Utah Education Network Steering Committee

August 20, 2004

U TAH E DUCATION N ETWORK
S TEERING C OMMITTEE

A G E N D A

AUGUST 20, 2004

SUBCOMMITTEES – 9:00 AM – 11:00 AM
STEERING COMMITTEE – 11:00 AM – 1:00 PM

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

Instructional Services Subcommittee Agenda

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

Technical Services Subcommittee Agenda

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

Committee of the Whole

Welcome and Introductions

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

Instructional Services Subcommittee Meeting - October 15, 2004

Technical Services Subcommittee Meeting - October 15, 2004

UEN Steering Committee - October 15, 2004

Please place these materials in your Steering Committee Binder.

TAB**3**

SECURITY TRAINING ISSUES - ACTION

Issue

Greater understanding of security issues at the user level is required.

Background

During the June Steering Committee meeting, a discussion of the need for greater understanding of security issues across the system was led by Barb White.

Through the discussion it became evident that training at the user level, in addition to technical issues, is a critical component of network security. Security issues that require further training at the user level include:

- To download or not to download
- Email spam and safe practices
- Acceptable use
- Privacy concerns and FERPA
- Copyright and plagiarism
- Recognizing and reporting problems

Policy Considerations

To address security issues related to end-user training, the following steps are recommended for implementation by the Instructional Services department:

1 Identify exemplary training resources for the areas listed above. Gather these resources in a central Web site repository.

2 Develop resources that are necessary to complete the collection.

3 Support a train the trainer model and resource clearinghouse model to disseminate this information. Coordinate this with C Forum and the CIO's.

4 Include this goal in the FY05 Strategic Plan for Instructional Services.

5 Establish a standing agenda item regarding Security on the Instructional Services Subcommittee agenda to facilitate communication on instructional issues related to security.

Recommendation

It is recommended that the Instructional Services Subcommittee discuss the approach outlined above and endorse this approach.

TAB 4

UPDATE ON SUMMER PROJECTS - DISCUSSION

Issue

The Instructional Services and Instructional Delivery departments have been busy this summer. The following report summarizes activities in preparation for the new academic year.

Background

Projects outlined in the UEN Strategic Plan occur throughout the year. This year, many projects have target completion dates that correspond to the beginning of the 2004-2005 academic year. As a result, staff members have been extremely busy working to meet aggressive timelines. Instructional Services projects that met major milestones during the summer include:

- WebCT Vista
- Digital Media Service
- UEN.org Web Site
- Professional Development
- Broadcast Services
- PBS TeacherLine Courses
- IP Video Training Component
- Pioneer Online Library

Included under this tab is summary of work accomplished on these projects, along with some next steps for each project team.

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

TAB 4 ATTACHMENT A
SUMMER PROJECTS UPDATE REPORTS

WebCT Vista

UEN and USHE are entering the second year of our statewide pilot with the WebCT Vista course management system. Several institutions successfully delivered classes to students using the UEN hosted Vista system over the Spring and Summer semesters.

UEN's Vista administration team attended the annual WebCT user's conference where they made valuable contacts with Purdue, the University System of Georgia, Texas A&M, The Connecticut System of Higher Education and other institutions using Vista. These relationships are yielding valuable technical and support knowledge sharing.

The week of August 16-20, 2004 UEN will perform a major upgrade to the Vista system to prepare for hosting Fall 2005 courses for USU, UCAT, UVSC, U of U and Dixie State College. We will upgrade the state's Vista install from version 2.1 to version 3.0.2 and bring the system up in a clustered server configuration that will extend performance and allow better system reliability.

UEN has increased our licensing from 1,000 enrolled users to 5,000 which should be sufficient through the next year as CEU, Snow, SUU and Dixie migrate from their individual campus editions of WebCT onto the central Vista system. UEN also purchased a license for Respondis – a tool to use within the WebCT Vista environment that helps with quiz and test functions.

Vista runs on an Oracle database and UEN recently completed negotiations with Oracle to obtain a hosting license that will allow us to deliver WebCT Vista courses for all USHE institutions as well as K-12 users. Previously we were limited to serving higher education institutions with campus Oracle licenses. This precluded USU, UCAT, SLCC and all of K-12 from offering courses via the Vista system.

Next steps for this project include launch of new courses for Fall semester, development of statewide pricing and governance scenarios beyond the pilot phase, and expanded support and training roles throughout the USHE system. UEN will be coordinating a monthly support call and quarterly meetings of WebCT Vista administrators to assist with system-wide coordination.

Digital Media Service

The hardware and software for the Digital Media service are installed at the Dolores Doré Eccles Broadcast Center. UEN system administrators are configuring both the North Plains TeleScope asset management system and the Virage video encoding system to host videos licensed by the UIMC for Web delivery. We are currently on schedule to have videos available for a pilot group in September 2004.

UEN presented the Digital Media Service to the Utah Academic Library Consortium (UALC) at their meeting in late July 2004. After discussion, the UALC assigned their digitization group, headed by Kenning Arlitsch from the Marriott Library, to work with UEN to identify a higher education project involving the Digital Media Service.

UEN.org Projects

This summer the UEN Web team focused on clean-up, correlation and a little creation. Here is a list of the projects that we worked on:

- Hired educators to locate Web resources that support the Utah core curriculum. Over 200 links were correlated to curriculum standard level and added to the UEN core links database. These Web resources are available through the UEN Curriculum Search and the Core display pages.

- Added 60+ new USOE 3rd and 4th grade Science to the UEN lesson plan database.

- Added 30+ GIS (Geographic Information System) lesson plans from the ESRI Web site.

- Added 20+ resources from the Apple Learning Interchange to the UEN core links database.

- Checked and replaced all of the Web links currently in the UEN core links database.

- Cleaned up the educator database by removing 1,500+ duplicate registrations.

- Checked and updated links on most of UEN Web pages, including the 2002 Olympic Education page, Themepark and the top visited Activities pages.

- Worked with the Jordan School District to add content to the Utah We the People Web site as part of their Teaching American History grant. *www.uen.org/ wethepeople*

- Finalized the Adobe Create PDF Online Service.

- Created a new look for the K-12 Pioneer Online Library page.

- Created a K-2 Educator Web page. *www.uen.org/k-2educator*

- Created a new interface for CACTUS – the Web site for teacher licensing

- Created weekly NewsByte features correlated to current events with KSL-TV and Deseret Morning News

TeacherLine Regional Coordinator Grant ($60,000 Grant)

KUED and UEN were awarded $60,000 as a participant in the PBS TeacherLine Western Consortium with public TV stations in Arizona, Las Vegas and New Mexico

(ASSET/KAET, KLVX, KNME & KUED/UEN). The grant will be used for marketing efforts and provide salary support as TeacherLine transitions to a fee-based program.

As the state coordinator, KUED/UEN will manage, market and distribute the PBS TeacherLine suite within Utah. Utah will offer at least 10 courses between June 1, 2004 – May 31, 2005, training 250 teachers.

The Western consortium will also offer 5 courses per quarter.

TeacherLine Station Grant ($35,000 Grant)

In June 2004, KUED/UEN received a $35,000 station grant. The grant funding will be used to manage the day-to-day operations of the program through June 30, 2005: including licensing & seat fees, facilitator and teacher stipends, and other operating expenses. Utah will leverage its marketing efforts described above, coupled with the $35,000 grant to provide for a successful program.

About the Courses

PBS TeacherLine online courses cost $150, are six weeks in length, and available in Math, Reading/Language Arts, Science, Technology Integration as well as Classroom Instruction. Participants receive University or USOE credit.

Summer Update:

- 6 Utah Educators participated in National PBS TeacherLine summer courses, Math Subject Area (5th highest participation among other states).

- 21 Utah Educators completed PBS TeacherLine courses offered by the Western Consortium: Scientific Inquiry and Field Based Instruction, Children's Authors on the Web, Teaching for Multiple Intelligences (Highest participation among Western Consortium states).

- 16 Utah Educators are enrolled in the local course offering of Utilizing Technology in Creating Problem Based Curriculum which ends August 18, 2004.

- Total: 43 Utah Educators

Next Steps:

- Renee Willemsen, project coordinator, is finalizing details with the USOE Science and Reading Specialists for the local PBS TeacherLine fall offerings. Courses will start in mid-October. Additional information and registration will be posted at *www.uen.org/development/teacherline* later this month. Districts can also schedule specific courses by contacting Renee Willemsen, by email at *rwillemsen@uen.org* or call 801-585-9726.

- The Western Consortium will offer the following PBS TeacherLine courses in October: *Children's Authors on the Web, Developing Algebraic Thinking Grades K-2, Developing Algebraic Thinking Grades 3-5, Understanding Linear Functions Grades 6-8, Introduction to Curriculum Mapping*. Registration will be available at: *www.uen.org/development/teacherline*
- 30 PBS National Courses will also be available at *www.pbs.org/teacherline*, click on *courses*, then click on *catalog*

Professional Development

Total Classes: 156

Working Days: 64

Local Lab in Use: 51 days

Participants:

June – 1330 participants

July – 948 participants

August – estimated 425 participants

Classes per category:

- 31 (20%) – Integration Strategies includes "Integrating Technology and Curriculum", Electronic Portfolios and other classes which tie technology with teaching strategies.
- 60 (38%)– Web Academy – includes all Web design and Macromedia software classes.
- 25 (13%) – UEN Resources – informative sessions on the resources available through the UEN Web site and the online tools we offer including Pioneer Online Library.
- 40 (26%) – Hardware and Software Integration – largest variety of classes including digital camera, Office software, etc.

Class Locations:

- 24% Local training sessions at U of U computer lab.
- 76% Field training sessions at other locations throughout the state.

Sessions per district:

Alpine	22
Nebo	10
CUES	8
Jordan	7
Granite	6
SEDC	4
Uintah	4
Box Elder	2
Morgan	2
Davis	1
Private	1
Salt Lake City	1
Higher Ed (U of U)	3
Conferences	38
Local Lab (MBH)	37

Next steps for the professional development team include launching the fall course schedule, a new series of Annenberg/CPB hybrid courses that include TV and online, and rewriting Pioneer Online Library material to include new databases.

Broadcast Services

Call Sign Change

UEN-TV completed FCC filing to change the call sign from KULC to KUEN effective September 10, 2004. Interstitials are under development to notify viewers of the change and will begin airing with the new semester. The Public Information department at UEN will be sending letters to stakeholders and TV listings groups to inform them of the new name.

Programming and Outreach

New programs for the Instructional Television time on KUED and UEN-TV have been identified and are beginning to arrive from vendors. The 2004-2005 Utah Instructional Television and Resource Guide is in the final stages of development and will be mailed directly to every K-12 teacher at their school in September. Teacher education department chairs at the higher education institutions will receive a letter about the guide and offer to present the contents at a student or faculty meeting.

New programs from Colonial Williamsburg and Annenberg/CPB are scheduled for satellite downlink. Interstitials promoting each of the UEN-TV program categories are being developed and will be launched in September 2004. These include: telecourses, workplace/GED, world languages, how-to programs, exercise, kids after school, teacher professional development and medical. Viewers will also see an increase in promotion of UEN services and the Web site, taking advantage of the cross-promotion with our new call sign.

IP Video Training Component

In addition to installation of bridge and end-site equipment, the IP Video team and UEN Public Information has been actively working on training material for higher education faculty, public education faculty and facilitators. A committee comprised of members of the IP Video technical and instructional subteams has outlined the training requirements. These documents will be shared with the IP Video Steering Team at their upcoming meeting.

Pioneer Online Library

The Pioneer Online Library Subcommittee recently awarded EBSCO and SIRS a four-year statewide contract. The SIRS product will stay the same; however, EBSCO will have six additional databases, including:

- Academic Search Premier - contains indexing for 8,050 publications, with full text for more than 4,600 of those titles in areas including biology, chemistry, education, engineering, humanities, physics, psychology, religion & theology, sociology, etc.

- Computer Source - contains nearly 350 full text journals and magazines covering topics such as computer science, programming, artificial intelligence, cybernetics, information systems, robotics, and software.

- Legal Collection - contains full text for more than 250 scholarly law journals and information on current issues, studies, thoughts and trends of the legal world.

- Psychology & Behavioral Sciences Collection - contains information concerning topics in emotional and behavioral characterictics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods.

- Religion & Philosophy collection - contains information on world religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy, and the history of philosophy.

- Vocational & Career Collection - contains nearly 400 trade and industry-related periodicals.

World Book Online, CultureGrams and Deseret News Archives have been renewed for this coming school year 2004-05. Wilson Biographies has not been renewed.

The K-12 Pioneer Web page has recently been revised (visit *http://pioneer.uen.org*).

The Utah K-12 educator and student home access information has Changed. Educators can log in using their my.uen password to see the new information.

A subcommittee has been assembled to develop a statewide promotion plan for Pioneer Online Library. This will be a collaborative effort between K-12 public and private schools, higher education and the pubic libraries.

TAB**5**

RESOURCES FOR TEACHER EDUCATION FACULTY - DISCUSSION

Issue

An estimated two million additional teachers will be required to meet shortages in the profession during the coming decade. Many colleges and universities are re-examining how they prepare these teachers through effective use and modeling of technology. Utah is in a unique position to offer distance learning, telecommunications, and Internet technologies to support this effort. Additionally, Utah's vast Web resources and tools, tied to curriculum standards, are the envy of many states. As colleges and universities explore ways to further incorporate technology into their teacher education programs, inclusion of UEN resources makes sense.

Background

According to the National Council for Accreditation of Teacher Education (NCATE), effective use of technology in the schools depends not only upon effective instruction and modeling at the pre-service level, but in general education courses and K-12 field experience sites as well.

K-12 schools have a vested interest in making sure that the teachers who enter their classrooms are well-versed in quality resources and how to incorporate them into effective instruction as outlined by the National Educational Technology Standards for Teachers (NETS-T).

Likewise, responsibility for preservice teacher education is not limited to a college or department of education within a university (NCATE, 1997). Typically, teachers take more courses in general education and in their academic majors and minors than they do in professional studies. Utah teacher education programs typically require one technology course as part of their teacher education program (e.g., T&L 5140 U of U; EDUC 3110 Weber; EDUC 3170 SUU). It is uncertain whether these courses include resources available to Utah preservice and practicing teachers, such as the Core Curriculum search, lesson plans, rubric tool and the Pioneer Online library. Since K-12 public education places a high priority on these assets, it follows that Utah colleges and universities should include them in their preparation of K-12 teachers.

Policy Considerations

As more teachers complete Utah teacher education programs and enter K-12 schools, knowledge of the state-approved resources available through UEN will be helpful in their practice. UEN distance learning systems can also be used to facilitate classroom observations and dialogue between students and the practicing teacher.

UEN seeks input on the best way to incorporate UEN resources in teacher education programs. Suggestions on outreach strategies, key people to meet with, message points, and organization of resources for presentation to faculty, are encouraged.

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

TAB 6

QUARTER 4 PROGRESS REPORT ON FY 2004 STRATEGIC PLAN - DISCUSSION

Issue

This is a quarterly update on the FY2004 Strategic Plan for Instructional Services.

Background

A great deal of activity occurred for Instructional Services projects during April, May and June 2004. Major accomplishments are summarized in Attachment A and further explained in the Summer Projects Update item. Some projects, such as digital asset management and grant workshops carried to the new fiscal year as outlined in the FY2005 Strategic Plan.

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

TAB 6 ATTACHMENT A
FY 2004 STRATEGIC PLAN QUARTER 4 UPDATE

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.

- All of the educational links in the database have been checked and updated.
- All Secondary Science links have been updated.
- Added 50 + ATE Lesson Plans to the database.
- Added 60+ ATE links to the Links database.
- Correlated 20+ Apple Learning Interchange Lessons to the core and added to the Links database.
- Updated all Themepark pages.
- Added Instructional Television Broadcast schedule to Curriculum Search.
- Built new CACTUS interface
- Completed the K-2 educator Web site *www.uen.org/k-2educator*
- Added and edited additional secondary mathematics items for the TIPS database.
- Average 8 hours per week maintaining USOE Web sites, no new sites this quarter.
- Conducted Web Academy Classes:
    - ◊Dreamweaver Level 1 - 4 sessions in Quarter 4 with 63 participants.
    - ◊Fireworks - 3 sessions in Quarter 4 with 52 participants.
    - ◊Dreamweaver Level 2 - 4 sessions in Quarter 4 with 62 participants
    - ◊ALSO - 9 conference sessions on Macromedia products in June with 300 participants.
- Technology Integration Academy recruited 15 new TIA participants for FY 2005.
    - ◊PBS TeacherLine - 52 teachers completed 6 week courses.
    - ◊Intel Teach to the Future- 120 participant teachers completed Intel Teach to the Future Essentials Course.
- Build DAM project carried forward to Quarter 1 in FY 2005.
- Provided Respondus license for WebCT Vista users.
- Held WebCT Vista share meeting with 30 developers at UVSC.
- Posted WebCT Vista 3.0 documentation to assist with 3.0 update in FY 2005 Quarter 1.

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

- Presented annual report on professional development progress. Quarterly data.
    - ◊April - 29 professional development sessions, 462 participants.
    - ◊May - 14 professional development sessions, 160 participants.
    - ◊June - 54 professional development sessions, 1174 participants.
    - ◊18 conference presentations this quarter.
- Published statistics on monthly Web site use at *www.uen.org/ueninfo*.

TAB 7

INSTRUCTIONAL SERVICES PRIORITIES: FY 2006
UEN BUDGET - DISCUSSION

The Instructional Services Subcommittee will discuss Instructional Services priorities related to the FY 2006 UEN Budget. The cover memo in Tab 17 of the August 2004 Steering Committee Materials will provide a general overview on major issues.

TAB 8

IP VIDEO PROJECT UPDATE - DISCUSSION

Issue

IP Video Project Status Report Summer 2004

Background

UEN EDNET IP Video Site Migration Status Report

- By the end of August 2004 approximately 44 legacy EDNET video sites will have been converted to new IP Video sites. (Attachment A under this tab updates converted site locations and other details.)

- This will complete the first phase of legacy EDNET site migration as part of the UEN IP Video Project. Along with legacy conversions many new IP Video sites have also been integrated and are in use expanding the offerings the system was previously capable of.

- The project teams are currently reviewing and evaluating the remaining legacy EDNET sites, network pieces and next step factors while drafting timelines and budgetary projections for the next phase of the project.

- The UEN Local Service Representatives and IDS support staff are accomplishing updated site training efforts at an impressive pace. As more schools and sites continue to return from their summer break this effort will increase and is one of our primary focuses at the moment.

- We recently had our first major system wide event of the new school year for the Utah High School Activities Association. The event involved more than 50 locations in a hybrid mix of legacy EDNET sites, newly converted IP Video sites, UENSS Satellite locations and video streaming to the Internet. With the exception of a couple minor issues that were quickly resolved during the test period the event was a great success. This was a very significant event in that we have been able to proof our engineering of how events will operate in a blended technology environment during this transition period. It's very exciting.

MCU Bridge and Management Software Status Report

- UEN has recently purchased two (2) Multi-Point Connection Units often referred to as an MCU Bridge. These devices will be the backbone of IP Video operations within the UEN system and are the first step towards a distributed MCU system for the network.

- UEN Engineers and support staff have successfully turned up the first bridge to be located at the Dolores Doré Eccles Broadcast Center. Plans are currently being made for the installation of the second bridge at Utah State University in Logan before Fall Semester. This is major milestone in the UEN IP Video project and able to be accomplished well ahead of the timeline that had originally been anticipated.

- UEN has recently put into a semi-production mode the Tandberg Management Suite or TMS software. This is the Management Software that will slowly phase out the current Conference Management Environment Software (Cme) as complete IP Video Site migration continues to occur. UEN staff have been testing this software at a development level for many weeks now and have recently received formal training from the software vendor. This too is a major accomplishment for the project and was crucial to moving the project forward. UEN was also able to accomplish this task sooner than anticipated due to major new developments in this kind of software and significant reductions in the cost of the software compared to what was available but even a year ago.

- UEN Staff are currently testing various event scenarios and configurations to prepare for fall classes and events using both the new MCU Bridge and Management Software. The integration of the new MCU bridge and the Management Software is a crucial step in these efforts and is currently well under way.

Recognition and thank you to Project Teams, UEN Administration and Staff

- Recognition and thanks needs to be given to everyone, UEN staff and stakeholders alike that have been involved in this project so far. The staff in both the UEN Technical Services and Instructional Services Departments have shown great effort in working to accomplish and even exceed the current goals of this project. UEN administration also needs to be recognized for their efforts in securing the funding to allow this project to progress as quickly as it has. A big thank you needs to be extended to all of these folks for their amazing work. (Applause)

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

TAB 8 ATTACHMENT A
UEN EDNET IP VIDEO SITE MIGRATION STATUS CHART

End Site/Location	IP Video Site Type	Status
UEN EDNET Locations	Receive/Origination	Status
West Desert High School	Receive Site	Complete
Grouse Creek High School	Receive Site	Complete
Park Valley High School	Receive Site	Complete
Milford High School	Receive Site	In Process
Millard High School	Receive Site	Complete
Delta High School	Receive Site	Complete
Juab High School	Receive Site	Complete
Tintic High School	Receive Site	Complete
Springville High School	Receive Site	Complete
Granger High School	Origination Site	Complete
Hillcrest High School	Origination Site	Complete
Lone Peak High School (#2)	Receive Site	Complete
Carbon High School	Receive Site	Complete
DATC Dental Lab	Origination Site *	Complete
Dixie High School	Origination Site	Complete
USU Roosevelt DCE	Origination Site	Complete
USU Vernal DCE	Origination Site	Complete
USU Logan Classroom	Origination Site	In Process
USU Tooele DCE	Origination Site	Complete
USU Orem/Provo DCE	Receive Site	In Process
USU Moab DCE #1	Origination Site	Complete
USU Moab DCE #2	Receive Site	Complete
USU Brigham DCE	Receive Site	Complete
Murray DCE-EDNET	Origination Site	Complete
USU Murray DCE	Receive Site	Complete

Manilla High School	Receive Site	In Process
Bear River HS	Origination Site	Complete
Box Elder HS	Origination Site	Complete
Weber State Univ.	Origination Site	In Process
Altamont High School #1*	Receive Site	In Process
Altamont High School #2 *	Receive Site	In Process
Duchesne High School #1	Receive Site	Complete
Duchesne High School #2	Receive Site	Complete
Tabiona High School #1	Receive Site	In Process
Tabiona High School #2	Receive Site	In Process
East Carbon High School	Receive Site	Complete
Support Devices	**HUB Device**	**Status**
SUU-GW-A	EDNET/IP	Complete
SUU-GW-B	EDNET/IP	Complete
SNOW-GW-A	EDNET/IP	Complete
SLCC-GW-A	EDNET/IP	Complete
SLCC-GW-B	EDNET/IP	Complete
SLCC-GW-C	EDNET/IP	Complete
DATC-GW-A	EDNET/IP	Complete
DATC-GW-B	EDNET/IP	Complete
UBAT-GW-A	EDNET/IP	Complete
UBAT-GW-B	EDNET/IP	Complete
UBAT-GW-C	EDNET/IP	Complete
UBAT-GW-D	EDNET/IP	Complete
USU-GW-A	EDNET/IP	Complete
USU-GW-B	EDNET/IP	Complete
USU-GW-B	EDNET/IP	Complete
USU-GW-B	EDNET/IP	Complete

TAB 9

SUBCOMMITTEE REPORTS - DISCUSSION

Public Education – Rick Gaisford

Higher Education– Cyd Grua

TAB **10**

SECURITY - ACTION

Issue

It was agreed at the last Steering Committee meeting in June 2004 that security would be a major focus of the August 20th meeting.

Background

1. Committee Structure

Security has taken a heightened profile at UEN over the past 18 months. A recent survey of enterprise IT departments reveals that security has risen to the number one priority over the past six months. Security is a subject that is part of the modern IT landscape and must be addressed in a permanent fashion.

Recent conversations among UEN Steering Committee members and UEN staff have identified the need to develop long-term strategies for dealing with network security to report directly to the Steering Committee. Some consideration has been given to forming a new Security Subcommittee. Another idea was to add security as an agenda item to the current Technical Services and Instructional Services Committees.

These ideas have been considered and explored in discussions during the past few months. The idea that has garnered the greatest support is to form a permanent Security committee as a working group under direction of the Technical Services subcommittee. This action would make permanent the current working group and should allow the Steering Committee to address immediate and future network security issues and concerns.

Additionally, it is suggested that the Instructional Services Subcommittee address user training needs, placing this issue as a standing agenda item.

We request that the Technical Services Subcommittee explore the various options, discuss the merits of each and develop a recommendation for consideration by the committee of the whole.

2. Committee Leadership

UEN staff was saddened to learn that Barbara White will be leaving USU to accept the position of CIO at the University of Georgia. We wish her well. She has been instrumental in bringing a greater security focus throughout the state.

With her departure the Technical Services subcommittee leadership is addressing the vacancy created in the Security working group leadership. This new assignment and the disposition of this discussion are dependent upon the outcome of the previous agenda item. The subcommittee must deal with this development in conjunction with that decision.

3. One Day Forum Issues

Network security is complicated under the most favorable circumstances. Dedicated security resources are scarce. UEN was asked to develop a list of subjects that could be addressed in a series of one day forums.

The idea is to take these complicated security issues that are difficult for districts and others to address and break them into smaller, more manageable segments. All interested parties would meet for an entire day and work through these issues, giving all participants the ability to provide detailed security solutions for their districts and higher education institutions.

The current assignment is to develop a list of single-issue topics. The following ideas are offered for consideration:

- Security Tools
- Policies
- Desktop Standards and Management
- Server Security
- User Training
- Wireless Security

We need to further explore the topic options and develop a priority list. The next step would then be to identify resources and dates for these forums.

Recommendation

It is recommended that the Technical Services Subcommittee discuss the security issues that are outlined in this document. It is further recommended that a specific proposal be recommended by the subcommittee to provide a permanent organizational focus on security within the Steering Committee.

TAB**11**

SPECIAL PROJECTS AND REGIONAL PRIORITIES REVIEW - DISCUSSION

Issue

Special Project and Regional Priorities

Background

Each year UEN takes input from the eight regions and compiles these requests into a consolidated list. This input gives us the ability to address specific needs throughout the state and enables us to ensure that UEN activities support initiatives at a local level.

This year input has been obtained from individual T-forum meetings and the May 2004 Technical Services retreat. This list is a work-in-progress and continues to evolve. The August 2004 subcommittee meeting will provide the next opportunity to examine the list, discuss project prioritization and consider further action. The current version, with initial application of the prioritization methodology, is now being finalized by managers and staff within the Technical Services Department and will be distributed at the subcommittee meeting. Preliminary estimates of the special projects budget were shared with the Steering Committee in June 2004. The budget has not yet been finalized, but additional detail about the budget will also be shared on August 20.

It is important that the subcommittee and committee of the whole have an opportunity to thoroughly review this list and give input. Initial prioritization provides a good starting point. Input from the committee will ensure a refinement in the process and will assist UEN in leveraging scarce resources and in meeting the needs of UEN stakeholders.

Recommendation

It is recommended that the committee further refine the prioritization of projects identified in the Regional Priority list and forward this to the committee of the whole for further consideration.

T A B **12**

GEOMAX/GL3 PROJECT OVERVIEW - DISCUSSION

Issue

GeoMax/GL3 Project Overview

Background

The UEN/Qwest GeoMax project, and its complexity, have been discussed by the Steering Committee several times, most recently during the June 2004 meeting. To better understand the complexity of GeoMax and the significance of current steps to increase capacity and reliability of the network backbone, additional information has been prepared by UEN's senior network engineer, Pete Kruckenberg. He will be prepared to lead a fairly detailed discussion about the project and to answer questions that members of the committee may have.

This information has previously been presented to a number of Stakeholder groups.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

T A B 13

TECHNICAL SERVICES PRIORITIES: FY 2006 UEN BUDGET - DISCUSSION

The Technical Services Subcommittee will discuss Technical Services priorities related to the FY 2006 UEN Budget. The cover memo in Tab 17 of the August 2004 Steering Committee Materials will provide a general overview on major issues.

SUMMER PROJECTS UPDATE - DISCUSSION

Issue

Technical Services Summer Projects

Background

Much of the work done this summer is outlined in the 4th Quarter Strategic Plan summary. The following additional information is meant as a more detailed review of major initiatives and a reminder of the volume of work that has been completed this summer.

Each summer UEN and other education centered entities undertake projects that cannot be attempted during the school year when the network must remain operational. This has been the busiest summer ever. In preparation for the high volume of work, UEN began a Monday morning project meeting in early June 2004. Each week representatives from each UEN Technical Services department gather to review progress and plan the workload for the upcoming week.

These summer projects fall into five major categories. These are:

1 IP Video installation

2 San Juan CIB Microwave Project

3 GL3 Project

4 Rural Ethernet Projects

5 Equipment Replacement

40 EDNET classroom locations were selected to be upgraded to IP Video, two 48 port bridges were scheduled for installation at the Dolores Doré Eccles Broadcast Center and USU Logan, and new IP video management software was acquired to provide scheduling and management control of the IP video system and link it to the legacy system. The installation of equipment for the IP Video project is nearing completion. Most sites have received some attention. UEN is waiting for some equipment and once that is received the installations will be completed. More detailed reports on each site may be found in Tab 8.

Significant progress has been made in the San Juan project. This has been a cooperative effort between San Juan District and UEN. It will significantly increase network capacity to both Higher Education and District sites in southwest San Juan

County and will update the video equipment in several sites to the latest IP standards.

The implementation phase of GL3 is complete. All equipment has been installed and connectivity between sites is in place. Additional power and environmental upgrades have been coordinated with many of the participating sites. This has been a cooperative venture between UEN and most of the Higher Education institutions. UEN expresses a great deal of thanks to all those who have worked with us to make this happen.

In the next phase the UEN technical staff will begin to develop operational policies and procedures for working in this new environment. Additionally, the 11 District office sites participating in this phase will begin to receive connectivity and join in the beta testing part of this project. This is all in anticipation of transitioning the production network to the GL3 circuit in early October 2004. Much work must be done in the next two months to meet these aggressive timelines.

In addition to these GL3 activities, network connectivity has been increased to CEU, SUU and USU to meet increasing network traffic demands. These are temporary measures that will bridge the gap until Gigabit services are fully operational later this year.

The rural Ethernet projects continue to move forward. The Frontier project that addresses connectivity in Millard County will be complete by the end September. UEN is only days away from completion of the South Central and Central Utah Telephone projects. Planning is moving forward for the UBTA and Manti Tel projects.

In the middle of everything else we have found the time to replace about half of the remaining Cisco 2500 routers. Approximately 30 of these devices remain in the UEN network.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

QUARTER 4 PROGRESS REPORT ON FY 2004 STRATEGIC PLAN - DISCUSSION

Issue

Fourth Quarter Progress Report

Background

The FY 2004 Quarter 4 report is attached to this document. Highlights from the 4th quarter are:

- GL3 site surveys and installation of most of the GL3 equipment

- IP Video site installations

- Major progress on the San Juan CIB project

- Addition of 300 Mbps of Internet connectivity on a second Gigabit Ethernet circuit

- Signing of the National Lambda Rail (NLR) contract

- SLD approval of Frontier, Manti Tel and UBTA projects

- Security Flow server training

- Replacement of 30 old routers

Note that the GL3 project adds Gigabit Ethernet speed to the GeoMax backbone. The San Juan CIB project accomplishes two things. It upgrades connectivity to three schools in southwest San Juan county and it gets us off of Mossback mesa.

No list can adequately represent all that was done in this three-month period. Additionally, many projects were started in the fourth quarter that will be completed early in the first Quarter of FY 2005.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

TAB 15 ATTACHMENT A
FY 2004 STRATEGIC PLAN 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.

Quarter 4

- Completed generator installation at Grand County School District hub.

- SLD approval of Frontier, Manti Tel and UBTA Ethernet projects.

- Signing of new, long-term contract with All West for greatly reduced monthly circuit costs.

- Delivered refurbished generator to SLCC.

- Installation of T-1 circuits and IP video equipment at East Carbon.

- Installation of new switches at 6 UBTA sites to complete finished services.

- Installation of T-1 circuit at Monticello.

- Installation of DS3 from EBC to Millard District.

- Completion of GL3 site surveys (50 sites).

- Replacement of 30 old routers.

- Completed Phase I of the Tooele DO move.

- Began implementation of GigE circuits in Alpine district using county fiber.

- Significant progress was made with the CUT, South Central, UBTA and other rural Ethernet projects.

Quarter 3

- 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 City School Districts.
- Moved Provo Library to an Ethernet circuit.
- Upgraded Alpine DO to GigE.
- Upgraded Provo City DO to GigE
- Added second T-1 West Desert and a full T-1 to Garrison and Caleo.
- 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.

Quarter 2
- Upgrade Statewide Backbone to GeoMax.
- Completed Daggett Microwave Radio Install.
- Installation of Generator at Snow College.
- HP Service Desk Roll-out and usage.
- Wrapped up Nemo Project.
- Participated in E-Rate discussions and training.
- Began GeoMax Layer 3 planning.

Quarter 1
- Project Nemo (Standardized configuration management on all UEN devices).
- Successful Cisco IOS upgrade (All UEN IOS devices in a 4 week window).
- GeoMax Planning.
- Moab to Blanding OC-3 installation.
- Installation of Radios for the Vernal to Daggett CIB grant.
- LSS to USU.
- Provided radio and LSS service to WSU Davis Hub.

- Expanded diverse paths to WSU and WSU Davis Hubs.
- GeoMax Layer 3 equipment decision.
- HP Service Desk Implementation.
- E-Rate support.

Potential Problems

- Late SLD approval and a huge amount of projects have pushed most summer projects FY2005 Quarter 1 completion.

Objective 2: Maintain and update data and microwave networks.

Quarter 4

- Completion of construction at Clay Hills site.
- Installation of Microwave tower at Clay Hills.
- Installation of radios, dishes and batteries at San Juan County sites.
- Secured IPv6 address block.

Quarter 3

- Statement of work completed for CIB San Juan project. Project begins.
- Moab to Blanding microwave path stabilized.

Quarter 1 & Quarter 2

- Moab to Blanding OC-3 completion.
- Daggett CIB Microwave Install.
- Collaboration on CIB San Juan Proposal.
- Radio redundancy for SLC Library and SLC DO.

Potential Problems

- Aggressive timeline to complete CIB San Juan Phase I.

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

Quarter 4

- Installation of AFS circuit, adding 300 Mbps of Internet capacity.
- Signing of the National Lambda Rail (NLR) contract.
- Became a member of the Front Range Gigapop (FRGP).

Quarter 3

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

Quarter 2

- Deleted Peering links and installed full transit links.
- Increased Internet Bandwidth by 50 Meg.

Quarter 1

- Circulated RFP rebid for Touch America.
- Negotiated 25% decrease in TA Internet cost with 50% increase in capacity.

Potential Problems

- NLR construction timelines could delay Utah connectivity for several months.

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

Quarter 4

- Creation of Western Light and discussions with Cenic (California), Nevada, NWGP (Washington) and FRGP (Colorado) to explore fiber optic connectivity to west coast and other western region locations.
- Continued UWIN participation.
- Contract progress with the Utah Valley Community Network (UVCN).
- Hosted WestNet conference.
- Developed a plan in conjunction with Qwest and State ITS to deliver an OC-48 to Richfield, working together with another state agency to reduce cost and increase capacity.

- Met with 10 districts and others to coordinate and educate regarding GeoMax Phase II.
- Completion of planning for the UEN intern program.

Quarter 3

- 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.

Quarter 2

- Planned the Ethernet Installations at CUT and South Central sites.
- Planning of VoIP gateway at EBC.
- Multiple RFBs for projects throughout the State.
- Discussions with ITS to provide a Lambda from SLC to Richfield.

Quarter 1

- Radio and LSS to WSU Davis.
- Radio to SLC Library and SLC District.
- Replaced 56K FR link with wireless radios.
- Moved the AT&T link from Jordan to SLC District.
- Added LSS to Granite and Jordan Dos.

Objective 5: Increase security throughout the network.

Quarter 4

- Safeword implementation.
- Beta testing of Arbor Networks allowing UEN to detect Denial of Services attacks.
- Flow Server training.
- Continuation of weekly security calls.
- Dealt with two Cisco IOS upgrades because of security vulnerabilities.

Quarter 3

- 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.

Quarter 2

- Planned Utah Security Summit.
- Installed Security Monitors at SLCC, Snow College and SUU.
- Participation at the UVSC Security Summit.

Quarter 1

- Deployment of security monitoring servers at USHE sites.
- Survived the Naachi, Blaster and SoBigF attacks.
- Resolved security issues in SEDC region.
- Established Security POCs at USHE sites.

Objective 6: Support IP video and other delivery technologies.

Quarter 4

- Completion of 6 IP Video sites.
- Progress on IP Video installation at many of the 40 new IP Video sites.

Quarter 3

- Planning for addition of 39 new IP video sites to be installed during Quarter 4 2004 and Quarter 1 2005.
- Replacement of several obsolete Optivision codecs.
- Work completed at the Moab USU video site.
- SIP tests on VoIP systems at UEN.
- Installation of IP video equipment at Grouse Creek and Park Valley.

Quarter 2

- Assessed Network capabilities in support of the IDEA Project.

Quarter 1

- Participation in Idea Project.
- Analysis of site capacity needs and alternatives.
- Continued MCU and end-site equipment testing.
- Finishing Tooele IP Video Project.

Potential Problems:

- Drain on the UEN Field Ops staff and competing summer projects.

T AB 16

SECURITY - ACTION

The Steering Committee will discuss the security issues from the Instructional Services and Technical Services Subcommittee meetings. The cover memos in Tab 3 and 10 of the August 2004 Steering Committee Materials provide background information on major security issues.

TAB**17**

FISCAL YEAR 2006 BUDGET - DISCUSSION

Issue

UEN is required by the Governor's Office of Planning and Budget to submit preliminary budget information for FY 2006 in mid-September. It is therefore appropriate to initiate preliminary discussion about possible requests during the August Steering Committee. Final budget decisions will be made during the October 2004 meeting.

Background

1. Salaries

It has been three years since there have been significant salary adjustments for our employees. There is strong evidence that unless larger-than-average increases are provided, we will lose a number of our key staff members to private businesses. This would be detrimental to the network in numerous areas. We are aware that salary decisions are made by the executive appropriations committee, not by the appropriations subcommittees. However, salaries must be a focus in our budget presentations to the Governor and to the legislature.

2. Network capacity and reliability

For the past two years, the legislature has provided ongoing or one-time funding to undertake the GeoMax backbone installation, several rural Ethernet projects, the GL3 project, and the Qwest-UEN GeoMax Phase II projects which are scheduled for the current year. These projects have or will soon provide Gigabit Ethernet capacity to all higher education institutions. Several school districts will soon have Ethernet connections to all of their schools, and 15 districts will have one or more schools with Gigabit capacity by the end of this year. It is critical that the one-time appropriation UEN received for FY 2005 be converted to ongoing funds next year in order to pay for the contractual commitments we have made to initiate these projects.

Based on discussions we have held across the state with technology directors, district superintendents, Technical Services subcommittee members, and other UEN stakeholders, there is a consensus that the highest priority should be given to provide Ethernet connectivity to the remaining districts and schools over the next few years. We are now working with district staff and telecommunications providers to prepare a comprehensive plan to determine the cost and a feasible time frame to

achieve that goal. We anticipate that the FY 2006 one-time and ongoing costs of that project should be our highest priority for funding.

## 3. Conversion of EDNET to IP-based Videoconferencing Technology

Major progress has been made on the first phase of this process. We still await notification on two grants and E-Rate requests that would also assist in funding this effort. However, it will be necessary to cover the cost of many sites through state appropriations. Specific details should be available at the August 20th meeting.

4. Web Services

The role of UEN to provide needed Web services to public and higher education is continuing to expand. The use of uen.org, Pioneer Online Library, lesson plan, curriculum search and other well-established Web services continue to grow. It is critical that $250,000 which was allocated this year in one-time funds be made ongoing to support the staff and software maintenance and upgrade commitments we have already made in this area.

We expect during FY 2006 to be called upon to support additional services. These are likely to include WebCT Vista for USHE, online testing support for USOE and the districts and broader responsibilities related to digital media services. Each of these responsibilities has licensing, maintenance and upgrade and staff support implications.

Pioneer Online Library provides powerful evidence of the benefits that come from centralizing the delivery of essential Web services at UEN. UEN paid $343,940 to support the participation of the 40 school districts in the Pioneer consortium last year. If each K-12 district were to purchase the products, the total cost would be $3,851,594

Pioneer Online Library K-12 Cost Comparison

$3,851,594

$343,940

Collaborative Buy   District Buy
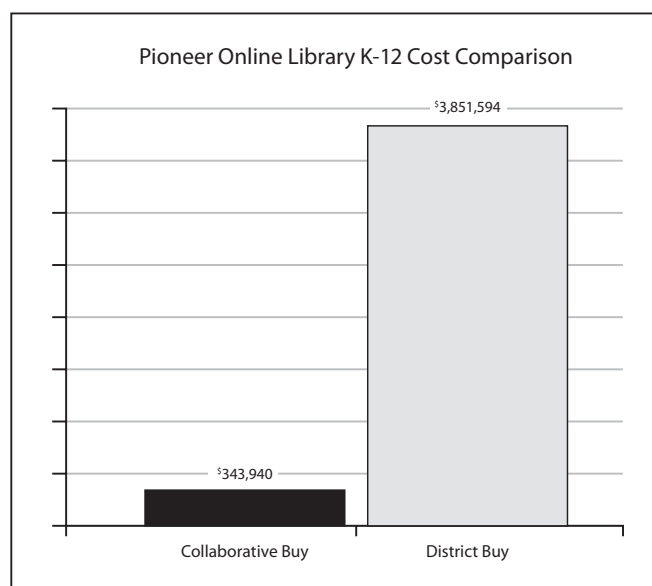
UEN currently pays.72 per student for K-12 Pioneer Online Library. If districts were to

purchase the products, the cost per student would range from $5.70 per student for Jordan district, to $75.17 for Daggett. The average cost per student would be $15.80.

Pioneer Online Library Cost per K-12 Student
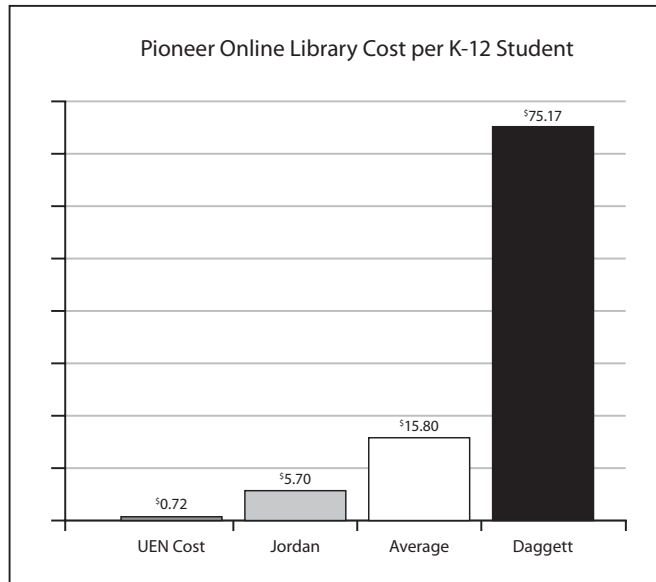
The Utah Academic Library Consortium pays $220,164 to support higher education participation in the Pioneer Online Library. With Utah higher education headcount enrollment at approximately 227,000, this means that higher education pays about.97 per student for Pioneer Online Library.

5. Other budget issues

There are other issues that deserve discussion for the coming year. A partial list includes: security, Internet connectivity costs, staffing requirements to support network management responsibilities.

Recommendation

It is recommended that the Steering Committee initiate a preliminary discussion of budget priorities for FY 2006. It is anticipated that a formal proposal will be presented at the October meeting of the Committee.

T A B **18**

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

June 18, 2004 - 11:00 am

Business Steering Committee Meeting

Members Present: Ray Timothy, Gary Wixom, Mike Petersen, Glen Taylor, Ray Walker, Barbara White, Jon Crawford, Linda Fife, Bruce Christensen, Laird Hartman (representing Ann Millner).

Others Present: Laura Hunter, Jim Stewart, Larry Smith, Claire Gardner, Bill Kucera, Lisa Kuhn, Dennis Sampson, Karen Krier, Cory Stokes and Rich Finlinson.

Welcome and Introductions

Ray Timothy welcomed everyone to the June meeting. He reported that Ryan Thomas was scheduled to be joining via phone bridge but he ran into a conflict and was unable to attend.

Tab 18 – Fiscal Year 2005 Strategic Plan

Mike Petersen emphasized the importance of the Strategic Plan for the Steering Committee, public education and higher education stakeholders, and UEN staff. He described the Plan this year as an evolving document that is based extensively on last year's Plan. The vision, mission, and value statements are identical to the statements that were adopted a year ago. The 7 major goals in the plan continue to be the appropriate focus to determine our priorities, projects, and resource allocation. The wording of Goal 5, describing professional development activities, has been modified based on input from Steering Committee members. Tab 18, Attachment A contains the full version of the Plan.

Ray Timothy asked Laura Hunter to review the revisions that were made to Goal 5. She explained that it broadened professional development emphasis to include K-20 instruction, not solely K-12 as the FY 2004 Plan had done. It also placed greater emphasis on staff and educators developing technical proficiency.

Barbara White requested that greater detail be available related to Goal 3 Objective 4, which refers to the UEN Satellite System. She suggested that the UENSS Strategic Plan be posted at UEN.ORG, and the URL to that plan be referenced appropriately within the 2005 Plan. Mike agreed and committed to make sure that was done.

<u>Motion:</u> It was moved and seconded to approve the UEN FY 2005 Strategic Plan. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

Tab 19 – <u>Fiscal Year 2005 Budget</u>

Initial discussion of FY 2005 budget began with a detailed presentation to the Steering Committee executive committee in mid-April. Presentations were also made during the Instructional Services and Technical Services retreats in late April and early May. Steering Committee and stakeholder feedback led to modifications being made in many areas of the budget. The Pioneer Library budget was increased to accommodate recommendations from the RFP committee. The IP Video project budget was increased because of the number of bridges that need to be installed this summer. The Regional Service Center budgets were increased due to some changes that were made a year ago, but that were not fully reflected in the initial budget. The budget, by department, is contained in Tab 19, Attachment A.

Ray Timothy asked how E-rate funds are reported in the budget. Mike explained that only actual funds that have been collected are reported at the present time. As the School and Library Division (SLD) approves new E-Rate requests, the appropriate budget (either the Circuit budget or the Special Project budget) will be amended to reflect additional revenues.

Gary Wixom noted that the Special Projects budget was about half of what it was last year. Mike explained that for the past 2 years we have had an ongoing portion of money along with one time funding that has been designated by the Legislature, for Technical Services projects and that amount is in the budget today. E-rate funding associated with special projects will also move into this budget. as it is approved. For the past two years, carry forward funds from prior years unspent budgets were also moved into this budget. We expect some carry forward funds to be available once the FY 2004 budget is closed, but that amount will not be known until late summer or early fall.

Gary Wixom asked if the Web CT Vista pilot project was adequately budgeted. Mike explained that Oracle licensing remained to be determined. The current Oracle license used by UEN is provided through the University of Utah. Our WebCT support to Utah State University, Utah College of Applied Technology and Salt Lake Community College is not supported through that license. We are currently in negotiations with Oracle to resolve that issue. As discussions move along this information will be shared with the Steering Committee.

<u>Motion:</u> It was moved and seconded to adopt the 2005 Budget as proposed. THIS MOTION WAS PASSED WITH ALL VOTING IN FAVOR.

Tab 20 – <u>IP Video Project Update</u>

Linda Fife reported on UEN IP Video Configuration and Operation Standards. She suggested that if anyone had any questions on this there was staff available to answer any questions. Linda explained that this was preliminary and that input and discussion would be sought from staff and educators who will be involved in using the new IP video technology. Additional IP Video Site Migration and Installation information can be found in Tab 20, Attachment D.

Tab 21 – <u>Proposal to change the call letters of KULC to KUEN</u>

Linda Fife reviewed additional information on the UEN staff recommendation to make the call sign change. More detailed information can be found in Tab 21 Attachment A.

<u>Motion:</u> It was moved and seconded to make the call sign change from KULC to KUEN effective September 2004. THIS MOTION WAS PASSED WITH ALL VOTING IN FAVOR.

Tab 22 – <u>Pioneer Online Library RFP and Promotional Plan</u>

Laura Hunter reviewed the status of the RFP to renew and expand the Pioneer Online Library collection. Specific details are not yet available, however, she is confident that the quality, depth, and breadth of the collection will be increased. There will be a formal announcement made next week after the contract is finalized.

Tab 23 – <u>UEN's Digital Media Services</u>

Linda Fife reported that concerns have been expressed about insufficient involvement of higher education representatives in this project. There will be further discussion about this issue during the next month.

Tab 24 – <u>UEN Professional Development Summer Report</u>

Laura Hunter summarized the number of professional development sessions, types of classes, and number of workshops held this summer.

Tab 25 – <u>Higher Education Advisory Committee</u>

Gary Wixom explained that during the last 8 months, the higher education advisory committee has lost 6 of its 8 members. The committee is being reorganized to have 10 members with representation of chief academic officers from 2 and 4 year schools, deans of continuing education, and teacher education. The committee membership will be finalized within the next two weeks.

Tab 26 – <u>Technical Services Spring Retreat</u>

Jim Stewart reviewed the Spring Retreat and the action items developed during the retreat. The FY 2005 strategic plan captures priorities that were discussed. It was clear from the retreat that all schools wanted Ethernet connectivity. A summary of regional priorities shared by regional representatives at the retreat are contained in Tab 26, Attachment A.

Security was a major emphasis of retreat discussion. Barbara White explained the need to discuss the Security Committee, which has had ad hoc status within the Technical Services subcommittee, and where its future relationship to the Instructional and Technical Services subcommittees. Mike Petersen suggested that the August meeting include a security focus. He also felt that UEN's role and level of responsibility for security should be discussed.

<u>Motion:</u> It was moved and seconded that UEN and the Steering Committee take a leadership role in the education process around Security issues. THIS MOTION WAS PASSED WITH ALL VOTING IN FAVOR.

Tab 27 – <u>Technical Services Summer Projects</u>

Jim Stewart reported that each Monday, all UEN technical services staff members have a project meeting. Anyone is welcome to join the meeting via the audio conference bridge. A partial list of projects can be found in Tab 27.

Tab 28 – <u>GeoMax Phase II Planning</u>

Jim Stewart explained the complexity of this project and the importance of frequent communication as this project unfolds. A tentative list of the proposed GeoMax sites for Phase II can be found in Tab 28, Attachment A.

Tab 29 – <u>E-Rate Status</u>

Jim Stewart reported that all E-Rate for Rural Telco Ethernet projects are underway.

Ray Timothy shared an article with the Committee that came from the Christian Source Monitor. It stated that Congress was holding hearings regarding E-Rate and whether the program should be continued. Lisa Kuhn added that E-Rate applications were being reviewed more thoroughly. Mike Petersen stated that UEN has been very conservative in its submission of E-Rate applications, and that all of our contracts have been approved by the SLD.

Ray Timothy requested that information be prepared on the importance of E-Rate and how Utah has benefited from this fund. Ray will be meeting with Utah's congressional delegation, and felt that information would be valuable to share with them.

Tab 30 – <u>Customer Services Survey</u>

Jim Stewart reviewed the Customer CARE University training that technical services staff is participating in. Discussion will continue with University of Utah Organizational Development Services (ODS) staff to formulate goals and track results.

Tab 31 – <u>Steering Committee Yearly Schedule</u>

Mike Petersen reported that a number of Steering Committee members have expressed frustration when subcommittee meetings were changed with relatively short notice. Others expressed the view that we should reevaluate the meeting schedule and indicated a preference to hold subcommittee meetings on the same day as the Steering Committee meeting. Based on this feedback, Mike proposed that we return to the schedule of having subcommittee meetings on the same day, beginning at 9:00 am. Upon completion of subcommittee meetings, the Steering Committee will start immediately, and be completed by approximately12:00 pm.

<u>Motion:</u> It was moved and seconded that the Steering Committee adopt the annual Steering Committee and Instructional Services and Technical Services subcommittee meeting schedules as provided in Tab 31. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

Tab 1 – <u>Minutes</u>

No corrections or additions were made.

<u>Motion:</u> It was moved and seconded to approve minutes. THIS MOTION PASSED WITH ALL VOTING IN FAVOR.

Tab 2 – <u>Other</u>

Bill Kucera provided a brief history of UEN, how it is perceived by the public and the progress that has been made over the past 10 years. One of the ways we are identified is by our logo. As UEN anticipates the future, it is appropriate to mark the major changes anticipated in the next few months with a new logo and new call letters for our TV broadcast station. In September we will be changing our instructional TV call letters from KULC to KUEN. Our new logo has been simplified by simply using the letters "UEN". A small token of appreciation and thanks for the hard work of our Steering Committee members and UEN staff was then distributed and lunch was provided.

The next meeting is scheduled for Friday, August 20, 2004 at 11:00 a.m. – 1:00 p.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.

TAB **19**

OTHER