and support to instructional services projects	1. Provide support for the implementation of WebDAV services for teachers. 2. Continue to refine architecture for web applications using JSP/Servlet technology. 3. Make improvements to overall website architecture to support modular deployment of uniform versioning control. 4. Refine cost estimation metrics to support "build or buy" decisions for software projects by IS. 5. Plan and execute a pilot project using Apache Struts for possible integration into the plan for architectural revisions to the UEN website.
Objective 3: Build Pioneer utilization and awareness.		
	A. Technical and password issues	1. Work with academic librarians to recommend solutions to Academic Pioneer proxy issues. 2. Notify home access users of password changes.
	B. Outreach and professional development	1. Conduct outreach campaign on Academic Pioneer. 2. Conduct promotion campaign to teachers, schools, districts, education organizations. 3. Develop and implement online Pioneer workshop for teachers and librarians.
Objective 4: Support USOE testing and electronic portfolio initiatives.		
	A. Testing	1. Obtain criteria for test-preparation software from USOE. 2. Investigate and report on scenarios to meet criteria. 3. Implement recommendations from USOE.

	B Electronic portfolio	1. Conduct pilot-test of Universal Locker. 2. Evaluate and report on results. 3. Obtain criteria for portfolio software from stakeholders. 4. Investigate and report on scenarios to meet criteria. 5. Implement recommendations.
Objective 5: Support USHE pilot testing and potential deployment of enterprise-level e-learning tools and services.		
	A. WebCT Vista pilot project	1. Determine the need for enterprise-level e-learning tools and services, with particular focus on small USHE institutions 2. Support a USHE-managed selection process to identify faculty and classes that will use the e-learning tools 3. Negotiate a license for limited enterprise-level use of WebCT Vista 4. Install needed software on UEN servers 5. Support training to be provided by WebCT 6. Assist IT staff at participating colleges to tailor software as needed 7. Provide technical support for colleges participating in pilot 8. Evaluate pilot results
Objective 6: Support faculty use of Internet 2.		
	A. Internet 2	1. Create a Utah Internet 2 resource web site for fostering Internet 2 developments in Utah. 2. Support a higher education faculty workshop in coordination with USHE. 3. Participate in a national Internet 2 K-20 advisory committee and coordinate local/national project efforts.
Objective 7: Conduct technology integration workshops focused on UEN tools and services.		
	A. Technology integration workshops	1. Integration Academy 2. Web Academy 3. Pioneer, Utah's Online Library 4. Integrating Technology and Curriculum
Objective 8: Establish an online library of professional development resources.		

	A. Learning objects	1. Identify key material based on user request 2. Develop video objects as tutorials 3. Index objects on Professional Development web site
	B. Handouts and materials	1. Aggregate existing materials, inventory and post on website 2. Identify gap areas 3. Develop material to fill gap areas and post on web site
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.		
	A. Administrative	1. Provide administrative oversight and coordination for the project teams. 2. Develop a financial plan for IP Video migration. 3. Update existing materials and policies to include IP Video. 4. Update EDNET training resources on uen.org to include IP Video
Objective 2: Develop and implement strategies that successfully combine existing EDNET and new IP Video technologies.		
	A. Scheduling	1. Implement a revised course scheduling process and distance learning catalog to include IP Video.
	B. Site selection	1. Update site selection and replacement process to include IP video.
	C. Equipment	1. Create recommended standard IP equipment packages based upon pilot evaluations.
	D. Registration	1. Implement IP registration process for web.
Objective 3: Outline five-year UENSS plan based on emerging transponder scenarios.		
	A. Contractual work	1. Identify contractual options 2. Make recommendations to UEN Steering Committee for next steps
	B. Technical	1. Explore emerging technologies to enhance or gradually reduce the need for transponder time.

Goal 4: Take advantage of KULC's DTV capability using new datacasting and multicasting services.		
Objective 1: Multicast digital Annenberg/CPB channel.		
	A. Administration and outreach	1. Obtain licensing and rights. 2. Promote to viewers and on website. 3. Track viewer response.
	B. Technical	1. Install encoder. 2. Complete engineer work on satellite feed. 3. Test and deploy.
Objective 2: Datacast digital media resources to institutions.		
	A. Administration and Engineering	1. Identify, purchase and install Triveni equipment for KUED and KULC master control at EBC. 2. Develop list of recommended equipment at receive sites; solicit group-buy pricing to reduce costs. 3. Explore grant funding for pilot tests with KUED.
	B. Evaluation	1. Conduct a pilot test of United Streaming content to at least 10 sites; evaluate results.
	C. Expansion	1. Evaluate availability of additional content for datacasting, such as GED and Annenberg/CPB.
Objective 3: Encode, index, host, and deliver KUED productions.		
	A. Locally hosted content	1. Develop content agreements with KUED. 2. Evaluate and make recommendations on user interface. 3. Host content on server with Annenberg/CPB content.
Objective 4: Complete digital master control room and staff training.		
	A. Engineering	1. Layout and construction. 2. Change analog air operation theater to digital. 3. Train air operation staff on new equipment and processes. 4. Conduct final operations review by engineers and vendors.
Objective 5: Monitor and communicate emerging research and practices on DTV.		
	A. DTV developments	1. Participate in teleconferences and calls with NETA

		and PBS. 2. Read professional journals, listservs, and web sites. 3. Establish DTV informational website on KULC.org.
Goal 5: Maintain and improve the competence of UEN staff, and support growth in technological competence of teachers, faculty, and public education and university/college IT staff members.		
Objective 1: Ensure internal UEN staff has proper training to support current and future network goals and operations.		
	A. Focus on staff development	1. Annual technical training for each individual. 2. Assess basic skills for project management, setting agendas, running meetings, etc. Develop plans to increase these skills. 3. Focus on Vision and Mission Statements. 4. Continue to develop the Roles and Responsibilities Document.
Objective 2: Provide training to enhance the technological competence of higher education, public education, library, and other stakeholder staff members.		
	A. Provide technical training	1. Fall training session to emphasize greater depth, fewer topics. 2. Spring training session to offer broad overview of technical issues. 3. Security training will be emphasized in both sessions. 4. Ad Hoc training for regions upon request, resources permitting. 5. Conduct updated Technical HUB training that includes IP Video. 6. Expand technical training for faculty who deliver coursework via IP Video, EDNET, UENSS, online and streaming.
Objective 3: Ensure that UEN staff has knowledge of best educational practices and their application with technology to support future goals and operations.		

	A. Best practices	1. Conduct staff workshop on Information Literacy; revise Pioneer materials based on information learned. 2. Encourage and support professional development experiences for staff. 3. Maintain professional development plans for all staff members.
	Objective 4: Participate in and conduct workshops that support best technical and educational practices.	
	A. Workshops	1. Coordinate with Faculty Assistance Centers, CE Deans, and Board of Regents staff to improve instruction through instructional design resources and new technologies. 2. Develop resource material for teacher education faculty on UEN resources. 3. Technical Workshops or summits
	B. Expand district professional development services through grant programs	1. Complete Intel Teach to the Future project and plan expansion 2. Coordinate Gates Teacher Leadership follow-up 3. Develop higher order competencies through "Seeing Reason" workshop from Intel 4. Complete online professional development from PBS TeacherLine
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.	

	A. Strengthen governance	1. Improve relationships with chief academic officers and higher education chief information officers. 2. Improve relationships with urban public education technology leaders and superintendents 3. Enhance coordination with public libraries to identify and provide technology support that UEN can provide. 4. Support efforts to strengthen planning and coordination within state government information technology by working under the new Utah Technology Commission to develop a yearly statewide IT coordination plan. 5. Plan our network projects with early and extensive involvement of local telecommunications providers, especially in areas where UEN is in the early stages of planning major network upgrades. 6. Work with UIMC and other stakeholders to develop a statewide plan and funding scenarios for media streaming.
Objective 2: Improve coordination with UEN Steering Committee, subcommittee, and advisory committee members.		
	A. Coordination with stakeholders	1. Clarify roles and information processes for committee members. 2. Provide written material at least one week before meetings. 3. Continue and increase effectiveness of Regional Technical Forums. 4. Continue and improve coordinating role of Wasatch Front Technical Forum. 5. Hold public education technology planning forums twice yearly. 6. Plan and conduct a higher education technical forum under the auspices of the USHE CIO's and Commissioner's office staff members. 7. Plan and hold the first annual Intermountain Exchange Conference.
Objective 3: Request new state funding only 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.		
	A. Needs analysis	1. Perform need assessments, business case and ROI analyses to verify need, effectiveness, and efficiency of all state-funded projects.

	B. Funding	1. Coordinate internal and external efforts to obtain grants that allow UEN to effectively pursue its mission and goals by achieving the maximum benefit of state tax funds.
Objective 4: Increase revenue from grants and E-rate reimbursements.		
	A. E-rate activities	1. Develop an effective Year 7 plan by identifying districts and schools that require improved network connectivity that can be supported through E-rate. 2. Work with local telecommunication companies at the earliest stages of our planning processes for E-rate related projects. 3. Support the efforts of local school districts to ensure that our E-rate planning is complementary to theirs, and to coordinate network connectivity of elementary schools.
	B. Major grant priorities	1. Seek CIB funding to upgrade the microwave network in San Juan County. 2. Identify grant program and apply for funding to convert to digital and expand the KULC/KUED translator network 3. Identify grant program and apply for funding to convert the analog EDNET system to an IP-based digital technology.
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.		
	A. Develop policies and procedures	1. Review and evaluate existing policies and procedures for clarity, currency, and completeness. 2. Update, and revise policies and procedures as required. 3. Conduct a gap analysis to determine if additional policies are needed. 4. Maintain the UEN updated policies and procedures at www.uen.org so it can be easily accessed by anyone who needs to refer to it. 5. Develop Network Security policies for Steering Committee review and approval that set security standards, policies and procedures.
Objective 6: Develop network operating agreements with higher education institutions and school districts that do not yet have agreements.		

	A. Formalize stakeholder relationships	1. Complete district Network Operating Agreements (NOA) with remaining districts. 2. Create a separate Network Operating Agreement (NOA) for higher education institutions. 3. Catalog all NOAs and integrate them into the day-to-day operations of the NOC.
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) analyses, and funding sources for all major new network projects and services.		
	A. Project analysis	1. Conduct needs assessments before initiating all major network projects and services 2. Perform business case and ROI analyses before initiating major new network projects and services 3. Fully determine costs and funding sources before initiating new network projects and services. 4. Maintain culture of dialogue and feedback from stakeholders. 5. Use email, surveys, in person meetings, and site visits to gain feedback from representative groups.
Objective 2: Fully implement the UEN Service Report on network performance.		
	A. Fully implement the **UEN Service Report**.	1. Add network performance components, including utilization and outage information
Objective 3: Report monthly statistical analyses of usage of www.uen.org , EDNET, UENSS, and other UEN programs and services.		
	A. Monthly reports	1. Web usage using web-trends software. 2. EDNET and UENSS event scheduling. 3. Systems utilization. 4. Distance learning enrollments. 5. Professional development participation.
Objective 4: Report on pilot-tests of new delivery systems, technical experiments, and product trials.		
	A. Evaluations	1. Include reporting function in project plans. 2. Present information to committees
Objective 5: Solicit and report findings from informal and formal feedback on services.		

	A Formative analysis	1. Maintain culture of dialogue and feedback from stakeholders. 2. Use email, surveys, in person meetings, and site visits to gain feedback from representative groups.
Objective 6: Research and publish white papers on timely issues.		
	A. Industry research	1. Information literacy and the role of online library resources. 2. Professional development practices aligned to NCLB. 3. Digital asset management and the educational use of DTV. 4. Internet 2 educational projects. 5. Emerging technologies 6. Quality of Service.

TAB 3

SPECIAL PROJECT BUDGET AND RECOMMENDED PROJECT PRIORITIES - ACTION

Issue

The purpose of this report is to present a recommendation for the expenditure of the funds in the FY 2004 Special Projects account. It identifies FY 2004 technical services projects recommended by regional technical forums and UEN staff, suggests prioritization of these tasks in a fair and equitable fashion, estimates the funding that is required and available for the projects, and requests that the committee prioritize those tasks that have not yet been funded. The report also demonstrates UEN's efforts in securing federal dollars to assist in statewide technology initiatives.

Background

Regional technology forums developed technical project priorities that were proposed during the May technical services retreat, and UEN staff have identified other statewide and regional projects. Attachment A lists all projects, the funding and priority status of the projects, estimated ongoing and one-time costs, and goals and priorities addressed by each project.

These projects have been reviewed and categorized by UEN management in the following order:

- First, the projects were categorized according to priorities that were established last year by the Technical Services Subcommittee and affirmed by the Steering Committee, and by additional new priorities that have been identified in the FY 2004 Plan. These priorities, in order, are (1) initial connectivity, (2) reliability – equipment replacement, (3) reliability – redundancy and alternate paths, (4) increased capacity, (5) security, (6) business case and needs assessment, (7) planned equipment replacement, (8) training, (9) better management.
- Second, tasks have been sorted by funding. Projects were assigned a zero if already completed, 1 (one) if no funding from the special project account is required, 2 (two) if UEN management has tentatively encumbered funds to complete the project, and 3 (three) if funding has not been encumbered.
- Third, the tasks have been categorized by the FY 2004 strategic goal that they address.

The Steering Committee approved a Special Projects budget for FY 2004 of $950,000. Of that amount, $400,000 was allocated during the most recent legislative session to be combined with E-rate funds to complete, to the extent possible, the Geomax project and rural Gigabit Ethernet projects.

Recommendation

During their meeting on August 15, 2003, the Technical Services Subcommittee reviewed and approved the regional and statewide projects and the priorities outlined in Attachment A. The projects and priorities are now recommended for final approval by the Steering Committee.

TAB 3 ATTACHMENT A

REGIONAL AND STATEWIDE PROJECT PRIORITIES

Line	Funding/Status	Priority	Project	Region	Projected Annual Expense	Anticipated Annual Expense	Projected ONE TIME	Goal Identity	P1 - Initial Connectivity	P2 - Reliability Equipment Replacement	P3 - Reliability Alternate Path	P4 - Increased Capacity	P5 - Security	P6 - Business Case (Needs Assessment)	P7 - Planned Equipment Replacement	P8 - Training	P9 - Better Management
			Priority One														
1	2	1	Youth and Custody School, Box Elder	USU			2,000	1:A1	1								
2	2	1	UVSC Heber Campus Connectivity	UVSC	9,600	7,200	5,000	1:A1	1								
3	2	1	Alpine DO Junior High (New)	UVSC	1,200	700	2,500	1:A1	1								
4	2	1	Academy for Math and Science	UEN	1,200	700	2,500	1:A1	1								
5			Subtotal Funding Status 2, Priority 1		**12,000**	**1,400**	**12,000**										
6	999	1	Access for Dutch John School	NUES			5,500	N/A	1								
7	999	1	Elementary School responsibility @ UEN	UEN	400,000			N/A	1								
8			**Priority Two**														
9	0	2	Spares	CUES			Done	1:A9		2							
10	0	2	CEU Hub Move (SESC Access)	SESC			Done	1:A5		2							
11	0	2	Upgrade of Jordan District Router	SLCC			0	N/A		2							
25	1	2	CIB San Juan Phase I	NUES			750,000	2:A1		2							
12	1	2	Daggett County OC-3	NUES			300,000	2:A1		2							
13	2	2	GeoMax/CVDS additional costs	UEN	109,464	78,254		1:A4		2							
14	2	2	Geomax Incidentals	UEN			25,000	1:A4		2							
15	2	2	Geomax L3 Interface Equipment	UEN	99,996	49,998		1:A3		2							
16	2	2	Core Ring Completion	UVSC			150,000	1:A2		2							
17			Subtotal Funding Status 2, Priority 2		**209,460**	**128,252**	**175,000**										
18	3	2	SLCC Generator	SLCC			20,000	1:A12		2							
19	3	2	Optivision, ABLs, Microwave Video Replacement	UEN			104,000	1:A10		2							
20	3	2	Snow College Generator	UEN			20,000	1:A12		2							
21	3	2	Grand Vocational Center Generator	UEN			20,000	1:A12		2							
22	3	2	EBC Fire Suppression System	UEN			63,000	1:A		2							
23	3	2	7000 Router replacement for Cache	USU			5,000			2							
24			Subtotal Funding Status 3, Priority 2		**0**	**0**	**232,000**										
26	999	2	Finish Clay Hills Microwave Project	SESC			Part of CIBSJPI	2:A		2							
27			**Priority Three**														
28	0	3	QoS Lab	UEN			6,000	3:A			3						
29	1	3	QoS Solution	NUES			0	6:A			3						
30	1	3	IP Re-addressing Scheme	NUES			0	6:D			3						
31	1	3	Quality of Service Implementation	SEDC			0	6:A			3						
32	1	3	IP Re-addressing	SEDC			0	6:D			3						
33	1	3	Establish Ring (DATC, EBC, WSU, WSUD)	DATC			0	1:A7			3						
34			Subtotal Funding Status 2, Priority 3		**0**	**0**	**0**										
35	3	3	Redundancy for NUES Hub	NUES	2,100	1,225		1:A			3						
36	3	3	Redundancy for Uintah Basin	NUES			500,000	1:A			3						
37	3	3	Backbone Redundancy (ELI Fiber)	SEDC			144,000	1:A			3						
38	3	3	Diverse Paths	USU			5,000	1:A			3						
39	3	3	Diverse Paths to Davis, Weber and Odgen Dos	DATC			7,500	1:A			3						
40			Subtotal Funding Status 3, Priority 3		**2,100**	**1,225**	**656,500**										
41	999	3	Campus Rewire	SLCC				N/A			3						
42	999	3	Redundancy at USU Hub	USU			N/A	N/A			3						
43			**Priority Four**														
44	0	4	New Fiber installation at Richfield HS and CUES	CUES			Done	1:B				4					
45	0	4	OC-3 upgrade Price to Blanding	SESC			Done	1:B9				4					
46	0	4	Process for LSS and GeoMax sites	CUES			0	1:B				4					
47	1	4	Ethernet to Weber and Ogden Dos	DATC	27,000			1:B				4					
48	1	4	GeoMax Upgrade Participation	SLCC			N/A	1:B				4					
49	2	4	Additional 100 Meg port at NUES Router	NUES			2,000	1:B				4					
50	2	4	LSS to Sevier District Office	CUES	5,000	5,000		1:B				4					
51	2	4	Manti Telephone Project	CUES	17,748	8,874	26,346	1:B2				4					
52	2	4	CUT Project	CUES	31,800	18,550	101,512	1:B3				4					
53	2	4	UBTA Additional 7 sites	NUES	14,568	8,498	82,549	1:B8				4					
54	2	4	South Central (Panguitch)	SEDC	12,960	7,560	7,866	1:B4				4					
55	2	4	South Central (Kanab)	SEDC	12,960	7,560	14,468	1:B5				4					
56	2	4	SEDC Repoints	SEDC	5,040	3,360	17,171	1:B13				4					
57	2	4	Millard Ethernet	SEDC	28,464	14,232	22,000	1:B1				4					
58	2	4	Piute HS Capacity	CUES	1,440	840	14,404	1:B6				4					
59	2	4	Washington DO T-1 Repoint and Capacity	SEDC			See SEDC Repoints	1:B13				4					
60	2	4	Capacity to District Offices	SLCC			Part of GeoMax	1:B				4					
61	2	4	Increased Bandwidth to USU Hub	USU			5,000	1:B				4					
62			Subtotal Funding Status 2 Priority 4		**129,980**	**74,474**	**293,316**										
63	3	4	West Desert Capacity	CUES			10,000	1:B				4					
64	3	4	GeoMax Participation at Fiber Sites	SEDC	20,160	11,760	2,100	1:B				4					
65	3	4	Lake Powell School (H.323)	SEDC			25,000	1:B				4					
66	3	4	Big Water School (H.323 & Firewall Issues)	SEDC			25,000	1:B				4					
67	3	4	Emery Bandwidth to CEU	SESC	5,040	5,040		1:B				4					
68	3	4	Network Capacity to meet growing needs	SESC			25,000	1:B				4					
69	3	4	Ethernet to Box Elder, Logan and Cache Dos	USU	3,570	3,570	525	1:B				4					
70	3	4	Fiber Optic link from Nebo DO to UVSC	UVSC			8,000	1:B				4					
71	3	4	Ethernet links from Nebo DO to SF schools	UVSC			10,000	1:B				4					
72	3	4	Ethernet links from Nebo DO to Springville and Payson	UVSC			5,000	1:B				4					
73			Subtotal Funding Status 3, Priority 4		**28,770**	**20,370**	**110,625**										
74	999	4	South Central (Wayne)	CUES			285,345	1:B				4					
75			**Priority Five**														
76	0	5	Read-only access to backbone routers	CUES			Done	5:A					5				
77			**Priority Six**														
78	0	6	VoIP gateway in SLC	NUES			Done	6:B1						6			
79	0	6	VoIP Gateway in SLC	SESC			Done	6:B1						6			
80	1	6	Region-wide Polycom migration	NUES			33,000	3:A						6			
81	3	6	Additional Technical Staff	SEDC	85,000	85,000		N/A						6			
83	3	6	H.323 Pilot at Brighton	SLCC				1:C2						6			
84	3	6	Router Replacement for endsites	USU			17,500	1:C2						6			
85	3	6	Router Replacement for endsites	UVSC			10,000	1:C2						6			
86			Subtotal Funding Status 3, Priority 6		**85,000**	**85,000**	**27,500**										

87	999	6	Region-wide VoIP solution	NUES			0	6:B1						6						
88			**Priority Seven**																	
89	0	7	Gunnison Valley Router Replacement	CUES			Done	1:C2							7					
90	0	7	Router Replacement	DATC			Done	1:C2							7					
91	3	7	Router Replacement	NUES			20,000	1:C2							7					
92	3	7	Finish Router Upgrades across the Region	SESC			2,500	1:C2							7					
93	3	7	Elmo Document Cameras	UEN			9,000	1:A10							7					
94	3	7	BTS Software Upgrade	UEN			48,000	1:A11							7					
95	3	7	FAX Machines for Ednet Classrooms	UEN			7,000	6:B							7					
96	3	7	8" Sony QCMV Monitors for TOC	UEN			5,970	6:B							7					
97	3	7	Video Classroom Upgrade	UEN			75,000	6:B							7					
98			Subtotal Funding Status 3, Priority 7		**0**	**0**	**167,470**													
99			**Priority Eight**																	
100	1	8	Technical Training	UVSC			0	5:2A										8		
101	2	8	Continue Technical Summits	SESC			10,000	5:2A										8		
102			Subtotal Funding Status 2, Priority 8		**0**	**0**	**10,000**													
103	3	8	Training for Regional District Technology Per.	CUES			3,000	5:2A4										8		
104			Subtotal Funding Status 3, Priority 8		**0**	**0**	**3,000**													
105			**Priority Nine**																	
106	0	9	Access to network tools	CUES			Done	6:6A												9
107	1	9	Improve response times to resolve problems	CUES			0	6:6A												9
108	1	9	Engineering assignments to region	CUES			0	N/A												9
109	1	9	Better Use of Technical Personnel	SEDC			0	N/A												9
110	1	9	Distributed Tools	SEDC			0	6:6A												9
									1	2	3	4	5	6	7	8	9			

	12 Month Obligation	**Variable Monthly Obligation**	**One Time Obligation**	**Total Variable and One Time**
Total Funding Status 2	351,440	204,126	490,316	694,442
Total Funding Status 3	115,870	106,595	1,197,095	1,303,690

Total Grant Funding	1,050,000
Total E-Rate Funding	1,332,797

Ranking
0 = Completed
1 = No Cost
2 = Funds Encumbererd
3 = Requested Funds not Encumbered
999 = Not UEN Funded

TAB 4

UENSS SATELLITE CONTRACT EXTENSION - ACTION

Issue

A proposal has been received from SES Americom, the company with which UEN currently contracts for its UENSS satellite space segment, to renegotiate the contract for an additional five years at a significant annual savings.

Background

The current satellite space segment contract with SES Americom expires at the end of the 2003-2004 academic year. At its April meeting, the Steering Committee approved the initiation of efforts to re-negotiate the contract for another 5 years. It was agreed that the new contract should allow reduction of the bandwidth, in case classes now delivered via satellite were shifted to land-based networks. It was also agreed that the contract should include an early termination provision, in case a decision is made to shift fully to a land-based network. It was also agreed that bids from other companies would be solicited to determine if a lower price could be obtained from another vendor.

Policy Considerations

1 Proposals were received from three satellite companies. Our current vendor, SES Americom, is offering the best pricing for 15 mhz. The proposal represents a 7 percent reduction in the current cost and an annual savings of $26,000. Table 1 summarizes the proposed cost per mhz and the annual cost from the three competitors.

Table 1 Summary of Proposed Transponder Costs

Carrier	Unit Cost	Annual Cost
SES Americom (Current)	$4,145.34	$746,162
SES Americom (New)	$4,000.00	$720,000
Loral Skynet**	$4,311.00 - $5,923.00	$775,980 - $1,066,140
PanAmSat* **	$3,500.00 - $5,800.00	$630,000 - $1,044,000

*The lowest pricing from PanAmSat is for satellite SBS-6 which is nearing its end of life and is also located in an orbital slot with a very low easterly look angle which may be problematic for some locations including Logan.

**Repointing of the uplink antenna in Logan and each of the downlink antennas will be required for any satellite other than the current SES Americom AMC-5. The cost of repointing is expected to be on the order of $200 per site. Assuming 90 sites, this amounts to $18,000.00 and is a one-time cost should an alternate satellite be selected.

2 Termination of the contract, in whole or part, due to loss of state funding is provided for in the proposal from SES Americom. Such action would require an official letter detailing the loss of funding. This clause would provide a mechanism to either end or reduce the contract before the end of five years.

3 An alternative to provide greater flexibility in adjusting the satellite bandwidth would be to negotiate a shorter-term contract. SES Americom has, of course, proposed higher pricing for shorter contracts. The cost for a one year contract would be $4500/mhz, and for a 3 year contract it would be $4250/mhz.

Recommendation

It is recommended that the Steering Committee approve an additional 5 year contract for satellite space segment with SES Americom at a cost of $720,000 annually.

TAB 5

GEOMAX PROJECT UPDATE - DISCUSSION

Issue

The purpose of this report is to provide an update on the GeoMax Project, a timeline for the various phases of the project, to recognize Qwest's contribution to the project, and information on the funding status of the project.

Background

In late September of this year, UEN will replace the analog video backbone (CVDS) as the primary layer one transport for our video and data traffic. It will be replaced by the new GeoMax service, based on the Nortel Optera 5200 platform, a dense wave division multiplexing (DWDM) technology that, in its current design, provides as much as eight times the available bandwidth as the former technology with virtually unlimited expandability. It also affords us a greater degree of manageability and reliability. Similar to our CVDS service, GeoMax is leased through Qwest and is a fully managed, thus fully E-Rateable service.

CVDS will not disappear from our backbone entirely; in fact, CVDS will continue to provide all of our analog video services until such time that the analog video is replaced by a technology that can traverse a traditional IP backbone. Phase 2 of the GeoMax project includes the installation of a DV1 card that provides sufficient bandwidth to carry all of the CVDS traffic over one of eight available LAMBDAs. In this phase of this project both video and data traffic will remain on the CVDS/ GeoMax LAMBDA. Phase 2 is scheduled to be completed by November of 2003. In Phase 3 of this project, all data traffic will be separated from video traffic, dedicating one LAMBDA to video and one to data. The schedule of Phase 3 has not been determined, however expectations are that the project will complete within three months.

This project is possible only through the generosity of Qwest, who donated over $2,000,000 in CVDS equipment to UEN, allowing UEN to transition slowly out of the analog video architecture.

It should be noted that, as of the time this report was written, the GeoMax project has not received E-Rate funding approval from the SLD. We are proceeding on schedule with the installation of the Optera equipment but will reserve acceptance of the product until adequate funding has been secured.

Recommendation

This is an information report, and no action is required by the committee at this time.

TAB 6

E-RATE UPDATE - DISCUSSION

Issue

This report provides a brief status report on UEN's E-rate applications.

Background

As of August 8, UEN has been funded approximately $1.5 million for Funding Year 2003, which runs from July 1, 2003 to June 30, 2004. This funding is for ongoing, recurring services, with the exception of a new DS3 for Millard School District, and two new high capacity circuits for Tooele School District.

The remainder of UEN's applications are under review by the SLD; there has been no funding as of yet for any of UEN's end-to-end services applications.

36 of the 40 school districts have been funded to date for approximately 4.8 million.

Recommendation

This is an information report, and no action is required by the committee at this time.

TAB 7

IP VIDEO POLICIES - ACTION

Issue

During the June 27th Steering Committee, revised policies for EDNET site selection and installation were recommended by the IP Video Steering Team. Members of the Instructional and Technical Subcommittees, and the IP Video Steering Teams and Subteams have reviewed and approved the policies in anticipation of final approval by the Steering Committee in August.

Background

The UEN Steering Committee approved the most recent EDNET policy in 1999. This policy dealt primarily with installation of new EDNET sites and policies for underutilization of sites. After analysis of these documents, it appears that many of the issues faced by UEN and constituents four years ago no longer apply. The addition of an IP Video delivery system necessitates policy revision.

For an illustration of the existing process, refer to Attachment A.

Policy Issues

UEN staff and IP Video committee members have identified need for revised policy in the following areas:

- Site application/selection
- Installation (including financial responsibilities)
- Scheduling
- Recommended equipment
- Training
- Registration of sites

Site application/selection. It is recommended that the site selection process and application document be revised. Site selection criteria should be developed with input from the IP Video Steering Team and subteams, and the Instructional and Technical Subcommittees. Review and prioritization of new IP Video sites will occur with either a Site Selection Committee or through the existing UEN Steering Committee and subcommittee structure.

Installation. It is recommended that new installations would occur only in sites requesting first time connectivity, such as a new school building. New installations would be with IP Video equipment only. Installation of IP Video equipment to replace EDNET equipment would move forward as resources allow. Sites with existing connectivity would assume responsibility for any additional installation of IP Video equipment.

Scheduling. It is recommended that IP Video events interfacing with EDNET conform to the existing scheduling process. IP Video events held independent of the existing EDNET system and requiring no UEN support would be scheduled locally. Scheduling procedures will be revisited as IP Video expands, and software becomes available to replace the Cme (Conference Management) system.

Recommended equipment. It is recommended that UEN maintain a list of recommended IP Video equipment on the UEN web site. Institutions that plan to interface with EDNET or may require UEN field or LSR support should purchase equipment on the list in order to minimize duplication of effort and increase service efficiency.

Registration of sites. It is required that IP Video sites intending to use UEN Technical Operation Center, Field Engineer, and Local Service Representative support be registered using an online registration tool. Additionally, it is recommended that IP Video sites purchased and maintained by local institutions be registered for data collection purposes.

Training. It is recommended that training of facilitators for EDNET and hybrid EDNET/IP Video events continue to be supported through LASER's and hub meetings. UEN will also make training material available on the UEN web site. Training for instructors on incorporating IP Video in their courses may be scheduled via the USOE EDNET training specialist, campus Faculty Assistance Centers, or by request to the UEN Instructional Delivery department.

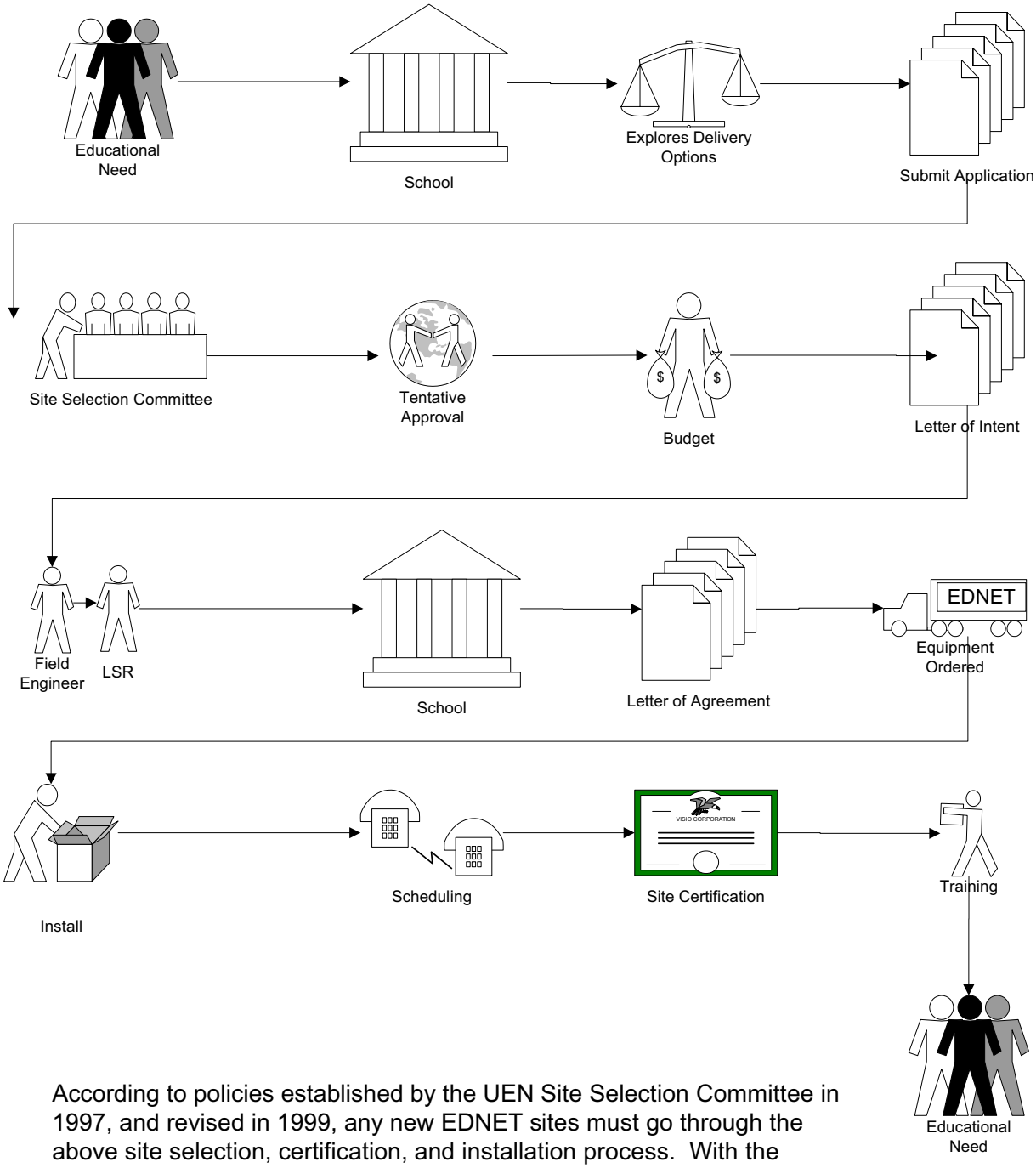
See Attachment B for an illustration of the recommended process incorporating IP Video with EDNET.

Recommendation

It is recommended that the Steering Committee approve adoption of the IP Video Policies as outlined by the IP Video Steering Team.

TAB 7 ATTACHMENT A

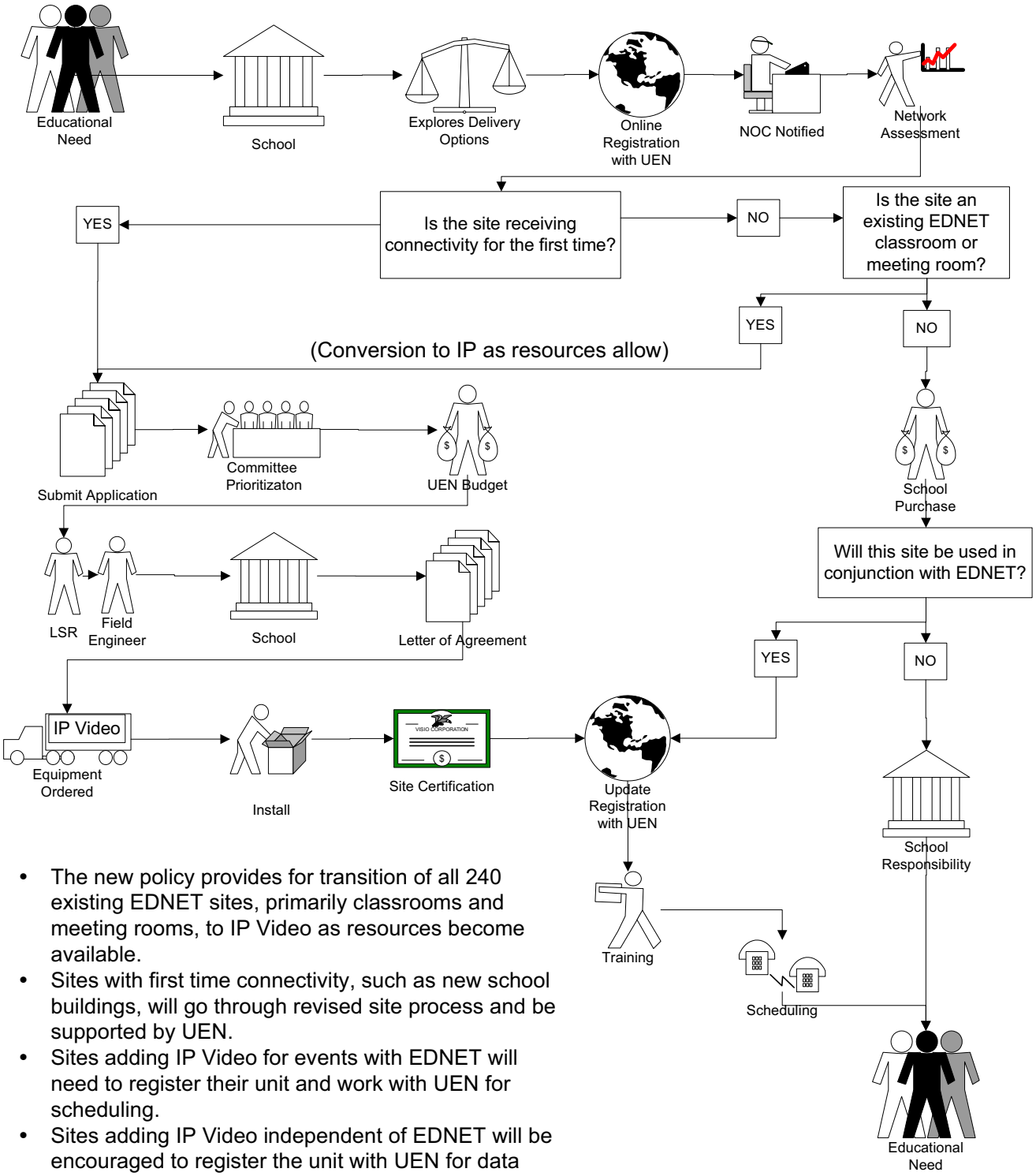
EDNET SITE SELECTION PROCESS (1997 TO PRESENT)



According to policies established by the UEN Site Selection Committee in 1997, and revised in 1999, any new EDNET sites must go through the above site selection, certification, and installation process. With the addition of IP video options, new flexibility for the end sites is fast becoming a reality. UEN staff recommends a new process, based on the increased local autonomy provided by IP Video delivery systems.

TAB 7 ATTACHMENT B

EDNET / IP VIDEO SUPPORT PROCESS (RECOMMENDED 2003)



- The new policy provides for transition of all 240 existing EDNET sites, primarily classrooms and meeting rooms, to IP Video as resources become available.
- Sites with first time connectivity, such as new school buildings, will go through revised site process and be supported by UEN.
- Sites adding IP Video for events with EDNET will need to register their unit and work with UEN for scheduling.
- Sites adding IP Video independent of EDNET will be encouraged to register the unit with UEN for data collection purposes. Scheduling of these units is handled locally.

TAB 8

PROFESSIONAL DEVELOPMENT GRANTS UPDATE - DISCUSSION

Issue

UEN has participated in two grant programs for teacher professional development, Intel Teach to the Future, and PBS Teacherline. During the Instructional Services Subcommittee meeting, Renee Willemsen, grants program administrator, presented an overview of the accomplishments from these two programs. A summary of grant activities is included with this tab.

Recommendation

This is an information report, and no action is required by the committee at this time.

TAB 8 ATTACHMENT A

PROFESSIONAL DEVELOPMENT GRANTS UPDATE HANDOUT

Intel® Teach to the Future

The Intel Teach to the Future program is a partnership effort of the Utah State Office of Education and Utah Education Network with $205,000 in grant funding (2000-2003) from Intel. The training promotes project-based learning and technology integration into existing curriculum.

Program Outcomes in Utah

- To date 4,638 Master Teachers & Participant Teachers have received training in Utah, surpassing the initial goal of 4,400 teachers trained.
- Approximately 20% of Utah teachers participated in Intel Teach to the Future, spanning 22 of the 28 counties in the state.
- The two largest districts in Utah, Jordan & Granite Districts taught 1,110 Participant Teachers.
- The smallest district in Utah, Daggett District, was able to participate through a consortium with Duchesne District.
- Rich District, Wayne District & Wasatch Academy trained every teacher.

PBS TeacherLine

In partnership with KUED Public Television, UEN is pleased to offer TeacherLine through a $110,000 grant (2002-2004) from PBS and the U.S. Department of Education. Facilitated by UEN's Professional Development Staff, TeacherLine provides high quality, standards-based, online teacher professional development. UEN is also piloting the program with Davis District. The classes are online and 6 weeks in length. Class offerings at *www.uen.org/development/teacherline*

Completed TeacherLine Classes	
Technology Integration Modules	
Real-Time Data*	
Children's Authors on the Web*	
Putting Technology to Use in the Classroom: Where to Start*	
Using Learning Stations to Support Technology Integration	
Teaching with WebQuests, Offered Twice	
Utilizing Technology in Creating Problem Based Curriculum, Offered Twice	
Math Modules	
Patterns & Relations*, Offered Twice	
Classes Offered: 10	**Total Trained: 133**

*Davis District

PBS TeacherLine Take Aways

- Initial Face-to-Face Meetings & facilitation are important components of class success.
- Since requiring Face-to-Face Meetings, class completion rates have been 85% - 100%.
- The TeacherLine class format encourages thoughtful discussion and reflection.

Technology Integration Academy

- Technology Integration Academy (TIA) fulfills a request for additional technology integration training & aligns with NETS.
- In the Spring 2003, the Educational Technology Endorsement was revised and became effective July 1, 2003.
- Intel Foundation provided UEN with a $67,500 grant (2003) to support TIA.

The 17 credit Technology Integration Academy (TIA) meets the requirements of the Educational Technology Endorsement. UEN is initially partnering with the University of Utah. In the future, UEN hopes to partner with other universities. To date, 30 individuals are participating in TIA. Additional information is available at *www.uen.org/development/tia*

Technology Integration Academy courses

Enhanced Software & Hardware Skills, NETS·T-I NETS·S-1 Complete 3 of the following workshops for 3 credits: PowerPoint For Teachers — Digital Camera in the Classroom Excel For Teachers — Digital Video in the Classroom **OR** Complete 1 of the following for 3 credits: Multimedia Presentations and Tools Web-based Tools and Applications
Technology Pedagogy, Complete ALL of the following for 5 credits: Information Literacy, NETS·T-II, IV NETS·S- 5, 6 Causal Mapping & Curriculum Framing using Technology, NETS·T-II NETS·S-3, 6 Electronic Portfolios, NETS·S-4 Teaching with WebQuests, NETS·T-III NETS·S-6 Utilizing Technology in Creating Problem-based Curriculum, NETS·T-III NETS·S-6
Technology Leadership, 3 credits, NETS·T-II, VI; also NETS-A (administrators) I, II, V, VI
Foundations of Instructional Design, 3 credits NETS·T-II
Classroom Integration of Educational Technology, 3 credits NETS·T-II, III, IV, V NETS·S 1-6

Renee Willemsen, rwillemsen@uen.org, 801-585-9726

TAB 9

UTAH INSTRUCTIONAL TELEVISION AND RESOURCE GUIDE AND KULC FALL SCHEDULE - DISCUSSION

Issue

The 2003-2004 Utah Instructional Television and Resource Guide is in the final stages of preparation and will soon be ready for delivery. The Printed guide is in its second year as an annual. There are several new features this year, including a tear-out section that graphically shows program information, block feeds, core curriculum by program, and other content. The guide and daily program schedule is found online at *www.utahitv.org*

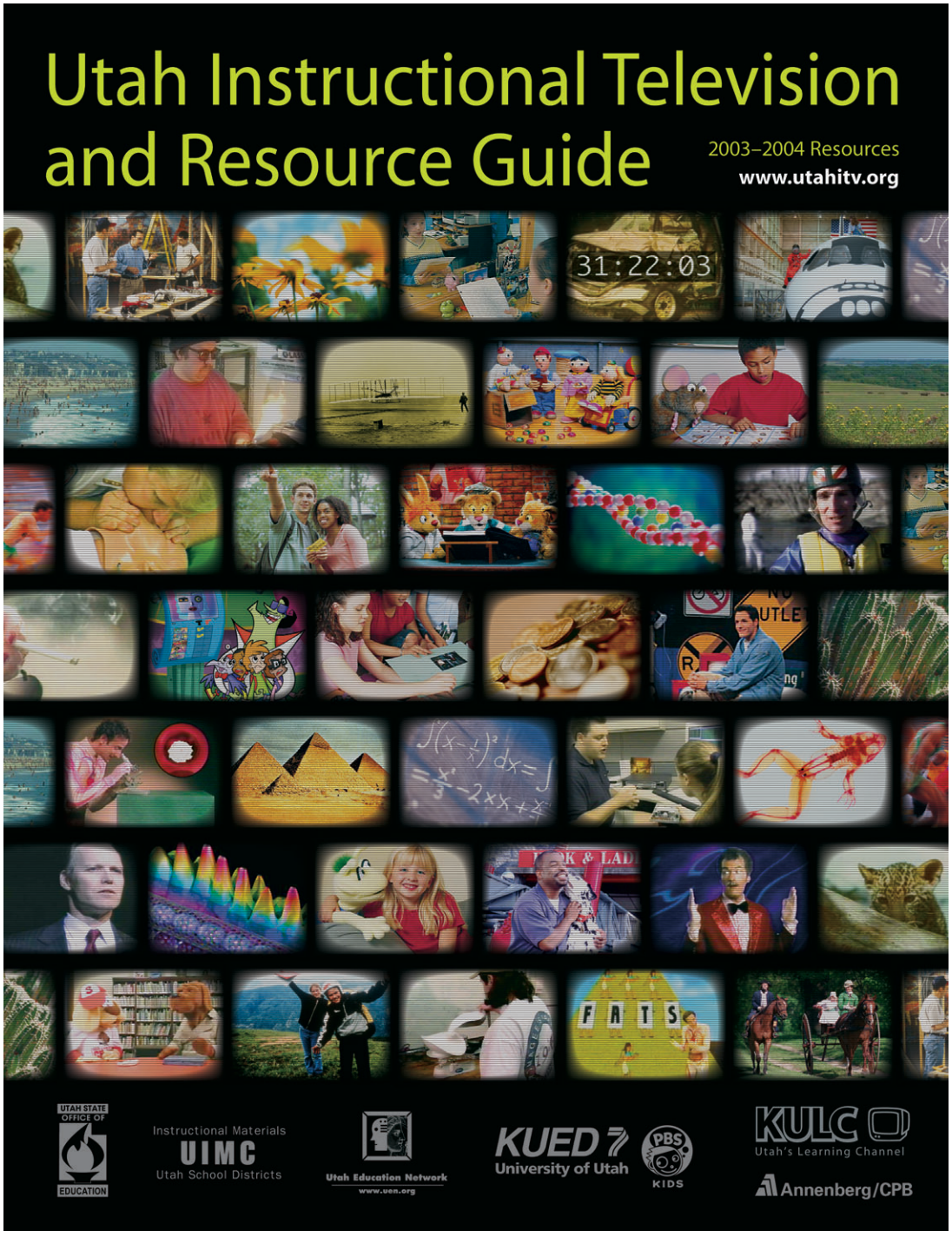
In addition, the KULC Fall Program lineup includes several new programming blocks for Senior Citizens, Lifelong Learners, After-School Program Caregivers, and Workforce Learners. An extensive outreach campaign will begin this fall to let people from these respective groups know of the programming available on KULC. A two-page grid outlining the fall schedule is included with your committee materials.

Recommendation

This is an information report, and no action is required by the committee at this time.

TAB 9 ATTACHMENT A

2003-2004 UTAH INSTRUCTIONAL TELEVISION AND RESOURCE GUIDE COVER



TAB 9 ATTACHMENT B

FALL 2003 KULC PROGRAM SCHEDULE

	U	M	T	W	H	F	S
12:00 AM	*College Algebra {R}*	Lifelong Learning	*Performing Arts {R}*	*College Algebra {R}*	*Philosophy: Ethics & Values {R}*	*College Algebra {R}*	*Elements of Effective Comm. {R}*
:30							
1:00 AM	*Exploring Diversity {R}*			*Humanities {R}*		*Foundations of Algebra {R}*	
:30			Biography of America				*UVSC General Psychology {R}*
2:00 AM				*Western Civilization {R}*			
:30			World of Chemistry		American Film & Culture		
3:00 AM	*General Biology {R}*						
:30			Instructional Television Blockfeed			*Micro/Macro Economics {R}*	*{R} Infancy & Childhood*
4:00 AM							
:30							
5:00 AM							
:30							
6:00 AM	Garden	French	German	French	German	French	Teachers Professional Development
:30	Landscape	Spanish	Chinese	Spanish	Chinese	Spanish	
7:00 AM	Garden	GED	Workplace	GED	Workplace	GED	
:30	Home	Newsbreak	Art	English	Art	English	
8:00 AM	Comfy Couch	Stretch	P Yoga	Stretch	P Yoga	Stretch	
:30	Toy Castle	Sit & B Fit	W Yoga	Sit & B Fit	W Yoga	Sit & B Fit	
9:00 AM	Parenting	Elementary Math					
:30							
10:00 AM	Senior's / Medical	Arts	Lang. Arts	Health	Science	Social St.	
:30							
11:00 AM							
:30							
12:00 PM	Workplace	Social St.	Arts	Lang. Arts	Health	Science	
:30							
1:00 PM	GED						
:30							
2:00 PM		Teams					
:30							
3:00 PM	Science w/o Walls	Scrapbook	Crafts: kids	Crafts: home	Crafts: kids	Glass	
:30		Sewing	Cartoon Art	Needle Art	Cartoon Art	Redwall	
4:00 PM	UofU Psychology	College Algebra	Art	College Algebra	Art	College Algebra	Whole Child
:30			Reading		Literacy		Conceptual Astronomy
5:00 PM	Business	Humanities	American Civilization	Foundations of Algebra	Infancy & Childhood	General Biology	
:30							
6:00 PM	Parenting Literacy	Western Civilization			World Geography		Introductory Algebra
:30							
7:00 PM	Performing Arts				Elements of Effective Comm.		
:30							
8:00 PM		Sociology	Philosophy: Ethics & Values	Sociology		Sociology	
:30							
9:00 PM	Intro to Visual Arts	Mass Communication		Micro/Macro Economics	UVSC General Psychology	Gerontology	Intro to Statistics
:30							
10:00 PM	*{R} Intro to Visual Arts*					Exploring Diversity	US Economic History
:30							
11:00 PM	11th Hour		American Film & Culture	Fitness for Life			
:30	Utah History						

Children

College Telecourses

Exercise/Yoga

How To

K-12 Instructional Television Blockfeed

Languages

Lifelong Learning

Parenting

Professional Development

Senior's / Medical

Workplace / GED

Telecourses	Institution	Day	Time	Repeat Day	Repeat Time
Algebra, College ~ Math 1050	UVSC	MWF	4:00-5:00 p	WFU	12:00-1:00 a
Algebra, Foundations of ~ Math 0950	UVSC	W	5:00-8:00 p	F	1:00-4:00 a
Algebra, Introductory ~ Math 0990	UVSC	S	6:00-9:00 p		
Arts, Intro to Visual ~ Art 1010	UofU	U	9:00-10:00 p	U	10:00-11:00 p
Astronomy, Conceptual ~ Physics 1270	SLCC	S	4:30-6:00 p		
Biology, General ~ Biol 1010	UVSC	F	5:00-8:00 p	U	3:00-6:00 a
Communication, Effective ~ Comm 1010	SLCC	H	7:00-9:00 p	S	12:00-2:00a
Communication, Mass ~ Comm 1500	UVSC	M	9:00-12:00 p		
Diversity, Exploring ~ Ethnic 5890	UofU	F	10:00-12:00p	U	1:00-3:00 a
Economics, Micro/Macro ~ Econ 2010/2020	UofU	W	9:00-11:00 p	F	4:00-6:00 a
Ethics & Values ~ Philosophy 2050	UVSC	T	8:00-11:00 p	H	12:00-3:00a
Film & Culture, American ~ Film 3210	UofU	T	11:00-12:00p	H	3:00-4:00 a
Fitness for Life ~ HLA 1050	SLCC	W	11:00-12:00p		
Geography, World ~ Geography 1600	UofU	H	6:00-7:00 p		
Gerontology ~ Gerontology 3050	UofU	F	9:00-10:00 p		
History, American Civilization ~ Hist 1700	SLCC	T	5:00-8:00 p		
History, US Economic ~ Econ 1740	SLCC	S	10:30-12:00p		
History, Western Civilization ~ Hist 1010	UofU	M	6:30-8:00 p	W	2:30-4:00 a
Humanities, Intro ~ Humanities 1100	SLCC	M	5:00-6:30 p	W	1:00-2:30 a
Performing Arts ~ UGS 1730	UofU	U	7:00-9:00 p	T	12:00-2:00 a
Psychology, General ~ Psych 1010	UofU	U	4:00-5:00 p		
Psychology, General ~ Psych 1010	UVSC	H	9:00-12:00p	S	2:00-5:00 a
Psych, Infancy & Childhood ~ Psych 1220	UofU	H	5:00-6:00 p	S	5:00-6:00 a
Science w/o Walls ~ Bioeng. 1510	UofU	U	3:00-4:00 p		
Sociology, Intro to ~ Soc 1010	UVSC	MWF	8:00-9:00 p		
Statistics, Intro to ~ SBS 3000	UofU	S	9:00-10:30 p		
Whole Child ~ FCS 2621	UofU	S	4:00-4:30 p		

TAB 10

EDNET SATELLITE COURSE EVALUATION REPORT - DISCUSSION

A Formative Evaluation Instrument and Process for EDNET Videoconferencing

Summer 2003

George Miller

Background

In 2000, the Public Education Curriculum Coordinating Committee was asked by the UEN Steering Committee to streamline and enhance the course approval process for EDNET classes. Today, the Public Education Instructional Content Committee and the Joint Concurrent Enrollment Committee review all EDNET courses. That process has many facets involving public and higher education, UEN, and USOE staff. The EDNET/Satellite teacher evaluation serves several purposes: 1, It is an ongoing formative evaluation, providing teachers with needed feedback on instructional pedagogy. And 2, it serves as a student evaluation of the class, providing a ready assessment of the quality of instruction and program to the course approval committees.

Rationale for a New Instrument

An extensive review of current literature produced no satisfactory evaluation instrument that was suited to Utah's unique EDNET delivery system and style of delivery. It was decided to create our own instrument. The instrument was created by professional distance learning instructors (within Utah). The instrument was reviewed by a regional polling organization and has been validated by distance learning professionals.

The Instrument

The EDNET/Satellite Course Evaluation Form exists as a formative evaluation tool, administered by local EDNET Facilitators. Students, with the permission of the teacher and the teacher's administrator, fill out the form. The form is not kept as part of the instructor's personal records. It is returned to USOE for statistical

recording, analysis, and appropriate dissemination. The form is currently available at the EDNET Faculty Training Web site at *www.usoe.k12.ut.us/curr/ednet/training/training/info.html*. Instructions on administering the form are posted on the Web site as well as included on the simple, one-page form.

Availability of Results

There are five documents and a PowerPoint presentation that make up this executive summary. Due to the sensitive nature of teacher evaluations, the student forms and the analysis are not widely distributed. The evaluation summaries have been returned to the teacher (only) for their use. Teachers were promised that these evaluations would not go into their personal folders kept by administration. Jordan School District has requested that EDNET evaluations not be done in their district so as not to compromise their J-PASS evaluation system. Colleges and Universities often do their own evaluations of their distance learning teachers.

Summary of First Evaluation

A mailing to selected EDNET sites in December, 2002 and January, 2003, with a follow-up electronic mailing to those sites, produced 1695 responses from high school students from 32 different schools. 62 different instructors were evaluated for 66 courses; many of which are concurrent enrollment classes. Generally, comments were quite favorable for the classes and students would recommend the class to others. Technical problems were minor and have been passed on to EDNET engineering for correction. The evaluations record a quantitative value for each student responding about a teacher. Anecdotal comments (qualitative) are recorded as well. Averages for each teacher and each of ten areas of teaching pedagogy are statistically analyzed. A second evaluation phase is currently underway with almost 500 additional students responding.

Evaluations Results

Separate documents are prepared to illustrate the evaluation and the results. The complete evaluation form is kept at the USOE and is not widely distributed. The handouts, to be distributed at the meeting, are for your review:

1. EDNET/Satellite Course Evaluation Form - 2 pages.
2. Evaluations Received (Sorted by Originating School) - 1 page.
3. Site Breakdowns (Sorted by Receiving School) - 3 pages.
4. Site Graph - 1 page in color.
5. Student (EACH) Comments from EDNET/Satellite Course Evaluation Form - 49 pages (2-sided).

Summary (What We Might Learn From This Evaluation):

Evaluations, filled out by students at remote videoconferencing sites, tend to be subjective, especially as we assign arbitrary values to questions and then rank order them into levels or values. The purpose of this type of assessment tool should be kept in perspective when reading these evaluations. *The evaluation was done to give teachers an ongoing formative evaluation and to provide needed feedback on instructional pedagogy. The second purpose was to create a student evaluation, which provides a ready assessment of the quality of instruction and content to the course approval committees.*

We have observed through analysis of this data:

- That almost all students are satisfied with the quality of instruction they are receiving and the opportunity to receive it.
- That teachers are learning that they must be well prepared and that curriculum and pedagogy must be "reworked" to be presented over EDNET videoconferencing to be effective. EDNET Teacher training is an absolute necessity.
- That minor technical problems do interfere with teaching but can easily be resolved.
- That good teaching techniques in any classroom translate to good teaching via EDNET. Enthusiastic, motivating teachers can capture the attention of their students and valuable learning can take place in a distance learning environment. **Distance learning is as good as traditional face-to-face instruction. But, Distance learning will never replace the classroom teacher.**
- That EDNET technology truly "Bridges Geography to Bring People Together."

Readings of Interest (Evaluation in Distance Learning)

Cyrs, Thomas E. (1997) Teaching At a Distance With Merging Technologies: An Instructional Systems Approach. Center for Educational Development, New Mexico State University, Las Cruces, New Mexico. 418.

Mantyla, Karen, (2000). The 2000/2001 ASTD Distance Learning Yearbook. McGraw Hill. 168.

Willis, Barry, (1994). Distance Education: Strategies and Tools. Educational Technology Publications, Englewood Cliffs, New Jersey, 07632. 82-99.

TAB 11

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

June 27, 2003 - 10:00 am

Business Steering Committee Meeting

Members Present: Ray Timothy, Gary Wixom, Mike Petersen, Ron Barlow, Stephen Hess, Pat Lambrose, Al Sherwood for Val Oveson, Amy Owen, Larry Shumway, Richard Siddoway, Glen Taylor via EDNET, Ryan Thomas, Ray Walker, Reed Eborn via EDNET, Bruce Christensen, Clif Crew, David Eisler, Brent Goodfellow, and Kim Marshall for Barbara White.

Others Present: Laura Hunter, Jim Stewart, Lisa Kuhn, Larry Smith, Claire Gardner, Cindy Nagasawa-Cruz, Rick Cline, Dennis Sampson, Rich Finlayson, Camie Janovak, and George Brown.

I. Welcome and Introductions - Gary Wixom

Ray welcomed everyone to the meeting including those participating via EDNET.

II. Steering Committee Membership Changes - Gary Wixom

On July 31, 2003 Steering Committee membership terms of Reed Eborn and Clif Drew expire; Amy Owen is retiring as Director of the Utah State Library Division, therefore, stepping down from her Steering Committee position; and David Eisler is leaving Utah to become the next president of Ferris State University in Michigan. Best wishes and deep appreciation for their work with Utah Education Network was expressed to the parting committee members. Mike presented them with Certificates of Appreciation.

Ron Barlow, Brent Goodfellow, Stephen Hess, Rich Kendell, Wayne Peay, Kirk Sitterud and Barbara White were all recommended for reappointments.

The Steering Committee was asked to consider the names of President Ann Millner, Weber State University; Linda Fife, CAO for the College of Applied Technology; and Kim Roper, Principal of Bonneville Elementary, Alpine School District, for

nomination for membership to the Steering Committee. Nominations will be sent on to the Governor's office for approval.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee adopt the resolutions of appreciation honoring Reed Eborn, Clif Drew, Amy Owen and David Eisler. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the reappointment to four year terms on the Steering Committee for Ron Barlow, Brent Goodfellow, Stephen Hess, Rich Kendell, Wayne Peay, Kirk Sitterud, and Barbara White. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the nominations of Ann Millner, Linda Fife and Kim Roper to the Steering Committee. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

I. Steering Committee Meeting Schedule - Mike Petersen

August 22 and October 24 seems to work for all committee members, but the scheduling of a December date was brought into question. In order to work around the Christmas holiday and other scheduled meetings, December 10 (Wednesday), December 19 and January 9 were suggested as possible meeting dates. After some discussion, December 10 was selected.

Minor adjustments still need to be made to the subcommittee meeting schedules. Co-chairs will determine the dates.

Motion: It was moved and seconded that August 22, October 24, December 10, February 20, April 16 and June 18 be confirmed as Steering Committee meeting dates. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

II. Fiscal Year 2004 Strategic Plan - Gary Wixom / Mike Petersen

The FY 2004 strategic plan has been considerably streamlined. Mike Petersen reported the mission of the UEN organization was adopted approximately eight years ago and has not been revised since then. UEN has never had an official vision nor a statement of values. The mission statement is seen as a practical summary of what UEN does and vision and value statements are more what UEN is driving toward. Mike reiterated the statements are in draft form awaiting discussions and

decisions from the Steering Committee members. The following suggestions were proposed:

A Have the proposed mission statement read, "To provide Utah students and educators access to statewide electronic networks and systems for the delivery of educational services that improve the quality of student achievement, communications, and efficiency of services.

B Have the first value statement read, "We value access to high quality education, regardless of location or time, for all Utah citizens".

C Make the mission statement a complete sentence, ie "It is the mission of UEN to provide……".

D Add a value statement regarding UEN looking forward to new technologies in order to……".

E Add the words partnership and consortium to one of the values pertaining to working with constituencies.

F Add a statement regarding cost benefits to a value category.

G Add a fourth section entitled organization.

H Add the "No Child Left Behind" mandate into the need category.

Mike reiterated that the goals of the strategic plan need to be carefully examined. Network connectivity is the number one goal followed by the rest of the goals, in no hierarchical order. The following comments were suggested:

A Remove the word "only" from goal #6, objective #3

B Goal #1 - Technical Services responsibility

C Goal #2, #3, #4 - Instructional Services responsibility

D Goal #5 - Instructional Services and Technical Services responsibility

E Goal #6 - Executive Committee responsibility, with objective #6 falling into the Technical Services area.

F Goal #7 - Executive Committee will have overall responsibility with Instructional Services and Technical Services monitoring the objectives and activities.

It was agreed that the suggested modifications would be made in the draft plan, and that the tactical sections assigned to each subcommittee would be the major focus of the August Subcommittee meetings. A final draft of the Plan will be presented during the August Steering Committee meeting.

Refer to Tab 19 for specifics on the Strategic Goals.

F. <u>Fiscal Year 2004 Budget</u> - Gary Wixom / Mike Petersen

The Fiscal Year 2004 Budget is based on extensive planning by the UEN staff and has been discussed in detail with the Executive Committee; shared for comment and

review with the Technical Services and Instructional Services subcommittees; and discussed with many UEN stakeholders. Major policy considerations focus on revenues that are available and restrictions that limit the uses of particular revenue sources, major expenditure choices that are identified, and priorities shown by the budget choices that are recommended.

Detailed information about the FY 2004 budget is provided in Tab 20 - Attachment A. The attachment summarizes revenue sources used to fund the budget, and expenditures by detailed areas.

It was moved and seconded that the FY 2004 UEN Budget be approved. The motion was approved unanimously.

G. Report on Instructional Services Subcommittee Retreat, May 14 - Laura Hunter

The Instructional Services Committee held its planning retreat at Salt Lake Community College on May 14, 2003. The public education and higher education advisory committees met concurrently to discuss planning priorities with UEN staff. A demonstration of IP Video was presented. The discussions were informative and provided the basis for the FY04 plan and future discussions.

Topics discussed included increasing professional development services for higher education faculty, increasing literacy services in the younger grades and with parents, and division of responsibility between UEN, regional service centers, institutions, and districts.

H. IP Video Policy Status Report - Laura Hunter

The IP Video Steering Team met June 2, 2003. With the addition of a new IP Video system it is necessary to revise several EDNET policies to encompass this new delivery mechanism. Areas identified were: site application/selection, installation, scheduling, recommended equipment, training, and the registration of sites. The IP Video Steering Team will finalize its recommendations in July, and forward them to the Steering Committee for further review in the August meeting.

For illustrations of the EDNET site selection process and the recommended process incorporating IP Video with EDNET, please refer to Tab 22 - Attachment A & B.

I. Security Working Group Report - Ryan Thomas / Jim Stewart

A Security subcommittee has been formed, headed by Barbara White, to address network security related issues. With an on-going effort and capable people focusing on these issues and suggesting appropriate responses, security concerns will be dealt with at the state and local levels. There is an ongoing need for education leading to security practice. An eventual goal is to have a network of security specialists throughout the state.

Steve Hess stated the University of Utah has an institutional security office responsive to hackers, worms, viruses, and post reports. UEN may be able to build

on their resources. University security policies and plans are straightforward and should be reviewed. For more detail, please refer to the Plan-of-Action in Tab 23.

J. <u>Report on Technical Services Subcommittee Retreat, May 13</u> - Ryan Thomas

The two main purposes of the retreat were to inform the Steering Committee members of current technical issues and UEN directions, and to develop a regional priority list for FY2004. Please refer to Tab 24 - Attachment A for a list of regional priorities.

K. <u>Steering Committee Meeting Minutes</u> - Gary Wixom

David Eisler noted that he was present at the April meeting, yet not recorded in the minutes.

<u>Motion:</u> It was moved and seconded that the members of the Utah Education Network Steering Committee approve the Steering Committee meeting minutes of June 27, 2003. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

The meeting adjourned at 11:30 pm. The next meeting is scheduled for August 22, 2003, 9:00 - 11:00 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. Please refer to them for additional reference.

TAB 12

OTHER