Utah Education Network

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U TAH E DUCATION N ETWORK
S TEERING C OMMITTEE

A G E N D A

D ECEMBER 10, 2003 – 9:00 AM

9:00 am -
11:00 am

Steering Committee Meeting

Welcome and Introductions

Committee of the Whole

Instructional Services Committee

Technical Services Committee

Steering Committee

U PCOMING M EETINGS

Instructional Services Subcommittee Meeting - February 6, 2004 - 9:00 a.m.

Technical Services Subcommittee Meeting - February 13, 2004

UEN Steering Committee - February 20, 2004 - 9:00 a.m.

Please place these materials in your Steering Committee Binder.

STEERING COMMITTEE MEMBERSHIP - ACTION

Issue

Changes in leadership of the Utah System of Higher Education and the Governor's cabinet are resulting in a membership change in the UEN Steering Committee.

Background

Richard Kendell has now assumed his new duties as Commissioner of the Utah System of Higher Education, and Governor Olene Walker has appointed Darrell White to replace Dr. Kendell as her new Deputy for Education. Governor Walker has also appointed Dr. White to replace Dr. Kendell as a member of the UEN Steering Committee.

Darrell White has held numerous teaching and administrative positions in his career as a public educator. Most recently, he served as Superintendent of the Davis School District prior to his retirement in 2002. Governor Walker recognized his outstanding educational leadership capabilities by asking Dr. White to come out of retirement to support her education agenda and goals. We are delighted that Dr. White will bring his great knowledge to the UEN Steering Committee

Recommendation

It is recommended that the Steering Committee endorse Governor Walker's appointment of Darrell White to the Steering Committee. It is also recommended that the Committee approve sending a letter of appreciation and thanks to Richard Kendell for his service as a member of the Committee.

PROJECT UPDATES - INFORMATION

Issue

This is a progress report on two items from the October 10, 2003 Steering Committee meeting.

Background

Media Streaming Service

At the October meeting, members of the Steering Committee voted to support development by UEN of a statewide digital media delivery service. The project is currently in the Discovery & Analysis Phase. Tasks currently underway include:

1 *User Profiles Definition* – Descriptions of typical UIMC and higher ed users. that become the basis for identifying core users' attributes and their objectives in using the service.

2 *Technical Discovery* - Examining various digital asset management packages to get a feel for what 3rd party solutions exist that can be integrated with existing services available through UEN.

3 *Finalized Statement of Work Documentation*

The Design Phase, slated for FY04 Quarter 3, includes:

1 Interactive Design

2 Data System Design

3 User Interface Design

4 Requirements and Use Case Documentation

A project Web site will be established at *www.uen.org/utahdms* to facilitate project management and communications. Key project personnel will use the Web site to publish updates and project info, distribute documentation, and track progress.

KULC Digital Bandwidth Leasing

At the October meeting, members of the Steering Committee authorized the KULC General Manager to move forward with a lease agreement for excessive bandwidth. The agreement underwent extensive legal review and has now been completed. Plans for KULC digital signal are still proceeding on schedule, including carriage of KUER signal to rural areas of Utah, implementation of a digital Annenberg/CPB channel, datacasting to school and community learning centers, and the FCC required parallel of the analog signal.

Recommendation

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

WEBCT VISTA PROJECT- INFORMATION

Issue

USHE and UEN are exploring the cost and collaboration efficiencies of an enterprise-level learning management system hosted by UEN and available to all Utah higher education institutions.

Background

All higher education institutions in Utah, with the exception of UCAT, are currently using the Campus Edition of WebCT, an e-learning course delivery application. Each campus maintains its own servers, storage and license for WebCT.

WebCT Vista is an e-learning system built to support multiple institutions in a single installation, while allowing each entity to operate autonomously. Having a single installation gives the consortium the power to maximize IT resources, optimize its investment in necessary hardware, and ensure system reliability and performance. At the same time, each institution is able to maintain local academic control of its system to preserve individual branding, support unique academic objectives, and facilitate content sharing. Institutions have the flexibility to set sophisticated role-based access to content, tools, and information -- enabling decentralized decision making.

USHE institution representatives reviewed and validated the following key consortium strategic e-Learning goals:

1 Implement a statewide e-Learning environment that is reliable, scalable, and sustainable to meet the critical e-Learning needs of the higher education institutions of Utah now and in the future.

2 Establish an e-Learning infrastructure that allows each institution to benefit from the economies of a consolidated implementation while retaining individual control over their own e-Learning deployment across institutions and delivery systems.

3 Provide the ability to share and manage content across departments, organizations, and even institutions, creating an environment for collaboration, resources sharing, and more efficient course development.

4 Use e-Learning as a means to facilitate a "richer" learning experience (credit and non-credit) for all Utah citizens in all corners of the state.

Report

The WebCT Vista pilot project kicked off in September 2003 with a meeting attended by representatives of all the higher education institutions, USHE and UEN. Dave Sculley and Anthony Cyplik from WebCT facilitated a day-long discussion that resulted in a Project Objectives Document and pilot phase plan.

The 2-year pilot allows for 1,000 enrolled students each semester (approximately 100 per institution). All institutions except Weber State University will build and deliver courses with Vista. The first courses will be available spring semester 2004. The pilot project will initially include the following courses:

- Sped 5470/6470 – University of Utah
- Chem 2010/2020 and Inst Des 5260 – Utah State University
- Hum 1010, EDU 3170, EDU 6500 – Southern Utah University
- Art 1010 – Dixie State College
- MGMT 2200, Biology 1010 – Utah Valley State College
- Undecided – Salt Lake Community College
- CAD – Utah College of Applied Technology

UEN ordered the hardware and installed the Vista application and database in late October. The Vista environment can be accessed at *http://utahelearning.uen.org*.

System administrators at UEN received training from WebCT immediately following the install. UEN arranged a one-day Learning Context Manager training for the WebCT administrators from each institution that same week. Since then the institution administrators have met to coordinate technical issues with UEN administrators and to plan student enrollment and user support procedures.

The pilot project does not include integration of the Vista student data system with campus SIS systems; however, SIS configurations will have a significant impact on Vista when the time comes for integration. Because of this, the institution Vista administrators realized the need to work with the Banner implementation teams at their institutions to plan for eventual integration.

Additional training is scheduled for the second week of December. Each institution is sending a WebCT designer to a 4-day train-the-trainer event at the State Board of Regents offices. These designers work with the selected pilot faculty to migrate their existing Campus Edition courses to the Vista environment.

Project news, announcements and updates can be accessed on the project Web site at *www.uen.org/webctvista*.

Recommendation

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

TAB**4**

SUPPORT FOR HIGHLY QUALIFIED TEACHER MANDATES - INFORMATION

Issue

Instructional Services is working with USOE to target professional development resources toward educators in need of "Highly Qualified" teacher status as outlined in the NCLB and Utah Board of Education policies.

Background

Members of the Public Education Advisory Committee have requested support from UEN Instructional Services for issues related to teachers' gaining "Highly Qualified Teacher" status as outlined in NCLB and Utah Board of Education policies which state:

The requirement that teachers be highly qualified applies to all public elementary or secondary school teachers employed by a local educational agency who teach a core academic subject. "Highly qualified" means that the teacher:

1 Has obtained full State certification as a teacher or passed the State teacher licensing examination and holds a license to teach in the State, and does not have certification or licensure requirements waived on an emergency, temporary, or provisional basis;

2 Holds a minimum of a bachelor's degree; and

3 Has demonstrated subject matter competency in each of the academic subjects in which the teacher teaches, in a manner determined by the State and in compliance with Section 9101(23) of ESEA.

The statutory definition includes additional elements that apply somewhat differently to new and current teachers, and to elementary, middle and secondary school teachers.

The term "core academic subjects" means English, Reading or Language Arts, Mathematics, Science, Foreign Languages, Civics and Government, Economics, Arts, History, and Geography.

Policy Issues

Once a needs assessment has been completed by USOE, the Public Education Advisory Committee and UEN have identified five ways in which UEN can provide additional support for this initiative:

1 Utilize UEN delivery systems to support on site professional development programs and courses.

2 Facilitate Annenberg/CPB and PBS Teacherline content area courses delivered online and via KULC.

3 Develop an online resource to direct educators seeking courses and workshops in certain content areas to existing technology-delivered resources in their area.

4 Gather data from USOE on professional development needs, and work with USHE and UEC to match needs with existing technology-delivered courses.

5 Asses feasibility of making test preparation tools for the Praxis tests available over UEN systems.

Recommendation

Since USOE is still in the process of gathering data on teacher qualifications, this project is in the preliminary stages. UEN will continue to work with the Public Education Advisory Committee to coordinate needs with service as outlined above. No further action is required of the Steering Committee at this time.

TAB**5**

QUARTER 1 PROGRESS REPORT ON FY 2004 STRATEGIC PLAN- INFORMATION

Issue

Included under this tab is a progress report on the FY2004 Strategic Plan. Goals and Objectives are listed, along with several bulleted items reflecting activity in that area. Laura Hunter will report on goals specific to the Instructional Services department, Claire Gardner will report on goals specific to the Instructional Delivery Department and Bill Kucera will report on goals specific to the Public Information Department. Technical Services goals are reported at the Technical Services Subcommittee, and will be included in the final report to the Steering Committee on December 10, 2003.

A schedule of subsequent reporting dates is listed below:

Quarter 1 – July to September – Reported in December 2003

Quarter 2 – October to December – Reported in February 2004

Quarter 3 – January to March – Reported in April 2004

Quarter 4 – April to May – Reported in June 2004

Recommendation

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

TAB 5 ATTACHMENT A
INSTRUCTIONAL SERVICES QUARTER 1 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.

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

- Launched CultureGrams product and related professional development for the Pioneer Online Library.

- Explored options and made recommendations for an asset library solution for public and higher education with discipline-specific curriculum resources.

- Added blockfeed schedule for ITV on KUED and KULC.

- Added new KULC programming blocks for after-school and how-to for teens, early morning exercise block, medical information for seniors.

- Produced annual ITV program guide.

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

- Uen.org Web site increased number of visitors by 22% from previous year.

Objective 3: Build Pioneer utilization and awareness.

- Increased visits to the K-12 Pioneer Online Library page by 61% in September 2003 vs. September 2002.

- Coordinated password changes with vendors to keep licenses current, effectively communicated changes to educators, students, parents.

- Mailed Back-to-School letter to all principals with Pioneer letter to photocopy for students.

Objective 4: Support USOE testing and electronic portfolio initiatives.

- Added 800 items to Test Item Pool

- Eliminated goals A.2 and A.3 since USOE pursued testing software with SESC.

- Initiated pilot-test of Online Archive/Universal Locker.

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

- Determined need for and initiated pilot project with WebCT Vista for enterprise level service.

- Supported USHE process to identify faculty and classes that will use WebCT Vista

Objective 6: Support faculty use of Internet 2.

- Project manager was reassigned, revised tasks to reflect change in management

- Activity A.1 new target date Q3; Activity A.2 deferred pending completion of Activity 1; New Activity A.4 In coordination with USHE, develop an Internet 2 statement of work and list of deliverables.

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

- 4,662 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.

- Sixty Utah teachers completed "Seeing Reason" workshop from Intel.

- Launched Technology Integration Academy, UEN's first professional development program leading to a licensure endorsement. Program includes 17 credits and combines University and UEN courses.

- At end of Q2, 30 TIA participants completed 146 classes, 49 of which were six week courses. Twenty-one TIA participants currently taking the semester long Leadership in Instructional Design & Educational Technology at the University of Utah.

- PBS Teacherline Online courses in Q1 – 91 teachers trained, 179 overall

- From July 1 to December 31, 2003 UEN completed 259 workshops for 4,345 participants, including 85 Web Academy, 84 UEN Resources and Pioneer, 51 Integration and ITC's, and 39 Hardware and Software.

- 78 workshops were held locally at the UEN lab, 181 were field based.

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.

- Developed project statement of work and governance team
- Working with IP Video management teams, established new site selection process
- Drafted IP Video Web site

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

- Substantial work on the revised course scheduling process this quarter; outlined specifications for distance learning catalog revisions.

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

Objective 2: Datacast digital media resources to institutions.

- Purchased and installed Triveni equipment; conducted training sessions on new equipment for KUED and KULC.
- Developed list of recommended equipment at receive sites; obtained 10 systems and installed Triveni and other required software.
- Drafted memo of agreement with UEN and pilot test sites; awaiting content license.

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

- Layout and construction of Digital Master Control room complete.
- Changed analog air operation theater to digital, including training operators, in Q2.

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

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

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

- Revised professional development workshops to incorporate new NCLB requirements.
- Conducted two-day Information Literacy workshop with staff in Q2.

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

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

- Reported Web traffic using WebTrends.
- Reported Professional Development data.

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

- Completed white paper on Video Streaming.

TAB 5 ATTACHMENT B
INSTRUCTIONAL DELIVERY QUARTER 1 UPDATE

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.

- Extensive technical and facilitator training provided to distant sites at beginning of school year and beyond.

- EDNET training resources revised to include IP and UENSS delivery.

- Tooele School District IP Pilot Project - instruction began in late August.

- USU Special Education Pilot Project - instruction began in early September.

- Implemented and supported scheduling, programming, and delivery for new IP sites in San Juan County.

- Continual IDS support for the higher ed Banner Software Project and numerous ad hoc events delivered via IP.

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

- Incorporated numerous IP Video sites into EDNET and UENSS events.

- Developed a process to confirm IP addresses.

- Trained end users to locate IDS information on upgraded Web pages.

- Implemented a system to create hybrid events in scheduling software.

- Identified needed upgrades for existing software development in cooperation with programming staff.

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

- Contract with SES Americom renewed until July, 2009 with significant annual savings and options to terminate early if necessary.

- On-going exploration of technologies to enhance satellite delivery.

- Decision to move limited KUED-7 delivery to cable companies off satellite to make room for increasing need for coursework.

- Equipment purchased to enable 2 additional channels.

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.

- IDS staff participation in Rural Schools, NECC, and other national conferences.

- Technical Operations Center Network Certification programs continued.

- Enhancement of staff skills with various software application workshops and trainings.

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

- IP Instructional Sub-Team drafted Technology Delivered Instruction Matrix to supplement distance learning training.

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

- Conducted Technical Operations day long workshop for EDNET and UENSS hub personnel.

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

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

- Participated in extensive E-Rate training in Washington DC in September.

- Participate in on-going collaboration and training with other states and entities.

- Increased efficiencies in E-Rate filings.

- Coordinated planning for year 2004-2005.

- Filed E-Rate forms requesting services for year 2004-2005.

- Ensured that all school districts met E-Rate deadlines.

<u>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.</u>

- Draft Table of Contents created.

- Begin process of evaluation of existing policies to identify gaps.

TAB 5 ATTACHMENT C
PUBLIC INFORMATION QUARTER 1 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.

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

- Designed and produced print and online versions of the annual Utah Instructional Television and Resource Guide.

- Communicated with educators regarding curriculum and other resources, tools, events, and professional development opportunities through the News section of the UEN Home page and the Utah Educators monthly electronic newsletter.

- Developed, produced, and aired telecourse and ITV programming promotions on KULC.

- Developed a promotional "Even Smarter Tools" brochure for UEN educator resources.

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

- Assisted Webmaster in graphic design of selected uen.org pages.

Objective 3: Build Pioneer utilization and awareness.

- Attended regional educational library media conferences at Price and Cedar City. Total attendance 100+

- Wrote and produced 30 sec. television spot. Airs on KUED, KULC, commercial stations and ComCast Cable

- Ran Pioneer Online Library article and ad in the Jordan Education Association Fall newsletter.

- Pioneer Online Library links added to the staff and parents pages of the Jordan School District Web site.

- Revised Pioneer Online Library brochure.

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

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

- Designed print and online versions of Steering Committee and sub-committee materials.

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.

- Supported Executive Director and Chief Financial Officer in preparing FY 2005 budget documents.

- Designed and produced San Juan CIB and US Department of Agriculture Rural Utilities Service Digital Television Conversion grant applications binders, including maps, tables, charts, photos, and text.

UEN PROFESSIONAL DEVELOPMENT REPORT - INFORMATION

Issue

The UEN Professional Development department received much focus and attention one year ago as part of a strategic planning process with the Public Education Advisory Committee and the Instructional Services Committee. Victoria Rasmussen, Manager of UEN Professional Development and Renee Willemsen, Grants Program Manager presented an overview of professional development activities to the Instructional Services Subcommittee. Metrics of professional development for the last six months will be shared with the Steering Committee during the Steering Committee meeting. A full report is included under Attachment A.

Background

The UEN Professional Development department includes five instructors, and two administrative positions. Priorities established for this group include:

1 Technology Integration

2 UEN Tools and Pioneer Online Library

3 Academies (Web Development and Technology Integration)

4 Grant Programs

From July 1 to December 31, 2003 UEN will complete 259 workshops for 4,345 participants, including 85 Web Academy, 84 UEN Resources and Pioneer, 51 Integration and ITC's, and 39 Hardware and Software. All UEN courses have been re-worked to comply with new requirements of No Child Left Behind.

Through effective management of the Intel Teach to the Future grant program, 20% of Utah teachers have been reached with 40+ hours of instruction, surpassing our goal with over 4,600 teachers completing the program.

As resources continue to be limited in districts, UEN staff have filled an essential gap in providing local professional development. About 2/3 of all workshops provided by UEN are field-based. This fiscal year has also seen a dramatic increase in the number of workshops delivered over UEN delivery systems, including KULC televised workshops, IP Video, and the launch of online courses.

Project plans for the coming year include development of an online professional development library, matching workshops with need for highly qualified teacher status in many districts, and incorporating a class management system for online discussions and follow up with class participants.

Recommendation

It is recommended that the UEN Professional Development group be commended for their efforts to expand their program reach and quality. This is an information item. No further action is required of the Steering Committee at this time.

TAB 6 ATTACHMENT A

PROFESSIONAL DEVELOPMENT: ANNUAL REPORT

Achieving Annual Goals

Professional Development staff engage primarily in preparing for and providing training sessions. We travel throughout the state, though most often from Box Elder in the North to Nebo in the South. On average our trainers deliver sessions 9 days a month - travel and prep time not included.

Additional projects and priorities are determined as part of the UEN annual planning and budgeting process. This year these include:

Design and update USOE specialists' Web sites:

- The licensing Web site has been the main design focus since July. Numerous other sites have been improved and continuous maintenance is required for several.

Develop and implement an online Pioneer Online Library class:

- This objective has been accomplished and the 2nd successful six-week session will conclude the first week of December.

Conduct technology integration workshops focused on UEN tools and services - Web Academy:

- The Web site creation classes we teach have been restructured to require a participant to take all three classes to earn USOE credit. Also, USOE credit will no longer be offered for the Flash Web animation class. Extensive changes have been made to update and enlarge the online resources available for the Web Academy.

Establish an online library of professional development resources:

- We have evaluated our current documentation, established a framework for the new Web pages, and developed 34 Flash movie tutorials for two of the Web Academy classes.

- During the next two quarters we will migrate existing documentation into the new Web page format, create new documentation to fill any gaps, and continue developing Flash movie tutorials to accompany our classes as needed.

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

- The entire Professional Development staff attended an intensive two-day course on information literacy. Each person has created two activities which incorporate the principles of information literacy and utilize the Pioneer Online Library.

Report monthly statistical analyses of usage of UEN programs and services:

- Professional Development collects detailed statistics, which include participant evaluations and participant counts, for every training session we provide. In addition we collect statistics on hours, location and type of training.

- Beginning in January 2004, summary data will be available and updated monthly on our Web site.

Professional Development practices aligned to NCLB:

- Through continual interaction with USOE, we have revised all of our course offerings as necessary, to meet the requirements of "High-quality professional development" as described in NCLB legislation.

Support Constituents as Needed

- We are working with others at UEN to determine possible needs for WebCT Vista training, particularly with regard to ATCs.

- During the next two quarters, we will be contacting key personnel at various higher education institutions to determine needs and meet those needs as required.

- We have a trainer dedicated to teaching, coordinating, and providing documentation, supplies and other support for GIS training in the state.

- We continue to monitor COGNOS implementation around the state and anticipate supporting USOE and districts as the implementation reaches the individual school and teacher level (end-user training).

- We have been available, as needed, for conferences around the state. In October we helped staff a booth at UEA and we presented at UAACCE. Most conference activities occur between January and June, so we look forward to active participation in at least six conferences during the next two quarters.

- During the next two quarters we will explore the needs and opportunities available to provide training or other support for the Netsmartz Internet safety product.

Exciting Developments

A new full-time trainer was hired in November to replace an existing position.

We are now offering four fully-online courses.

- Two are from PBS TeacherLine and two have been created following their six-week scheduled asynchronous delivery model, but highlighting Pioneer Online Library and UEN Internet resources that are unique to our state.

- Participation is more significant than we anticipated, though still primarily from those along the Wasatch front.

- We hope to develop a greater impact for "distant" participants with these online courses and our KULC Televised Workshops that have a significant online component required.
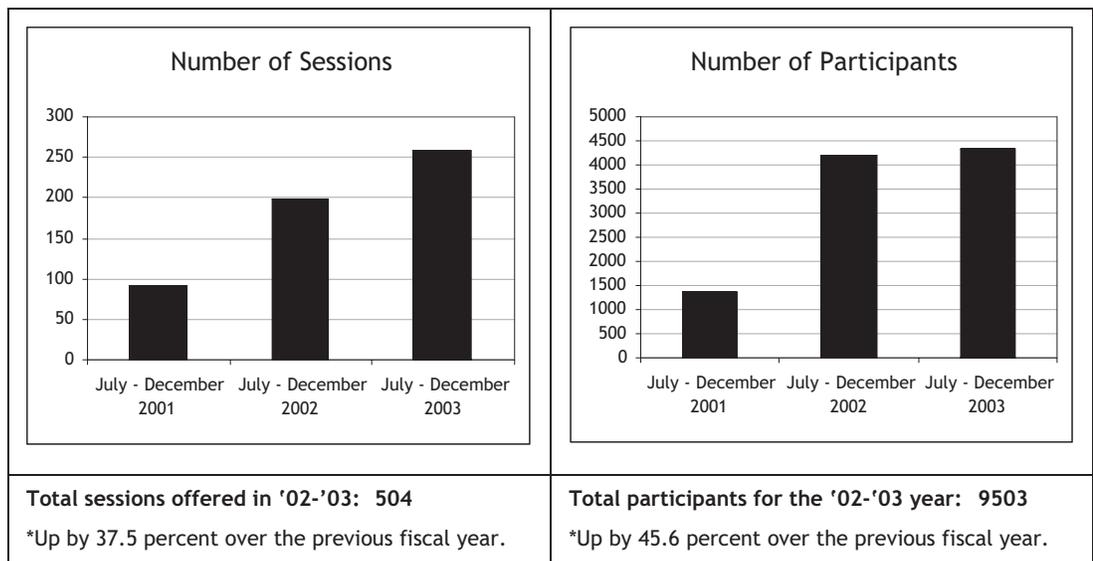
We continue increasing the number of sessions offered and the number of participants reached by our training.

In mid-January we will unveil of our new library of online resources, including manuals, handouts, and video tutorials to accompany our courses.

We plan to utilize an online system to improve efficiency of course registrations and tracking for participants, as well as facilitate data collection and reporting for our administrative staff.

The UEN Professional Development staff provides a consistent, exemplary level of service. We respond to requests (usually within 48 hours), and we are able to fulfill virtually every request within the time and content parameters of the requestor.

Achievements - by the Numbers

Number of Sessions

July - December 2001	July - December 2002	July - December 2003

Total sessions offered in '02-'03: 504

*Up by 37.5 percent over the previous fiscal year.

Number of Participants

July - December 2001	July - December 2002	July - December 2003

Total participants for the '02-'03 year: 9503

*Up by 45.6 percent over the previous fiscal year.

Compare 2002 with 2003

- For the months of July - December, there is a 23% increase in the number of sessions offered from 199 to 259.

- Although there is only a 3.5% increase in the number of participants (4345 over 4195), the average number of participants is still a respectable 17 per class.

District and Regional Data

- Alpine, Granite and Jordon districts were the most frequently served districts with 32, 19 and 14 sessions in each district, respectively.

- In total, 12 of the 14 urban districts received at least one training session from UEN Professional Development between July and December of 2003. Most of the 12 received between 5 and 10 sessions.

- SEDC was the region most served with 20 sessions in Cedar City since July 1, 2003. Most of these sessions occurred during a one-week computer boot-up camp

SEDC hosted for which UEN provided three instructors for various sessions throughout the week.
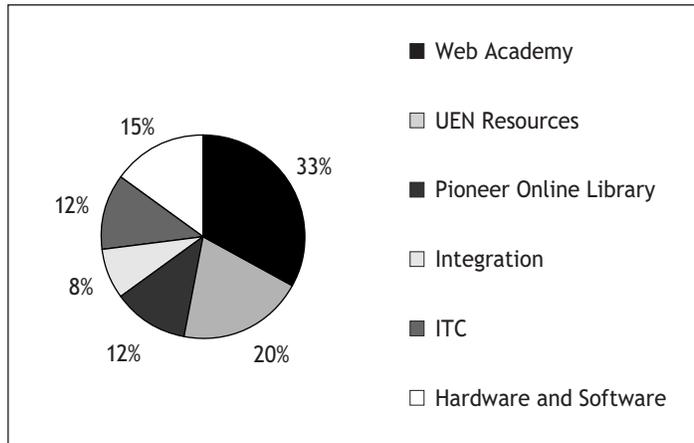
- CUES had UEN presenters in for four sessions, NUES for 10 sessions, and SESC hosted 11 sessions with UEN trainers.

Local vs. Field-based Training

78 training days were attended at the UEN facility at the U of U in SLC. With 181 trainings in the field, during the first six months of this fiscal year we are holding to the same 70% field and 30% local training ratio we maintained last year.

Local and Field-based Trainings

78

181

■ Local
□ Field-based

Types of Classes

■ Web Academy

□ UEN Resources

■ Pioneer Online Library

□ Integration

■ ITC

□ Hardware and Software

33%

20%

12%

8%

12%

15%
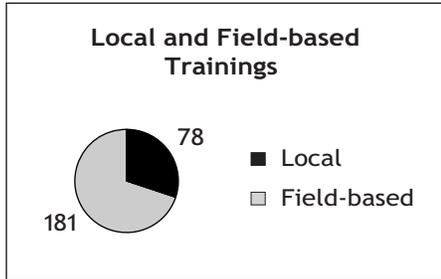
UEN Resources and Technology Integration classes have crept over the 50% mark, constituting 52% of the sessions we offered, as compared with 33% and 15% for Web Academy and other software and hardware integration courses.

Web Academy includes Dreamweaver and Fireworks classes.

UEN Resources are information sessions focusing on Internet resources and tools available through the UEN Web site.

Integration classes include Electronic Portfolios for Students, Information Literacy, and other non-technology subjects that nevertheless require heavy use of computers.

Hardware and Software classes focus on integration of Power Point, Excel, digital cameras, digital video and the like in the classroom.

Integrating Technology and Curriculum Workshop Project

The Integrating Technology & Curriculum workshop is a two-day, hands-on workshop designed to help classroom teachers understand how to effectively integrate technology into their curriculum and classroom. Using the State's core curriculum as a foundation, the ITC workshop focuses on the hows and whys of incorporating instructional television and video, the Internet, and multimedia tools into classroom lessons and activities.

Thirty-five, two-day workshops have been scheduled for 2003-2004. New this year is the addition of 10, one-day follow-up workshops for teachers who want to continue their technology integration efforts.

At the conclusion of every workshop, each participant is required to return to the classroom and try out one or more ideas or resources from the workshop with the students. Below are some of their responses. Final reports for each workshop-which include these and other responses-are available from UEN Professional Development upon request.

2003-2004 Overview (July through December 2003)

Workshops: 16 two-day workshops; 4 one-day workshops

Workshop Participants: Teachers

Two hundred ninety-five (295) teachers have participated in 13, two-day workshops so far this year. Three more workshops are scheduled before the end of December with an anticipated 20 or more teachers in each.

Thirty-eight (38) teachers have participated in four, one-day follow-up workshops.

Workshop Reflections After Returning to the Classroom:

AS A TEACHER, HOW DID YOU INTEGRATE WHAT YOU LEARNED FROM THE WORKSHOP INTO YOUR CLASSROOM?

'The class opened up a whole new world to me about the possibilities and use of the internet and related media resources. I am using Marco Polo and Theme Park to help me find lesson plans and possible sites to supplement in my future classroom..."

"I am very excited about the World Book Encyclopedia Web page available for our use in the classroom. For the Europe Geography packet, we have the students learn about a holiday that is celebrated in this area of the world. When I was browsing

the "past features of the month" I found one titled "Holidays around the world". I will definitely have the students look at this feature as they do this activity..."

HOW DID YOU TAKE WHAT YOU LEARNED FROM THE WORKSHOP AND USE IT AS A TOOL FOR STUDENTS TO USE AND LEARN?

"Students are using resources such as search-a-saurus, and SIRS that they were not using previously..."

"I took what I learned from the workshop and applied it to our first grade language arts core curriculum. We study authors/illustrators. The students are easily able to recognize the authors stories and illustrations by the end of the units. Now the students will be able to actually hear Robert Munsch read his own stories. The students will be able to actually see Jan Brett draw her Gingerbread Baby. The students will be able to learn about the personal lives of the authors. In December our whole school will read together, the book of the month, The Gingerbread Baby. We will also watch the video Jan Brett has on her Web page, which is easily accessible through my SurWeb [learning segments] page. We plan on making it a multi-sensory experience by passing out small gingerbread cookies..."

DID THE ITC WORKSHOP MAKE A DIFFERENCE TO YOU AS A TEACHER? DID IT MAKE A DIFFERENCE FOR THE KIDS?

'It has made a difference to both me and my students. I usually start the year with keyboarding, and then in January get to things like problem solving, internet, multimedia, etc.... This year I am reversing that and starting off with internet and multimedia using SURWEB. The kids are really excited and I couldn't be happier having taken a class that I can actually use quickly and effectively. This year has started out great because of this. Thanks!'

"The ITC workshop has definitely made a difference to me as a teacher. Previous to the class I had an extremely limited understanding of technology. I feel that all teachers should be required to take this course... The workshop has made a difference to me as a parent as well because I am aware of resources that my own three children can use as they continue their education. At this point I am previewing materials that can help me teach the Utah State Core Curriculum in the area of music. It gives me unlimited resources and more possibilities than I imagined. I am using the resources I learned about to write lesson plans in the various subject areas for the various grade levels..."

"I love the Marco Polo training that we received. I had received this training before at another workshop, but this one actually showed me things that I can use. I now use Marco Polo at least 2 times a week. As far as an impact on my kids...I have given them links to pioneer library and other Marco polo sites through my personal Web site that I have created..."

2002-2003 Overview

<u>Workshops:</u> 37 two-day workshops

<u>Workshop Participants:</u> Teachers

Eight hundred and eight K-12 classroom teachers and administrators participated in the 2002-2003 Integrating Technology and Integration workshops. Workshops took place in each of the Utah's four regional service areas representing 26 of the 41 school districts. Workshops were also offered in several of Utah's largest urban districts including Jordan, Granite, Alpine, Nebo, Salt Lake and Provo.

<u>Workshop Outreach:</u> Students

It was estimated that more than 25,000 K-12 students were directly affected by the 2002-2003 NTTI workshops.

TAB 6 ATTACHMENT B
PROFESSIONAL DEVELOPMENT GRANTS REPORT

Intel Teach to the Future

The Intel Teach to the Future program is a partnership 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 4,662 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.

National Program Evaluation

Respondents reported that they felt strongly that their unit had been effective in helping them to meet their learning goals for their students

- 97% reported students were "motivated and involved in the lesson"

- 87% reported "student projects were more creative" than other, comparable work

- 78% reported "student projects showed more in-depth understanding" than other, comparable work

Program evaluation conducted by The Center for Children and Technology (CCT), Education Development Center Inc. The full report is available at *www2.edc.org/ cct/publications_report_summary.asp?numPubId=92*

Intel® Teach to the Future Seminars: Seeing Reason Pilot

In 2003, UEN received $15,000 to support the Intel® Teach to the Future Seminars. The pilot seminar is based on the Seeing Reason Tool and teachers learn to develop student centered causal activities. The Seeing Reason tool is a free online interactive mapping tool that helps students map cause and effect relationships and construct models of their understanding.

Utah Program Evaluation

60 individuals have participated in the pilot training. Initial evaluation results indicate that Utah teachers find value in the inquiry-based causal mapping training.

75% of participants would definitely recommend the Seeing Reason Seminar to a friend or colleague, and 25% would probably recommend the seminar.

Participants indicate the Seminar provided useful new strategies for developing inquiry-based learning projects to implement in their classrooms.

Great Extent - 75%

Moderate Extent - 25%

Seminar Participants for the most part felt prepared to integrate causal mapping into their curriculum.

Very Well Prepared - 75%

Moderately Well Prepared - 15%

Somewhat Prepared - 10%

2004 Intel Innovations in Education Proposal

UEN in coordination with USOE submitted a grant proposal to the Intel Foundation on November 24, 2003 for $50,000. The plan is to target schools that have participated in the Intel Teach to the Future program at a limited level and are low performing. Schools will commit to training in the following three areas:

1 Intel® Teach to the Future Leadership Workshops for Administrators - 3 to 4 hours

2 Intel®Teach to the Future Inservice training for cohort of teachers at school - 40 hours

3 One Intel® Teach to the Future Seminars: follow-up training for teachers - 8 hours

The three-tiered approach addresses two of the findings reported in the Intel® Teach to the Future Year 2 report by the Center for Children and Technology. 1) Administration support significantly impacts teachers' ability and success with integrating technology. 2) A cohort of teachers at a school creates a supportive environment and greater integration success. Partner contributions include: $36,000 from UEN and $20,000 from USOE.

Technology Integration Academy

- In the Spring 2003, the Educational Technology Endorsement was revised and became effective July 1, 2003. The Technology Integration Academy (TIA) fulfills the requirements of the endorsement and aligns with NETS.

- Intel Foundation provided UEN with a $67,500 grant (2003) to support TIA. $16,800 will be carried over in 2004.

- UEN is initially partnering with the University of Utah. TIA participants fulfill 9 credits of the U of U Instructional Design & Educational Technology Masters

Program & complete 17 credits of course work overall. In the future, UEN hopes to partner with other universities.

- To date, the 30 TIA participants have completed 146 classes, 49 of which were six week courses. An additional, 21 TIA participants are currently taking the semester long Leadership in Instructional Design & Educational Technology.

- Additional information is available at *www.uen.org/development/tia*

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, teacher professional development. UEN is also piloting the program with Davis District.

- The classes are online, 6 weeks in length, and the format consists of readings, streamed video, interactive applets, and discussion.

- Class offerings are listed at *www.uen.org/development/teacherline*

TeacherLine Courses Offered in Fiscal Year 2004
Technology Integration Courses
Children's Authors on the Web*
Putting Technology to Use in the Classroom: Where to Start*
Teaching with WebQuests – Offered Twice
Utilizing Technology in Creating Problem Based Curriculum – Offered Twice
Math Courses
Developing Algebraic Thinking*
Classes Offered: 7   **Trained FY04: 91**   **Overall Total Trained: 179**

*Davis District

The above TeacherLine courses will be offered again in February 2004, as well as Curriculum Mapping facilitated by Davis District Professional Development Director, and Integrating the Internet into Language Arts, facilitated by Coleen Smith, Davis District Language Arts Coordinator.

Utah TeacherLine Evaluation Results

- TeacherLine course participants report:

- The courses provide content knowledge that can be applied to the classroom.

- The courses exceed their expectations.

- Teachers are implementing content area knowledge from the courses into practice.

For more information contact Renee Willemsen by e-mail at *rwillemsen@uen.org*, or by phone at 801-585-9726.

TAB 7

INSTRUCTIONAL SERVICES SUBCOMMITTEE REPORTS - INFORMATION

Issue

This is an update from the Instructional Services Subcommittee reports, October 3, 2003 meeting.

Background

Public Education – Rick Gaisford

Rick Gaisford reported on the November meeting of the Public Education Advisory Committee. Committee members commended the work of UEN on furthering the C Forum efforts, as well as the response to issues of Highly Qualified Teacher status. The committee also received an update of ongoing projects from Instructional Services and Instructional Delivery.

Higher Education – Cyd Grua

Cyd Grua reported that the award for faculty excellence in distance education is moving forward the CE Deans at their January meeting. USHE has also issued an RFP to develop collaborative courses and programs.

Rick Cline distributed an article regarding Search Techniques for Pioneer, Utah's Online Library. The article can be found online at the Pioneer Online Library Resources page at *www.pioneerlibrary.org/resources*

Recommendation

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

TAB 8

USU/UEN NETWORK OPERATING AGREEMENT - ACTION

Issue

A draft of the USU/UEN Network Operating Agreement is now ready for review and comment by members of the Technical Services Subcommittee prior to its final implementation.

Background

UEN reported at the October steering committee meeting on progress made in developing Network Operating Agreements with all USHE entities. At that time committee member expressed a desire to review each individual agreement as it is developed.

On November 11, 2003 Barbara White, Kim Marshall and Jim Stewart met to finalize the USU/UEN agreement. There were two action items developed from that meeting. First, Kim Marshall agreed to add an interface description to that agreement. Second, Jim Stewart was asked to incorporate a USU contact list.

Pending these two actions the agreement will be complete. The status of this agreement will be discussed before the Subcommittee at the December meeting, with the intent of having a final document for review by the steering committee.

Each NOA document will be brought to the subcommittee for further review and action prior to final implementation.

Recommendation

The Technical Services Subcommittee reviewed the USU/UEN Network Operating Agreement and recommended that it be approved by the Steering Committee.

TAB 8 ATTACHMENT A
UTAH STATE UNIVERSITY (USU) AND UTAH EDUCATION NETWORK (UEN) OPERATING AGREEMENT

Utah State University (USU) and Utah Education Network (UEN) Operating Agreement

Overview

This Network Operating Agreement is entered into between **Utah State University (USU)** and the **Utah Education Network (UEN)** for the purpose of outlining the individual responsibilities of each party to provide the greatest reliability and performance of the Wide Area Network and Internet access.

UEN and **USU** will establish a demarcation point. (Based on equipment, services and responsibility.) **USU** will provide power and HVAC adequate to maintain UEN equipment to industry standards.

The EdNet operating agreement is covered in a separate document.

UEN and **USU** will meet quarterly to review this NOA, Performance statistics and status of open Projects.

<u>Security</u>

USU Responsibilities

USU will provide a point of contact (Security POC) for security activities. This individual will participate in the UEN sponsored security group and distribution lists. Responsibilities include, but are not limited to:

> Subscribing to the UEN Security distribution lists
> Reading and understanding distribution list notifications
> Working within **USU** to be the "security conscience".
> Participating in weekly Security calls and monthly security briefings.
> Establishing and administrating an Institutional AUP addressing Security.
> Establishing an OS Patching Plan and following through to see that all Operating Systems are patched to current level.

UEN Responsibilities

UEN will provide and operate a security monitor at **USU**. **USU** staff will have access to the information collected by this server.

Provide notification of CERT advisories and potential security problems.

Hold weekly security calls and monthly security training.

Provide notification of outages due to security issues.

Technical Forum

USU Responsibilities

USU will provide a leadership role in the USU technical forum.

Technical Forum meetings will be held at least twice each year. Additional meetings may be held at the discretion of the Technical Forum Leaders.

UEN Responsibilities

UEN will provide a contact (UEN Technical Advocate) who will regularly participate in the technical forum.

UEN will contribute to the development of Technical Forum agendas.

UEN will provide additional support to the T Forums as requested.

Access to Equipment

USU Access to UEN Equipment
USU will receive read-only access to UEN equipment housed at USU through the Looking Glass utility.

UEN Access to USU Resources
Basic, non-service level affecting maintenance will be done during normal working hours. All other maintenance will be performed after hours and will be scheduled at least 48 hours in advance through the USU Director of Network Computing Service. (Alternate: Use the contact list attached to the end of this document).

The **USU** Director of Network Computing Service or designee will take responsibility to notify any other **USU** staff members that are affected by UEN actions.

In the event of an emergency outage every effort will be made to contact **USU** staff. It is the responsibility of the **USU** Director of Network Computing Service to provide UEN with after hours and emergency contact information. UEN will use this information as outlined. POC information can be update online at the UEN website (www.uen.org.) Contact:

USU will provide 24-hour access to UEN and UEN trusted partners.

Change Control
No changes will be made to hardware and circuits servicing **USU** without prior written notification of both parties.

USU Responsibilities

Change requests by **USU** will be forwarded to the UEN NOC and will be responded to within 24 hours. Requests can be made through phone contact, e-mail or other.

UEN Responsibilities

Change requests will be forwarded to the **USU** Director of Network Computing Service and will be responded to within 24 hours. Requests can be made through phone contact, e-mail or other.

Trouble Reporting

USU Responsibilities

USU will document network failures and forward reports on instances that affect UEN equipment and services, and send them to the UEN Operations Director (preferably on a weekly basis).

USU staff can open trouble tickets for any problems by contacting the UEN NOC.

UEN Responsibilities

UEN will monitor performance of all network circuits entering **USU**. For any problems affecting **USU** service, UEN will open trouble tickets, and notify **USU** staff immediately. Regular reports regarding service activity will be forwarded by UEN to the **USU** CIO (preferably on a weekly basis).

Open Projects

USU
> GeoMax/CVDS conversion
> GeoMax Layer 3 upgrade
> LSS/CVDS load balancing

Additional Services

> Each staff will lend support as requested and as expertise and time allows.
> UEN will provide consulting services as requested from **USU** and as time permits.
> UEN has contracted with N2H2 for filtering at colleges. This capability is available to **USU** if needed.
> UEN will provide technical training conferences in the spring and fall. Course development is done by UEN with input from stakeholders around the state. **USU** is invited to participate in the development of these conferences. Charges for these conferences are held to a minimal cost to cover expenses.
> Other training can be customized for **USU** upon request as time and resources permit.

USU Contact Information:
USU Operations
 (staffed 6 day a week 24 hours a day, excluding 7 pm Sat. to 7 pm Sunday)
435.797.2395 or 435.797.2394

Kim Marshall-Director of Network Computing Services:
Office: 435.797.2413
Cell: 435.770.0119
Home: 435.563-3192
kim@cc.usu.edu

Kevin Grover-Network Specialist:
Office: 435.797.2401
Cell;   435.770.0021
Home: 435.245.6586
keving@cc.usu.edu

Miles Johnson-Network Specialist (routers)
Office: 435.797.2415
Cell: 435.770.0460
miles@cc.usu.edu

Barbara White – CIO
Office: 435-797-2630
Cell: 435-770-3957
barb.white@usu.edu

UEN Contact Information:

UEN Network Operations Center: 801.585.7440; noc@uen.org

UEN Operations after hours Tier 2: 801.248.5555

Security: Troy Jessup; 801.585.9888; security@uen.org

Field Operations Manager: Jeff Egly; 801.585.5669; jegly@uen.org

NOC Manager: Tony Bueno; 801.585.7406; Tony@uen.org

Senior Engineer: Pete Kruckenberg; 801.585.9034; pete@uen.org

Engineering Director: Barry Bryson; 801.585.9000; bbryson@uen.org

Technical Services Director: Jim Stewart; 801.585.9030; jim@uen.org

UEN Executive Director: Mike Petersen; 801.581.6991; mpetersen@uen.org

TAB 9

GEOMAX UPDATE - INFORMATION

Issue

This is a follow-up report for the ongoing GeoMax project. Its purposes are to report on the successful initiation of Phase 1 of the project, and to recognize the efforts of both UEN and Qwest staff to carry out this important backbone upgrade.

Background

The GeoMax project is a multi-phased collaboration between UEN and Qwest. Phase one of this project is to place CVDS, the current UEN backbone traversing the state from Logan to St. George, onto channels provided by the GeoMax system.

On Friday, November 14, 2003 the northern segment of the CVDS backbone was cut over to GeoMax channels. A tremendous amount of planning went into this project. Members of UEN and Qwest staffs were on site late at night to make sure this transition was accomplished with the least amount of interruption. We are pleased to report that the CVDS equipment is operating flawlessly on the new GeoMax system.

The first southern routes from the Dolores Doré Eccles Broadcast Center and Salt Lake Community College and Utah Valley State College (UVSC) were successfully cutover on the evening of Friday, November 21, 2003. The second segment of the southern project is scheduled for Friday, December 3, 2003. It will move CVDS to GeoMax from UVSC to Snow College and Snow College South. If that implementation is successful, the final step will be taken on December 10th to complete the path to Southern Utah University and Dixie State College.

The successful implementation of the first GeoMax phase will allow UEN and Qwest to prepare for the next major step. Phase 2 will involve creating a second GeoMax channel, enabling Gigabit Ethernet transmission of data throughout the state backbone. Additional sites will also be added, beyond the initial implementation. UEN anticipates the second phase will begin in spring, 2004 and conclude during the summer. Further reports regarding progress will be forthcoming.

Recommendation

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

T A B **10**

TECHNICAL SERVICES Q1 FY 2004
PROGRESS REPORT - INFORMATION

Issue

The purpose of this report is to summarize accomplishments of UEN concerning Goal 1 of the 2003-2004 strategic plan and related objectives, provide insight into anticipated focal areas and activities during the second quarter, and alert committee members to potential problems that could impact progress in addressing this strategic goal.

Background

Attached is a review of first quarter activity surrounding the first goal in the UEN strategic plan. The goal is divided into 6 objectives. Each objective is evaluated in three areas. The first area, accomplishments, represents activities that were completed or that showed significant effort and progress within the first quarter. The second area, Looking forward to Q2, gives an idea of anticipated focal points and accomplishments during the current quarter. Progress has been made in these areas and, in fact, some activities have already been successfully concluded. Area three, Potential Problems, attempts to alert committee members to areas of concern or potential roadblocks that could/will have significant impact on our ability to address stated UEN goals and objectives.

Two notes of caution are required. The activities surrounding goal one do not constitute all activities undertaken by the UEN Technical Staff in Q1 or Q2. Also, due to the nature of the review process, all activities in support of goal one may not be reflected in the attached document.

Recommendation

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

TAB 10 ATTACHMENT A
TECHNICAL SERVICES QUARTER 1 UPDATE

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

<u>Objective 1: Increase network speed, reliability and capacity, especially in rural areas.</u>

Achievements:

- 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

Looking forward in Q2:

- GeoMax/CVDS Implementation and Completion of phase 1.
- Completion of Vernal to Daggett
- Address congested LSS circuit to USU
- Planning of Ethernet projects in all areas of the state
- GeoMax Layer 3 planning and equipment acquisition.
- HP Service Desk expansion and training.
- UEN Performance Report Re-implementation.
- Year 7 E-Rate planning and filings.

Potential Problems:

- Progress on several Ethernet projects is dependent on E-rate funding.

Objective 2: Maintain and update data and microwave networks.

Achievements:

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

Looking forward in Q2:

- Completion of the Daggett Microwave project.
- Securing CIB funding for Phase 1 of the San Juan Microwave Project.

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

Achievements:

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

Looking forward in Q2:

- Awarding Internet rebid to increase Internet capacity by 300 Mbps in summer 2004. No increase in overall Internet costs.
- Installation of new services with Touch America and 360Networks.
- BGP routing improvements

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

Achievements:

- 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.

Looking forward in Q2:

- Circulate 10 RFBs to establish better connectivity/bandwidth in targeted areas throughout the state.

- Negotiation of a three year Ethernet migration with providers throughout the state.

- Negotiating access to Utah Valley sites with UVCN participants.

Potential Problems:

- Lack of fiber to sites is a big concern.

- Funding must increase to realize the Ethernet infrastructure.

Objective 5: Increase security throughout the network.

Achievements:

- 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.

Looking forward in Q2:

- Training for security monitoring devices.

- Using security monitoring devices to gather information and manage security threats throughout the network.

- Establishing Security POCs for Public Education and State Agencies.

- Developing Security processes and working groups.

- Planning the Utah Security Summit

Potential Problems:

- Security attacks are closer together in time, more sophisticated and potentially more damaging.

- Security is a human resource intensive area. Getting the proper support and focus is key.

- Continued Naachi (and other) traffic on the UEN backbone that is generated by UEN stakeholders.

Objective 6: Support IP video and other delivery technologies.

Achievements:

- Participation in Idea Project

- Analysis of site capacity needs and alternatives.

- Continued MCU and end-site equipment testing.

- Finishing Tooele IP Video Project.

Looking forward:

- Planning and participation in Davis IP Video Project

- Legislative budget request and discussions.

- Scheduling Software trials, SIP trials.

Potential Problems:

- Funding

TAB 11

TECHNICAL SERVICES SPECIAL PROJECT BUDGET REPORT - INFORMATION

Issue

This report provides detailed accounting for the FY 2004 special projects budget.

Background

The UEN FY2004 budget was approved in a previous Steering Committee meeting. A major part of that budget is the special projects account. The approved items from that budget have been assigned account codes for tracking by UEN management. A spreadsheet with this detail is provided as an attachment to this document.

Recommendation

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

TAB 11 ATTACHMENT A

FY2004 SPECIAL PROJECTS ACCOUNT DETAIL

P2004-01	GeoMax/CVDS additional costs	78,254.00
P2004-02	Geomax Incidentals	25,000.00
P2004-03	Geomax L3 Interface Equipment	49,998.00
P2004-04	Core Ring Completion	150,000.00
P2004-05	QoS Lab	6,000.00
P2004-06	Additional 100 Meg port at NUES Router	2,000.00
P2004-07	LSS to Sevier District Office	5,000.00
P2004-08	Manti Telephone Project	35,220.00
P2004-09	CUT Project	120,062.00
P2004-10	UBTA Additional 7 sites	91,047.00
P2004-11	South Central (Panguitch)	15,426.00
P2004-12	South Central (Kanab)	22,028.00
P2004-13	SEDC Repoints	20,531.00
P2004-14	Millard Ethernet	36,232.00
P2004-15	Piute HS Capacity	15,244.00
P2004-16	Continue Technical Summits	10,000.00
P2004-17	SLCC Generator	20,000.00
P2004-18	Optivision, ABLs, Microwave Video Replacement	104,000.00
P2004-19	Snow College Generator	20,000.00
P2004-20	Grand Vocational Center Generator	20,000.00
P2004-21	West Desert Capacity	10,000.00
P2004-22	Emery Bandwidth to CEU	5,040.00
P2004-23	Router Replacement for endsites	47,500.00
P2004-24	Elmo Document Cameras	9,000.00
P2004-25	BTS Software Upgrade	48,000.00
P2004-26	FAX Machines for EDNET Classrooms	7,000.00
P2004-27	8" Sony QCMV Monitors for TOC	5,970.00
P2004-28	Video Classroom Upgrade	75,000.00

E-RATE UPDATE - INFORMATION

Issue

This is an informational report on the recent E-Rate Year 2003 Funding Commitments and steps that have been taken for Funding Year 2004.

Background

UEN has been awarded $3,473,83 for its Qwest and Central Utah Telephone Wide Area Network applications, and tentative approval has also been received for the South Central Telephone Wide Area Network application. The remaining three WAN applications are under review, and UEN expects a decision on these applications by December 8, 2003. This brings UEN's total funding commitments to date to approximately $9.2 million. UEN will be reimbursed with these monies for the services and costs that are actually incurred.

All 40 school districts filed for E-Rate July 1, 2003 – June 30, 2004. District funding is about 90% complete. Recent awards are:

Recent E-Rate Awards

North Sanpete	Total - $168,142	Last Year - $28,407
Piute	Total - $147,270	Last Year - $7,433
Salt Lake	Total - $363,910	Last Year - $209,226
San Juan	Total - $198,405	Last Year - $33,912
Weber	Total - $208,370	Last Year - $88,061

UEN held four trainings in October for Funding Year July 1, 2004 – June 30, 2005. Approximately 25 districts were represented by staff, either in person or via EDNET.

Form 470s (Description of Services Requested) for Year 2004 have been filed by UEN. This is in preparation for the Form 471s (Services Ordered), which will be filed as soon as the School Lunch Data is released by USOE.

The districts have been advised to file their Form 470s, unique to their needs and their technology plans. UEN's Local Service Representatives continue to assist the districts with the E-Rate process.

Recommendation

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

TAB **13**

UTAH SECURITY SUMMIT UPDATE - INFORMATION

Issue

This is a report on plans for the Utah Security Summit and it provides an opportunity for input and support from committee members.

Background

The dates of January 20 & 21, 2004 have been chosen for the Utah Security Summit. The Officers' Club at Fort Douglas, University of Utah Campus, has been reserved. Barbara White is providing leadership to plan the agenda and arrange for speakers at both meetings,

Two meetings are planned. The first, on January 20th, would focus on decision makers. Participants would include Presidents and CIOs from all USHE, superintendents from each district, The Board of Regents, USOE, Legislators, the State CIO and others. The main objective in addressing this group would be to gain support for developing a structure of Security Points of Contact throughout the state.

The second day would be focused on Security Points of Contact. Security POCs have already been identified for each of the state's Colleges and Universities. Other potential Security POCs will be identified and contacted between the subcommittee meeting and the security summit.

Security Committee members have been working on budgets, interviewing potential speakers and coordinating conference resources.

Recommendation

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

TAB **14**

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

October 24, 2003 - 9:00 am

Business Steering Committee Meeting

Members Present: Gary Wixom, Mike Petersen, Glen Taylor, Ron Barlow, Stephen Hess, Kim Roper, Jeannie Watanabe for Val Oveson, Richard Siddoway, Kim Roper, Brent Goodfellow, Kim Marshall for Barbara White, Pat Lambrose, Wayne Peay, Ray Walker, and Linda Fife.

Others Present: Jonathan Ball, Race Davies, Rick Gaisford, Mike Jensen for Ken Romero, Coy Ison, Bruce Todd, Laura Hunter, Jim Stewart, Larry Smith, Nancy Gibbs, George Miller, Rick Cline, Dan Patterson, Claire Gardner, and Lisa Kuhn.

I. Welcome and Introductions - Gary Wixom

Gary welcomed everyone to the Steering Committee meeting and excused Ray Timothy.

II. FY 2005 Budget Request - Mike Petersen

UEN recognizes the current economic conditions in the state, therefore, is looking only at the most critical budget requests. To continue with the second phase of Network upgrades, UEN is requesting an increase of $400,000, leveraged with E-rate reimbursements. UEN is also proposing a request of $240,000 of ongoing funds to initiate a multi-year conversion of the EDNET system to a digital, IP-based network. UEN will also actively pursue grants to cover a portion of the cost. The Enterprise-level technical support request is for a total of $140,000 in ongoing funds and $120,000 in one-time funds. The ongoing support is for a new staff position and for equipment and software maintenance costs. One-time funds will be used to purchase servers and other equipment to increase storage capacity.

The Technical Services Sub-Committee would like to make legislators aware of the cost of network security. The number of security incidences are increasing daily and with limited resources. A statewide effort needs to be in place to combat serious

security issues. With the reality of funding, this is the time to be planting seeds for future security dollars. A future agenda, perhaps at the upcoming Security Summit, could be developed to built the case for increased funding to address network security.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the FY 2005 Budget Request. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

I. TCC Representation on The Subcommittee - Mike Petersen

It is recommended that the membership of the Technical Services and Instructional Services Subcommittees be increased by one seat to provide representation of the Public Education Technology Coordination Council (TCC). The representatives will be designated by the TCC.

The Technical Services and Instructional Services co-chairs see value in inviting a TCC representative to be voting members of the two subcommittees. Mike has discussed this proposal with Karl Buchanan, Wasatch District and Dale Bills, Nebo District, co-chairs of the TCC and they are in support of this recommendation.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve increasing the Technical Services and Instructional Services Subcommittee memberships by one seat to include the Public Education Technology Coordination Council. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

II. Video Streaming - Linda Fife

The Video Streaming Subcommittee has reviewed its goals for statewide delivery of streamed media and recommends that UEN develop a web-based delivery system that will offer the streamed media resources of higher education and public education. A time frame for this service is approximately one year.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the development, by Utah Education Network, of a statewide digital media delivery service. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

III. USHE Technologically Delivered Instruction Report - Linda Fife

The 2002-2003 report on technologically delivered instruction was reviewed for the Steering Committee. Details of this report can be found in Tab 16, Attachment A. A concern of committee members is that beginning with the 2003-2004 report, hybrid

courses (which include bother online and traditional components) will be counted within the traditional course category and will not be tracked separately. The Instructional Services Subcommittee recommended that a formal request be made to the commissioner's office to track hybrid classes separately from traditional classes. Mike stated that UEN needs an accurate way to track the impact of technology in the classroom so that it can be incorporated into an institution's planning. Brent Goodfellow commented that as UEN asks for more money, this report will prove we are getting a great return on our money. If there is not an accurate way of tracking trends and enrollments that relate to technology, it weakens ones ability to put this information into facilities planning and impacts an institution's ability to make sensible decisions regarding future budgets.

It was agreed that a letter should be submitted from the Steering Committee to the Commissioner to present this request.

Motion: **It was moved and seconded that the members of the Utah Education Network Steering Committee request of the Utah System of Higher Education to gather data on courses that combine delivery systems and that they determine the appropriate percentage breakdown that would place courses into that classification. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

IV. Higher Education Satellite Workshops - Linda Fife

UEN and USHE are co-sponsoring a series of three live evens delivered by EDNET and satellite to every public higher education institution in Utah. These workshops are licensed for statewide use with no additional cost for participants or institutions. See Tab 17, Attachment A for more information.

V. Bridges Grant Project - Laura Hunter

On October 8, 2003, UEN and KUED hosted a Family Literacy Night at Willow Elementary in Grantsville. Approximately 700 parents, grandparents, and students participated in this event. As part of the Bridges Grant, UEN also presented Reading Rainbow backpacks, containing a Reading Rainbow video tape, book, activity card and CD Rom activities. These tools were taken home with the students and used to bridge the school's reading program with home activities. A similar workshop will be held November 18, 2003 at Jeremy Ranch Elementary. Please see Tooele newspaper article Tab 18, Attachment A.

VI. KULC DTV Proposed Agreement - Glen Taylor

KULC received an offer to lease excessive digital bandwidth to a third party. It is recommended that the Steering Committee authorize the UEN Executive Committee and KULC General Manager to move forward with a lease agreement for excessive bandwidth. It is believed that the arrangement will benefit viewers by bringing additional revenue for station operations and accelerate consumer shift toward

digital broadcasting. This agreement would provide additional income to offset station and programming costs as well as by supporting the distribution of low cost digital receivers, thereby, accelerating the shift to full digital services. According to Steve Hess, the FCC is encouraging this type of activity around the country. Grants are being pursued to help facilitate this endeavor.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve moving forward with the KULC / DTV Lease Agreement. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

A. GeoMax Project Report - Glen Taylor / Dan Patterson

The GeoMax project is underway and on schedule. The Nortel Optera 5200 hardware has been successfully installed in all Qwest central offices and UEN hub sites. Testing will occur through out November with a full a cut over in December. For more detail, please refer to Tab 20.

VII. Utah Security Summit - Glen Taylor

The Technical Services Subcommittee has recommended that a Utah Security Summit be held in early January. The focus of the summit will be to educate top decision makers at Colleges, Universities and Districts regarding network security around the state. The objective is to gain support by assigning Security Officers and Points of Contact, and supporting these individuals. Barbara White and the UEN Security working group have met with representatives from higher and public education to discuss and plan the Security Summit.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee endorse and participate in the Utah Security Summit. THE MOTION PASSED WITH ALL VOTING IN FAVOR.

VIII. UEN Higher Education Network Operating Agreements - Glen Taylor

The agreement is formatted with an overview and multiple sections. The overview states that the Network Operating Agreement is limited to wide area network and Internet connectivity. Each section sets out responsibilities for both the Institution and UEN. A list of projects requiring collaboration is also incorporated into the agreement. According to Jim Stewart, this agreement will be a required document. Wayne Peay questioned each Institution's responsibilities and was reassured by Jim that institutional differences will be covered in each agreement. For more details see Tab 22, Attachment A.

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee become familiar with the Network Operating Agreement. **THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

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

Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the meeting minutes of **August, 22, 2003. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

The meeting adjourned at 10:20 pm. The next meeting is scheduled for December 10, 2003, 9:00 a.m.- 11:00 a.m. at the Dolores Doré Eccles Broadcast Center

Please note: detailed information and discussion of the issues are included in the materials prepared for the meeting. Please refer to them for additional reference.