# Utah Education Network

**www.uen.org**

**In Partnership with**

**Utah State Office of Education ■ Utah System of Higher Education**

# UTAH EDUCATION NETWORK
# STEERING COMMITTEE

## AGENDA

FEBRUARY 20, 2004 – 9:00 AM

9:00 am - 11:00 am

## Steering Committee Meeting

### Welcome and Introductions

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Instructional Services Subcommittee Meeting - April 2, 2004
Instructional Services Subcommittee Meeting - June 4, 2004

Technical Services Subcommittee Meeting - April 9, 2004
Technical Services Subcommittee Meeting - June 11, 2004

UEN Steering Committee - April 16, 2004
UEN Steering Committee - June 18, 2004

*Please place these materials in your Steering Committee Binder.*

TAB 16

# PROPOSED ADDITIONS TO THE UEN STEERING COMMITTEE - ACTION

## Issue

It is proposed that a new public education representative and a new higher education representative be added to the UEN Steering Committee by approving the attached underlined modifications to the Steering Committee Bylaws.

## Background

At its last meeting, the Steering Committee approved the addition of representatives of the Technology Coordinator Council (TCC) to the membership of the Instructional Services and Technical Services Subcommittees. The parallel higher education representatives, institutional Chief Information Officers, are already represented by three voting members of the Steering Committee. To provide comparable representation to the public education technology coordinators, a representative of the TCC should be added to the Steering Committee.

The system-level continuing education deans provide statewide coordination for distance education and technology-delivered university and college programs and degrees throughout the state. Addition of a representative of the continuing education deans on the Steering Committee would therefore be highly advantageous to UEN and to the USHE.

## Recommendation

It is recommended that the Steering Committee approve the attached underlined modifications to the Steering Committee Bylaws. The amendments will add two new members to the Steering Committee who will represent the public education Technology Coordinator Council and the higher education continuing education deans.

# TAB 16 ATTACHMENT A

## BYLAWS OF THE UTAH EDUCATION NETWORK

***BYLAWS***
*of the*
***UTAH EDUCATION NETWORK***

## ARTICLE I

## Name and Authorization

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

## ARTICLE II

## Principal Office

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

## ARTICLE III

## UEN Steering Committee

1. The UEN Steering Committee shall consist of members who have responsibility for telecommunications within their institutions or organizations, and/or who are authorized to speak and vote on statewide educational telecommunications issues. The Steering Committee will provide oversight and leadership to UEN, approve policies, plans, budgets, and programs with which the Network is directly involved and will receive recommendations, advice and input from other committees, as described in Article VI. Membership on the Steering Committees shall be constituted as follows:

   1.1_ The Governor shall appoint all members of the Steering Committee.[ii]

   1.2 The membership of the UEN Steering Committee shall consist of:

      1.2.1 ~~Eight (8)~~ Nine (9) representatives of higher education as follows: one (1) representative from the staff of the Utah State Board of Regents, selected by the Commissioner of Higher Education; at least ~~six (6)~~ seven (7) representatives from the upper levels of management (generally, President, Vice-President or Dean status, including at least one dean representing the USHE continuing education deans) with

decision-making responsibility from the state's ten (10) institutions of higher education selected by the Commissioner of Higher Education; and one (1) representative from the University of Utah as appointed by the President of the University.

1.2.2 ~~Eight (8)~~ Nine (9) representatives from public education as follows: one (1) representative from the Utah State Office of Education, appointed by the State Superintendent of Public Instruction; at least five (5) representatives selected by the Utah State Office of Education as follows: three (3) representatives from the Utah School Superintendents Association, one (1) master teacher, one (1) school principal, one (1) representative from public education with a curriculum and technology focus; ~~and~~ one (1) representative selected from the Regional Service Center Directors, and one representative selected by the Technology Coordinators Council.

1.2.3 At least one (1) representative from private industry, nominated by the Executive Committee.

1.2.4 One (1) representative from the Governor's office.

1.2.5 One (1) representative from the Utah Senate.

1.2.6 One (1) representative from the Utah House of Representatives.

~~1.2.7 One (1) representative selected by the Utah Partnership for Educational and Economic Development.~~

1.2.~~8~~7 Director of the State Library Division.

1.2.~~9~~8 Executive Director of the Utah Education Network.

1.2.~~10~~9 Ex officio members as recommended by the Executive Committee and appointed by the Governor.

2. Responsibilities.[iii] The Steering Committee will oversee the Network in its development and operation of a coordinated, statewide, multi-option telecommunications system to assist in the delivery of educational services throughout the State of Utah. Specific responsibilities include the following:

2.1 Establish the policies and rules that guide the activities of UEN

2.2 Provide leadership and promote the expansion of the Network and its services.

2.3 Based on decisions made by appropriate Public Education and Higher Education entities, provide coordination of UEN instructional issues that jointly affect public and higher education and oversee projects and activities being conducted by instructional support staff, including professional development and training issues.

2.4 Oversee and approve statewide and regional technical plans and policies, and ensure that regional Technical Forums are functioning effectively in all regions of the state.

2.5 Establish policies, and review and approve budgets for Network operations.

2.6 Represent public and higher education in statewide educational telecommunication matters with approval from the State Board of Education and State Board of Regents as appropriate.

2.7 Advise the Governor and coordinate Utah's educational technology entities in carrying out the Governor's agenda on issues related to the educational electronic highway.

2.8 Respond to the Board of Regents and the State Office of Education with advice on issues and policy for the planning and operation of educational telecommunications, including:

2.8.1 Courses, programs and services available from colleges, universities and schools through the Utah Education Network.

2.8.2 Coordination and integration of data, library, and video networks and services.

2.8.3 Coordination of individual institutional electronic delivery systems with the statewide Network electronic highway.

2.8.4 Oversight of the Utah Education Network site selection and implementation and integration process.

2.8.5 System standards, architecture and characteristics.

2.8.6 Coordination of the Technology Initiatives of public and higher education.

2.9 Work with representatives from the public and private sectors in the master planning of statewide telecommunications, including two-way audio/video, and data communications in support of enhanced learning opportunities through the use of telecommunications.

2.10 Encourage the cost effective use of telecommunication services, and seek to improve access to and utilization of educational services and instruction in both rural and urban areas.

2.11 Promote telecourses sponsored by educational institutions over KUED-TV7 Instructional Television, KULC-TV9, and EDNET.

2.12 Support Utah Education Network staff efforts to:

2.12.1 Cooperate with state and local governmental agencies to provide teleconference and training services.

2.12.2 Consult with the Utah Instructional Media Council in acquiring, producing and distributing instructional programming services, and with public advisory committees in acquiring, producing and distributing television programs on KUED-TV7 Instructional Television and KULC-TV9.

2.12.3 Periodically evaluate the use and services offered through KUED-TV7 Instructional Television, KULC-TV9, EDNET, and Utah*LINK* to determine technical service reliability; program content and instructional application validity and necessity; cost effectiveness; and training success.

2.12.4 Provide diverse training opportunities for those utilizing the Utah Education Network telecommunications systems.

2.12.5 Promote the marketing of telecourses over KUED-TV7 Instructional Television, KULC-TV9, and EDNET.

3. The Steering Committee shall meet at least six (6) times a year at the Dolores Dore Eccles Broadcast Center located at the University of Utah and via EDNET. Notice of each regular meeting shall be given to each member at least ten (10) days prior to the date of the meeting. An annual meeting schedule shall be submitted to the Committee for approval prior to each new calendar year.

4. Meetings shall be conducted with Robert's Rules of Order Newly Revised where consistent with these bylaws.

5. Special meetings by the Steering Committees may be called at any time by the Co-chairpersons, or by a majority of the Steering Committee acting collectively. Reasonable advance notice of the time and place of each special meeting shall be given.

6. Notice of the time and place of reconvening an adjourned meeting need not be given to absent members if the time and place is fixed at the meeting at which the adjournment is approved.

7. The presence in person or by proxy of 50 percent of the members shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the members present in person or by proxy at a meeting duly held at which a quorum is present shall be regarded as the act of the Committee. Proxies shall be officially designated by the member to be represented by notification to one of the co-chairs and shall have full rights to vote in behalf of the member represented.

8. Any action required or permitted to be taken by the Committees may be taken without a meeting if all members of the Committees shall individually or collectively consent in writing to such action. Any actions taken under this provision must be considered to be emergency in nature and must be ratified in the next regular meeting of the committee.

9. Notwithstanding any other provisions of these Articles, the Committees shall not carry on any activities inconsistent with the laws of the State of Utah.

## ARTICLE IV

## Officers

1. The Co-chairpersons of the Utah Education Network Steering Committee shall be the staff representative from the State Board of Regents and the Associate Superintendent of the Utah State Office of Education. One of the Co-chairpersons, if present, shall preside at and conduct all Committee meetings and shall exercise and perform such other powers and duties as may be assigned to them from time to time by the Committee or prescribed by these Internal Organizational Policies.

2. The Executive Director of the Utah Education Network shall be appointed by the administration of the University of Utah in consultation with the Utah Education

Network Steering Committee. The Executive Director of the Utah Education Network shall cause minutes of all meetings of the Network Steering Committee and of the Executive Committee to be kept at the principal office of the Network, stating the time and place of the meeting, how it was called or authorized and notice given, the names of those present and the proceedings thereof. The Executive Director of the Utah Education Network will also serve as the liaison to the Office of the Commissioner, Utah System of Higher Education and the Utah State Office of Education. The Executive Director of the Utah Education Network will supervise needs assessment; research and planning; programming, applications, and instructional support services; investigation, development and expansion of new technologies; planning and policy making; and public relations.

## ARTICLE V

## The Utah Education Network Steering Committee Staff

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

## ARTICLE VI

## Committees

1. The Executive Committee of the Utah Education Network Steering Committee shall consist of the Steering Committee co-chairs and the co-chairs of the Instructional Services and Technical Services standing committees (described below), and the Executive Director as an ex-officio member. The Steering Committee co-chairs shall chair Executive Committee meetings on a rotating basis. Co-chairs of the Technical Services and Instructional Services committees should represent public education and higher education, and be members of the Steering Committee. The Executive Committee shall meet periodically to make recommendations for the management and direction of the activities of the Committee, which shall be referred to the Steering Committee members for action. The Executive Committee shall have the authority to act on behalf of the Committee between general meetings, providing such actions are subsequently ratified by majority vote of the Steering Committee at its next regular meeting. The Executive Committee will constitute a subcommittee of the Steering Committee to review overall mission, planning and budgeting of the Network. The Executive Committee shall provide minutes of its meetings to the Network members.

2. The Instructional Services Committee shall consist of two co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives, include representatives of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Instructional Services Committee shall provide coordination of UEN instructional issues that jointly affect public and higher education and oversee projects and activities being conducted by instructional support staff, including professional development and training issues. Planning and budget issues related to instructional support should be reviewed by the committee, after which its recommendations should be submitted to the executive committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.

   Instructional Content Subcommittees. Based on a guiding principle that Public Education and Higher Education control instructional content delivered through UEN, four separate committees are recommended to be established by the Higher Education and Public Education systems to provide governance of instructional content delivered by UEN from the two systems. Subject to approval by the two educational systems, these instructional content subcommittees will include:

   2.1 The Higher Education Advisory Committee. This committee will provide oversight of higher education courses and other instructional content delivered through UEN. Its membership shall be determined by the Utah System of Higher Education, but might include the Assistant Commissioner as chair, the Director of the Utah Electronic College, representatives of CAO's and Deans of Continuing Education, and a representative of the Utah Academic Library Council. Staff support to the committee shall be provided by UEN.

   2.2 The Public Education Advisory Committee. This committee will provide oversight of public education courses and other instructional content delivered through UEN. Membership should be determined by the USOE, but might include the USOE Director of Curriculum as chair and the Principal of the Utah Electronic High School, and representatives of Superintendents, Content forum, and appropriate USOE curriculum specialists. Staff support to the committee shall be provided by UEN.

   2.3 The Joint Concurrent Enrollment Review Committee. This committee shall provide oversight of concurrent enrollment courses offered through UEN. Its

membership should be determined by the two systems, but might be co-chaired by the Assistant Commissioner and Curriculum Director with membership from representatives of the two Instructional Content Review committees. In addition, the USOE concurrent enrollment administrator should be a member.

2.4 The Instructional Services Committee may recommend to the Steering Committee that additional, separate committees should be established to oversee specific instructional content areas.

3. The Technical Services Committee shall consist of co-chairs who represent public education and higher education on the Steering Committee, and committee members, and are appointed by the Steering Committee Co-Chairs. Members shall reflect an appropriate balance of public and higher education representatives, include representatives of both rural and urban regions of the state, and legislative/governmental and private sectors. To provide adequate expertise and rural/urban representation, individuals who are not Steering Committee members may be appointed to the committee. The Technical Services Committee shall oversee the development of a statewide Network Connectivity Agreement, and review and monitor regional technical plans and agreements for consistency with statewide priorities. The Committee shall ensure that regional Technical Forums are functioning effectively in all regions of the state. Planning and budget issues related to technical services issues shall be reviewed by the committee, after which its recommendations are to be submitted to the Executive Committee for prioritization in relation to other budget and planning priorities. Other recommendations may be submitted directly to the full Steering Committee.

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

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

6. At its discretion, the Utah Education Network Steering Committee may create other ad hoc committees

## ARTICLE VII

## Inspection of Bylaws

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

## ARTICLE VIII

## Amendments

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

## ARTICLE IX

## Indemnification of Members

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

## References

i. The Network is authorized in Title 53B-17-101,102,103, and 104.

ii. As specified in Title 53B-17-102 of the Utah Code Annotated 1953.

iii. As specified in Section 53B-17-101, 102, 103, and 104 Utah Code Annotated l953, as enacted by Chapter 167, Laws of Utah l987.

iv. UCA 63-48-1, et. seq., (1977), as amended from time to time.

*Adopted August 16, 1996, amended November, 2001, and February 21, 2003*

TAB 17

# LEGISLATIVE UPDATE - INFORMATION

## Issue

An update on legislative decisions related to UEN will be provided to the Steering Committee.

## Background

The status of appropriations decisions is still very fluid at the present time. However, by the 20th of February, we should have a better indication of what key funding and other legislative decisions will be.

## Recommendation

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

TAB 18

# QUARTER 2 PROGRESS REPORT ON FY 2004 STRATEGIC PLAN - INFORMATION

## Issue

Included under this tab is a Quarter 2 accomplishments progress report on the FY2004 Strategic Plan

## Background

The Utah Education Network made significant progress in achieving strategic goals during FY 2004 Quarter 2. Accomplishments include Technical Services, Financial, UEN services and Professional Development milestones. Here is a summary. A detailed report is attached.

**Technical Services**

- Large segments of the Gigabit Ethernet network upgrades were completed.
- Upgraded Statewide Backbone to GeoMax.
- Completed Moab to Blanding OC-3.
- Planned the Ethernet installations at CUT and South Central sites.
- Planning of VoIP gateway at EBC.
- Continual IDS support for the Higher Education Banner Software Project and numerous ad hoc events delivered via IP.
- Next generation IP Video hardware being tested and evaluated for standard hardware packages for IP sites.

**Financial**

- The Community Impact Board awarded ($185,368) to begin digital conversion of the UEN analog network in San Juan County ($370,737) total CIB grant funding to date.
- Technical Services, Purchasing, Instructional Delivery, and telecommunications providers developed a team approach to coordinate filings, E-Rate training for school districts, assistance in filling out forms, compliance review, and assurance all districts met deadlines.

- Developed and implemented a FY 2005 Budget Request strategic plan, including discussions with key state legislators.

**UEN Services**

- Web Resources correlated 120 new lessons for ATE and Language Arts, launched three new Web sites for USOE, and launched a new KULC.org page.
- The WebCT Vista pilot was initiated, working with USHE the System Administration, Learning Context Manager, and Core User Training was completed.
- Broadcast launched a new Annenberg/CPB digital educational channel on 9.2.
- Web visitors for UEN.org, KULC.org, UtahITV.org, Pioneer Library and the Pioneer K-12 site continue to be higher than last year.
- UEN.org peaked at nearly 470,000 visitors in October.
- IP video pilot projects continue in the Tooele School District and the USU Special Education Project. There are continued support, scheduling, programming, and delivery for new IP sites in San Juan County.
- Planning for IP expansion in Carbon and Granite School Districts.
- Continual IDS support for the higher ed Banner Software Project and numerous ad hoc events delivered via IP.

**Professional Development**

- Taught 117 Professional Development classes in Q2 for 1691 participants.

## Recommendation

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

# TAB 18 ATTACHMENT A
# FY 2004 STRATEGIC PLAN QUARTER 2 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.

- 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.

Looking forward in Q3

1. Installations in CUT and South Central Areas
2. Generator Upgrades at SLCC and Grand County School District.
3. GL3 Planning and early testing.

Potential Problems

1. Progress on several Ethernet projects is dependent on E-Rate funding.
2. GL3 implementation is dependent on hardware delivery from Cisco.

Objective 2: Maintain and update data and microwave networks.

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

Looking forward in Q3

1. Begin the San Juan Phase 1 CIB Project

2. Fine tuning the radios in the Moab to Blanding path.

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

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

Looking forward in Q3

1. GigE Internet Connection to 360Networks
2. Addition of another 155 Mb/s of Internet bandwidth.
3. Initiating talks with CENIC and State of Nevada for potential alternate Internet paths.

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

- 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 Salt Lake City to Richfield.

Looking forward in Q3

1. Installing and testing VoIP gateway at EBC
2. Installation of ITS Lambda SLC/Richfield.

Potential Problems

1. E-Rate eligibility and funding are essential to ongoing Ethernet upgrades.

Objective 5: Increase security throughout the network.

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

Looking forward in Q3

1. Completion of the Utah Security Summit
2. Establishment of the UEN Security Conference Call.
3. Finalizing Security POC database.
4. Developing notification options and procedures.

Potential Problems

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

Objective 6: Support IP video and other delivery technologies.

- Assessed Network capabilities in support of the IDEA Project.

Looking forward in Q3

1. Planning and participation in Davis IP Video Project
2. Legislative budget request and discussions.
3. Scheduling Software trials, SIP trials.

Potential Problems

1. Funding

- Promoted UEN and services through News page of uen.org, University of Utah 2004 briefing booklet, select local and regional telephone directories.

**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.

- Deferred new core interface to Q3, number one priority of software development.
- Continue to add correlated resources to the UEN database, correlated 100+ ReadWriteThink lessons and 20+ATE links.
- Conducted database cleanup for Jordan and Granite my.uen email accounts.
- Updated core databases for ATE (3), Technology, English, Information Literacy, Business.
- USOE Web site support: finished the redesign and added all content for the Licensing site, on schedule for January completion pending review by USOE specialist.
- Completed design and 95% of content for USOE Prevention Dimensions site. Waiting on additional content from USOE specialist. On schedule for January completion.
- Reformatted and updated content for USOE Professional Development site, project complete and ready for posting to coincide with new Licensing site.

- Maintained and updated USOE pages for Fine Arts, SEOP, Charter Schools, EdTech, Science, EDNET, Social Studies, Alternative Routes to Licensure, Utah Reads, Accreditation, Library Media.
- Researched and wrote daily news items and developed support graphics for the News section of the UEN Home page.
- Communicated with educators regarding curriculum and other resources, tools, events, and professional development opportunities through the Utah Educators monthly electronic newsletter.
- Promoted UEN and other curriculum, resources, tools, events, professional development opportunities at special events:
    1. Utah Education Association Conference.
    2. Utah Association for Adult, Community and Continuing Education Conference. (UAACCE).
    3. Bridges School-to-Home Technology Initiative/PBS Ready to Learn Grantsville and Jeremy Ranch events.
    4. Utah Multimedia Arts Festival planning.

- Media relations for Bridges School-to-Home Technology Initiative/PBS Ready to Learn Grantsville and Jeremy Ranch events.
- Developed, produced, and aired telecourse and Instructional Television programming promotions on KULC.
- Produced and supported KULC "What's On" Web page updates (research, write, support graphics).
- Designed and produced Reading Marathon poster, kickoff poster, reading log, bookmarks, tip sheet, flyer, Newspaper Agency Corporation ad, Valley Journal ad, Utah Family ad, and T-shirts.

<u>Objective 2: Establish audience-specific Web sites with easy access to resources.</u>

- Added Web pages for Netsmartz, C Forum, Reading, Test taking and Civil Rights.
- KULC.org re-launched, with increase of approximately 2000 visitors from November to December, 2003.
- Updated KULC graphics for site upgrade.

<u>Objective 3: Build Pioneer utilization and awareness.</u>

- Ongoing work with Technical Services to resolve IP addressing and Pioneer Library authentication issues.
- Aired Pioneer "For school…for home…" 30 second TV spots on KSL-TV.
- Pioneer Library article and ad in the Davis, Bonneville, and Jordan Education Association's magazines.

- Promoted Pioneer Library at UEA, and UAACCE.
- Preliminary discussions with Pioneer Committee regarding academic library Pioneer promotion.

Objective 4: Support USOE testing and electronic portfolio initiatives.

- Significant work this quarter with online archive; project slated for completion in Q3.
- No additional items added to test item pool database, awaiting information from USOE.

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

- System Administration, Learning Context Manager, and Core User Training completed.
- Created Institutions and assigned Institution Administrators.
- Deferred evaluation and reporting of WebCT Vista pilot results because pilot period extended to 2005.

Objective 6: Support faculty use of Internet 2.

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

- At end of Q2, 30 Technology Integration Academy participants completed 167 classes, 49 of which were six week courses.
- Updated Web Academy Web site.
- From July 1 to December 31, 2003 UEN completed 259 workshops for 15,839 participants, including 85 Web Academy, 84 UEN Resources and Pioneer, 51 Integration and ITC's, and 39 Hardware and Software.
- Web Academy implemented new credit requirements.
- Provided Utah Instructional Television and Resource Guide and promotion materials.

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

- Set up new index pages.
- Completed and posted 34 flash tutorials for UEN Professional Development.

Objective 9: Implement my.uen enhancements.

- New goal based on feedback from teachers participating in UEN Professional Development workshops. Developed and are beta-testing ability to upload files and post text messages for assignments and announcements on individual my.uen pages. On target for Q3 roll-out.

**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.

- Training to newly established sites continues.
- EDNET training resources revised to include IP and UENSS delivery.
- Tooele School District IP Pilot Project – Tooele, Grantsville, Dugway, and Wendover successfully using IP for daily delivery of distance ed classes and events.
- USU Special Education Pilot Project – configurations and equipment design evolving; upgrading hardware at sites.
- Continued support, scheduling, programming, and delivery for new IP sites in San Juan County.
- Planning for IP expansion in Carbon and Granite School Districts.
- Continual IDS support for the higher ed Banner Software Project and numerous ad hoc events delivered via IP.
- Next generation IP Video hardware being tested and evaluated for standard hardware packages for IP sites.
- IDS and Engineering evaluating IP Video MCU hardware.
- IDS and Engineering evaluating IP Video Management software to work in tandem with CME (Conference Management Environment) to incorporate all scheduling functions.
- New Site Selection and Certification Process document ready to move toward Steering Committee approval.

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

- Course scheduling software revisions complete. Initiated course proposal process with new software, including IP Video.
- Completed financial outline for IP Video, built into FY2005 Legislative Request.

- Experienced significant increase in blending of IP video sites into traditional EDNET and UENSS events.
- Continued to work toward more efficient process of tracking and confirming IP addresses.
- Continue to improve the CME software to better incorporate IP video scheduling functions.
- IP Video Project groups working at various levels toward IP address standardization for video devices.

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

- Two additional channels providing coursework and programming.
- Begin development of failure contingency plans.
- KUED-Channel 7 delivery to cable companies moved off satellite to make room for increasing need for coursework.
- Continual exploration of revenue sources for utilization of excess capacity.

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

Objective 1: Multicast digital Annenberg/CPB channel.

- Implemented multicasting of Annenberg Channel on KULC 9.2.

Objective 2: Datacast digital media resources to institutions.

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

- Working with KUED on joint digital asset management solution.

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

- 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 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.

- Staff attended professional development certification programs, seminars, workshops, and conferences including required personnel and management training from University of Utah Human Resources department.
- Current memberships in national professional organizations for education, IT, communication, broadcasting, business, and others.
- Review best practices and current research.
- Technical Operations Center Network Certification programs continuing.
- Continued enhancement of staff skills with various software application workshops and trainings.

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

- Conducted 21 Web Academy workshops.
- Promotion, communication and graphics support for the Utah Coalition for Educational Technology (UCET), UEN Fall Technical Summit, "Critical Challenges of Higher Education.
- IDS staff provided IP technical training in numerous school districts around the state.
- Technical facilitator training provided in Jordan, Box Elder, Granite, North Sanpete, South Sanpete, Piute, Kane, and Beaver school districts.
- IDS staff provided NetSmartz training updates in CUES region.

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

- Conducted two-day Information Literacy workshop with staff in Q2.
- Attended other departmental discussions, workshops, meetings, and reviewed professional publications.
- IP Instructional Sub-Team completed Technology Delivered Instruction Matrix to supplement distance learning training efforts.

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

- Licensed and presented PBS Adult Learning Service satellite workshop for distance educators and administrators, 8 participants from 4 sites.
- Trained 4,662 teachers through Intel Teach to the Future, surpassing goal of 4,400.
- 60 teachers participated in Seeing Reason pilot workshops.
- 86 teachers completed a 6 week online course from PBS Teacherline.
- Taught 117 professional development classes in Q2 for 1691 participants.

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

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

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

- Produced UEN Steering Committee and Subcommittee materials – print and Web versions.
- Designed and produced FY 2004 Steering Committee binder, which included the FY 2005 Legislative Briefing, Utah Education Network Overview, FY 04 Strategic Plan, Budget, and other 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 UEN budget request – Wrote, designed, and produced FY 2005 Legislative Briefing binder and Utah Education Network Overview paper for Executive Director's legislative presentations.

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

- Collaborated with Technical Services and Purchasing to ensure state procurement policy is followed.
- Trained E-Rate applicants for year 2004 filing.
- Filed UEN E-Rate forms for 2004-2005.
- Coordinated planning for 2004-2005.

- Continued participation in on-going collaboration and training with other states and entities.
- Ensured that all school districts met E-Rate deadlines.
- Received additional grant funding approval ($185,368) from Community Impact Board to begin digital conversion of the UEN analog network in San Juan County ($370,737 total CIB grant funding to date).
- Submitted a USDA grant application (#08,934) on behalf of KUED/KULC for Rural Public Television Digital Conversion Grant Program to build a DTV microwave backbone system for central and southwestern Utah.

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

- Coordinate with newly reconstituted Technical Coordination Council.
- Continue process of evaluation of existing policies to identify gaps.

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

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

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

- Wrote, designed, and produced UEN accountability materials for the FY 2005 Legislative Briefing binder.
- Human Resources Compliance – Graphics support for KUED/UEN/KUER Human Resources for use at local job fairs.

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

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

- Web use reported on *www.uen.org/is*, link in the right column.
- Utilization information for EDNET and UENSS available through June, 2003.

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

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

- Produced briefing binder for KLVX-TV Las Vegas/UEN information exchange.
- Designed and developed Professional Development department "locations of completed training sessions" map for both electronic and hardcopy.

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

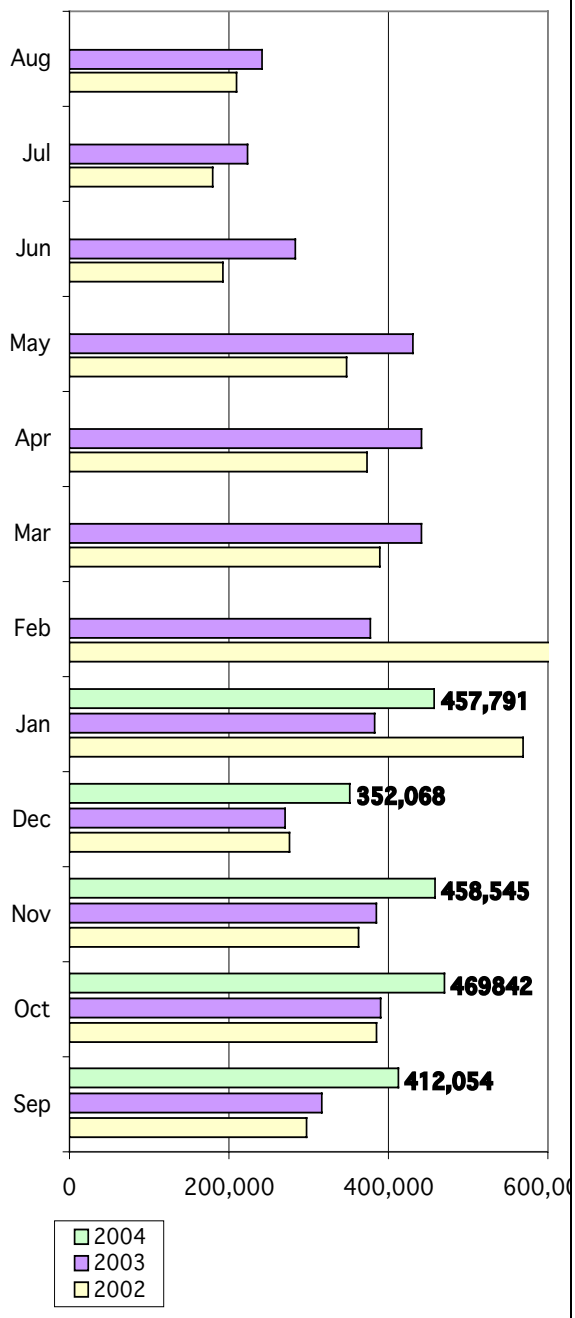
- Completed white paper on Information Literacy and Pioneer, Utah's Online Library.

# TAB 18 ATTACHMENT B

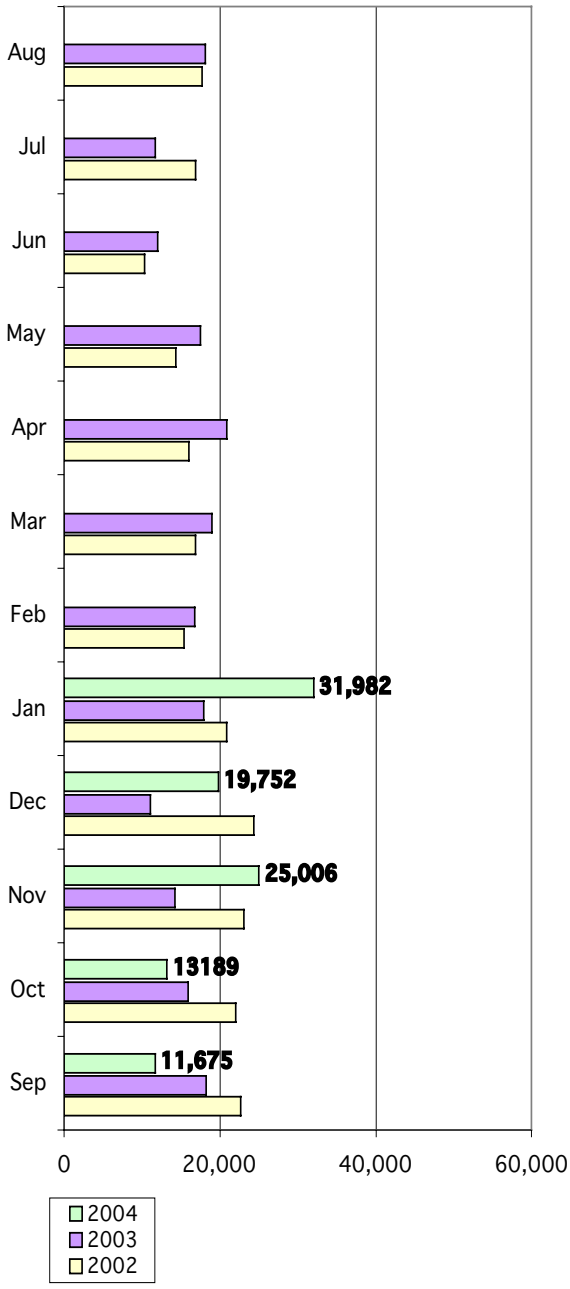
## UEN WEB SITE STATS THROUGH JANUARY 31, 2004

### UEN Resources

**www.uen.org**

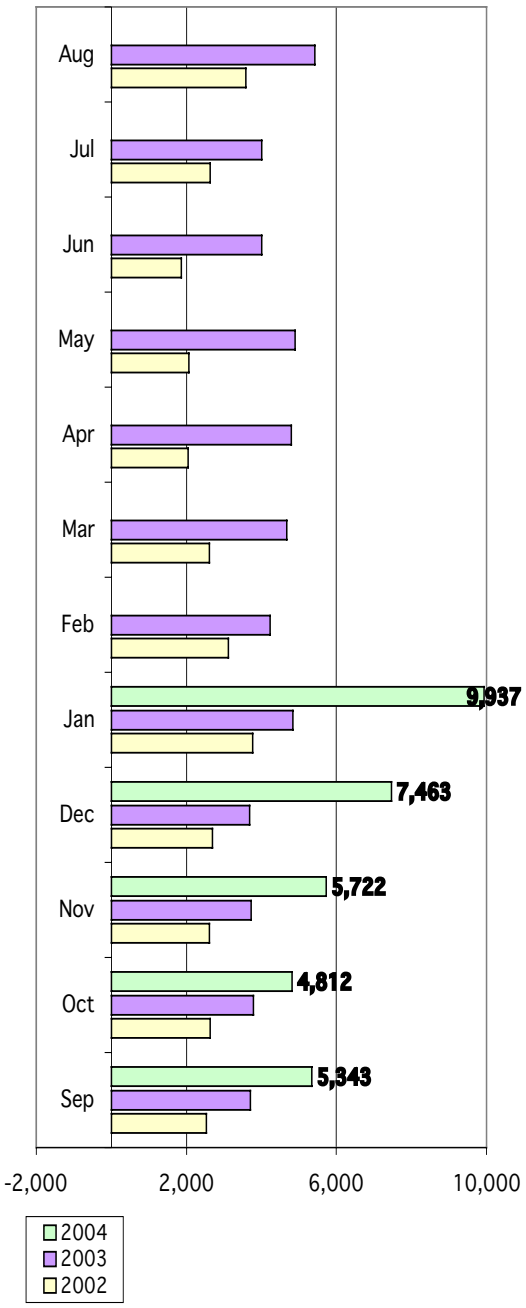



**My.uen.org**

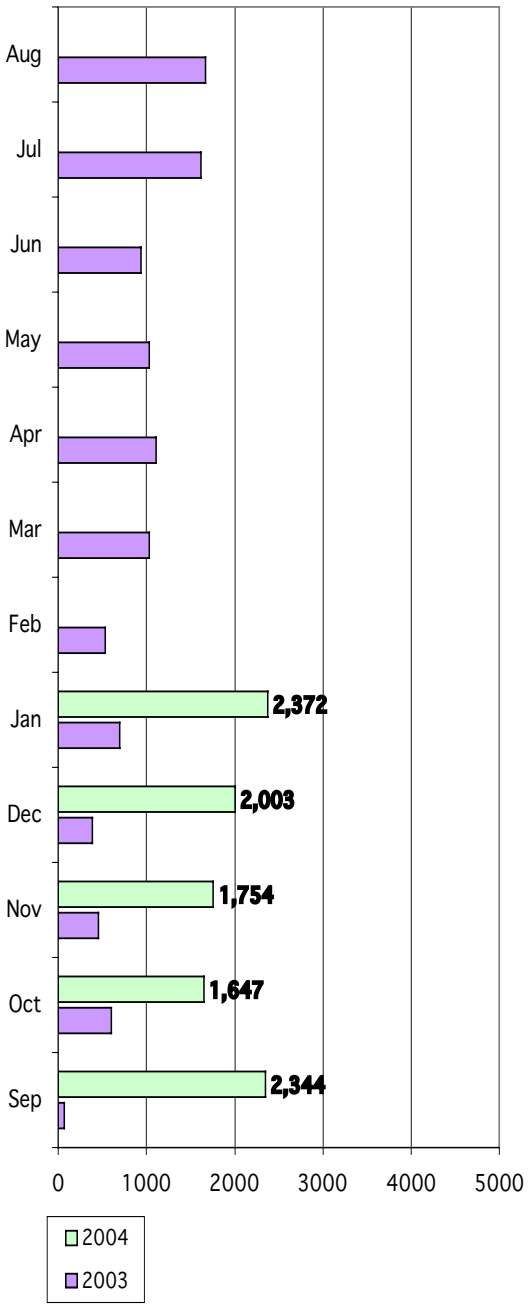


## Instructional Television Resources

www.kulc.org

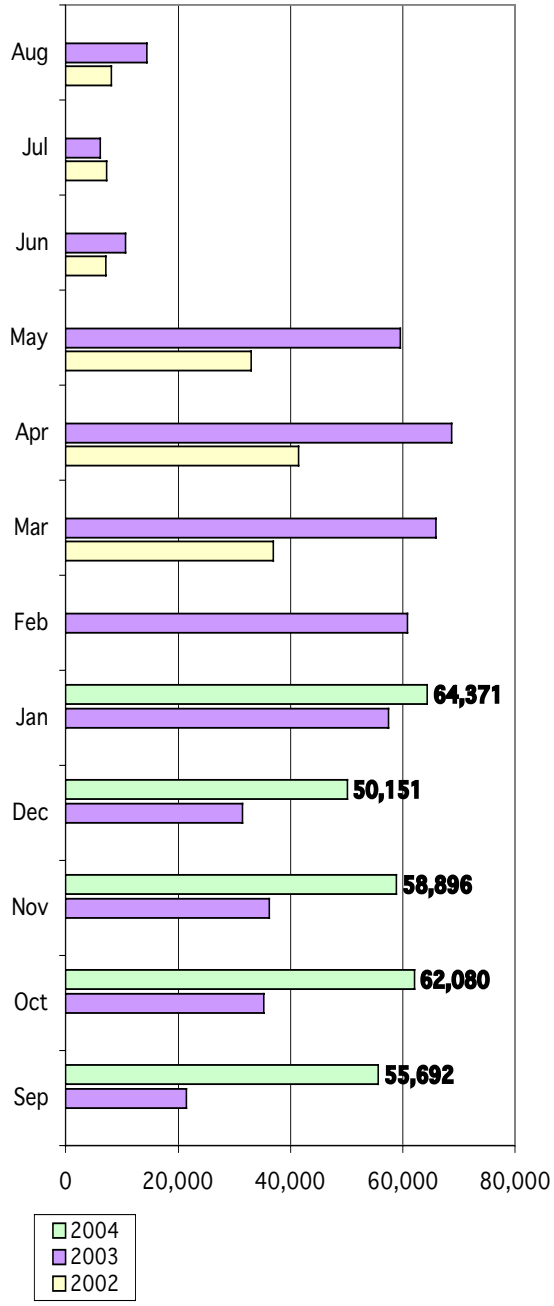



www.utahitv.org

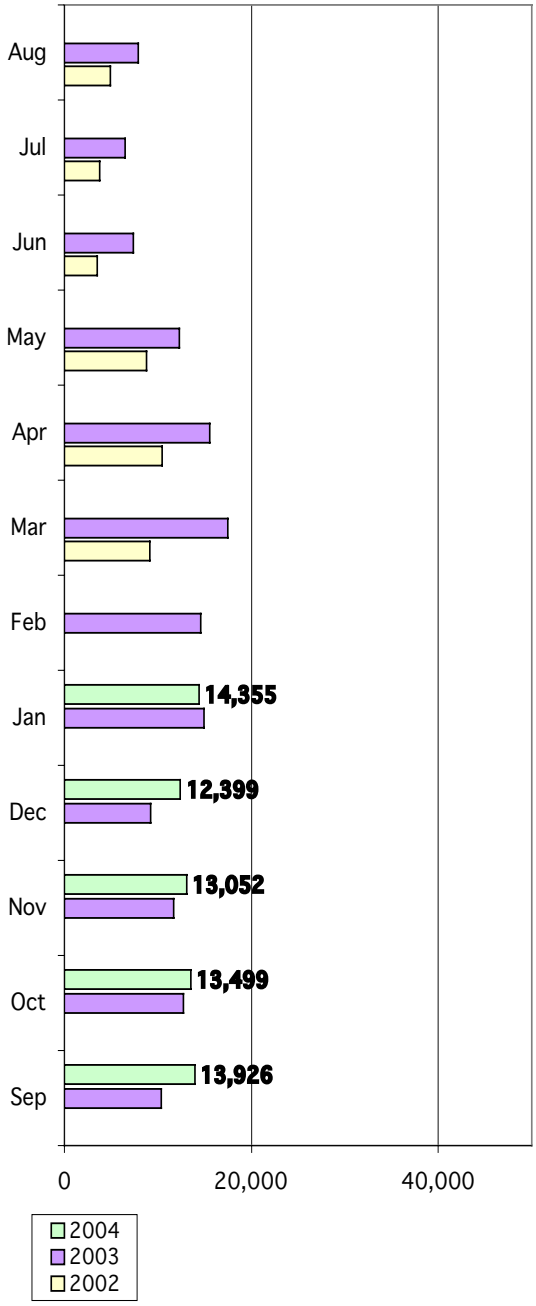


## Pioneer Library Resources

Pioneer.uen.org




Pioneerlibrary.org




**NOTE:** Prior to March 2002 Pioneer Library web logs were combined. A separate report for the K-12 library and Pioneer Portal is not possible for months prior to March 2002.

# TAB 19

# GeoMax Update - Information

## Issue

The GeoMax Project is a multi-phased network upgrade to Gigabit Ethernet. This is a work-to-date report.

## Background

In fall, 2003 the first phase of the UEN GeoMax project was successfully completed. The UEN network has been operating on this new backbone configuration for over three months with no glitches. UEN, our partners at institutions throughout the state and Qwest cooperated to make this project possible.

It is now time to begin receiving the major benefits of this project. UEN staff, our partners in Higher and Public Education and Qwest are currently planning the Layer Three (IP Video) implementation of GeoMax. This project will be completed in early summer. Because of these efforts the UEN backbone will consist of the CVDS channel and a new data channel with Gigabit Ethernet speed.

Early planning meetings have been conducted in January and February, 2004. The scope of the project affects sites from Logan to St. George. Equipment necessary to complete this project has been ordered. UEN will take possession of this equipment and begin lab and field testing in March. Go-live will be scheduled based on trial results. More details will be available at the April Subcommittee and Steering Committee meetings.

## Recommendation

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

# TAB 20

# E-RATE UPDATE - INFORMATION

## Issue

This is an informational report on the recent E-Rate Year 2004 Funding Requests.

## Background

Three rural WAN applications are still under review for federal E-Rate funding by the School and Library Division for Year 2003: They are Uintah Basin Telephone, Frontier in Millard District, and Manti Telephone in North Sanpete District. UEN submitted new applications for these areas for Year 2004 that included new WAN configurations.

Through the Priority 2 portion of the federal E-Rate program, UEN has applied to acquire nearly $2.0 million in videoconference equipment, MCU's (servers which connect up to 16 individual classroom units to participate in conferences), and new generation management software. The cost to UEN will be $240,000, and between 70 and 90 percent of the cost will be borne by the federal E-Rate program, if funding applications are approved.

UEN is proposing a series of network upgrades this year in cooperation with Qwest, Emery, Beehive, and All West Telephone. The Qwest Wide Area Network contract was amended in its second year to include equipment to be utilized in the provisions of the finished service.

Among the network improvements that could potentially result are:

1. Connect CEU into the GeoMax backbone.
2. Provide 60 to 600 times current network capacity for approximately 170 schools in districts from Logan, Cache, Weber, and Ogden on the north to SL, Granite, and Jordan in metro SLC, Rich and North & South Summit in the northeast, Carbon and Emery in southeast Utah, Tooele, Juab, and Tintic in western Utah, and Washington and Iron districts and the southwest.

These projects will be leveraged with E-Rate funds, if they are approved. Similar projects over the next 3 years would fully upgrade the network.

In addition to these projects, UEN assisted the school districts in the Year 2004 application process.

## Recommendation

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

TAB 21

# UTAH SECURITY SUMMIT - INFORMATION

## Issue

A report on the Utah Security Summit held on January 20 and 21, 2004.

## Background

UEN cooperated in planning and conducting the Utah Security Summit held on January 20 and 21, 2004. The two sessions, one for decision makers held on the evening of the 20th and the other directed at technical staff on the 21st, were well attended. The message, a call to increase security in our network, was well received.

The UEN staff would like to thank those who helped make this possible. Special thanks should be extended to Barbara White, Ray Walker and Dale Bills for their time and efforts expended to make this conference a great success. Additionally, it should be noted that Lou Myers, UEN, and Peggy Nixon, USU, dedicated many hours to the detailed work of arranging for the venue, food, invitations and many other areas too numerous to mention.

A plan of action has emerged from this conference. UEN has finished the task of identifying Security Points of Contact for Public and Higher Education entities. A Web site is being developed to serve as a focal point in security communication. A listserv is in place to help facilitate communication, also.

Attendees at the conference agreed to participate with UEN in a weekly conference call intended to address security training and current security issues. The first call will be held on March 1, 2004 at 9:00 AM. The UEN conference bridge, with a capacity of 100 calls, will be used for this audio meeting. UEN staff intends to prepare a 10 minute presentation to begin the meeting. The next 20 minutes will be spent allowing participants to initiate and explore current security exploits and concerns. The conference call is planned as a weekly fixture among the Utah Security community.

The Security Call process will serve as a "security drill" enabling UEN and our stakeholders to practice security procedures. In cases when we experience an attack against network resources the conference bridge will serve as a meeting point for affected entities.

This represents a first step in our efforts to increase network security and minimize the impact of increasingly malicious attacks against network resources throughout the state of Utah.

## Recommendation

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

TAB 22

# DISTANCE EDUCATION COURSE SCHEDULING AND CATALOG - INFORMATION

## Issue

A recent version of the DE Course Scheduling Web site was released last month, January, 2004 (see attached example) This Web site allows Utah institutions to schedule courses to be delivered over EDNET, Satellite, Broadcast TV (KULC), or IP Video.

Although the catalog portion of this project is not yet complete, course scheduling information is available as an Excel document at *www.uen.org/curriculum/html/dlcatalog.html* (see attached example).

## Background

For the past three years Higher Education and Public Education institutions have been able to submit course scheduling information electronically (i.e., via the Internet). The purpose of this project was to further automate the course scheduling process for public and higher education institutions. This project was also to tie the course scheduling information to a Distance Learning Catalog to help school counselors register students for the upcoming school year.

Objectives for this project included:

1. Collaborate with USOE/USHE to identify the activities they each need to do to have the content of their courses approved.
2. Automate the communication between the scheduling database, catalog database, and conference management (Cme) database.
3. Modify the database to allow for dates and times, enter information (whether electronically or keyed in), and allow for searches by dates/times.
4. Make it user friendly.

One important aspect of this project is to help UEN ensure that the statewide network infrastructure has the capacity to accommodate the institutions desire to deliver courses during the school-year.

## Recommendation

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

# TAB 22 ATTACHMENT A

## DISTANCE EDUCATION COURSE SCHEDULING GRAPHICS

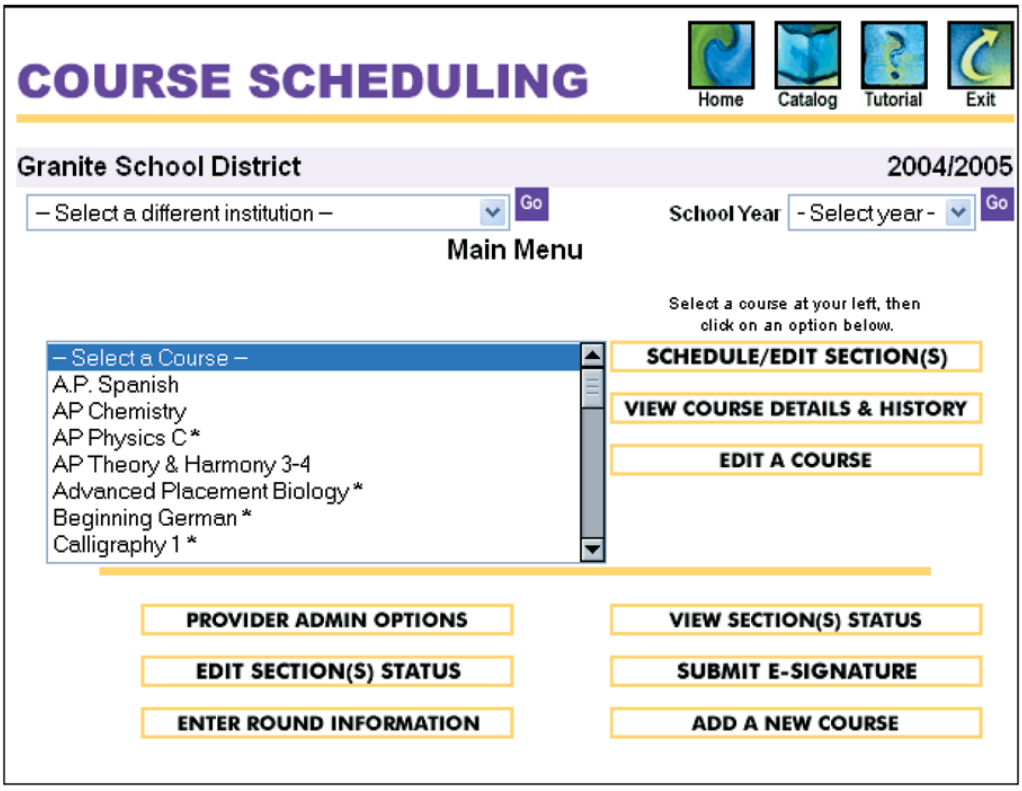



**Figure 1** Example of the Course Scheduling Web site for Granite School District

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Provider Name** | **Course Title** | **Course #** | **Section #** | **Description** | **Prerequisites Course(s)** | **Other Prerequisites** | **Credit Type** | **Credit Hours** | **Term** | **Start Date** |
| 60 | SLCC | Behavioral Observations | PED 1500 | 1 | This course introduces students to basic behavior management principles used in educational settings. Students will complete experiences within a classroom setting under the direction of a supervising educator. | PED 1010-001 | | HE | 2.00 | Fall - 2004 | 8/25/2004 |
| 61 | SLCC | Introductory Experience | PED 2150 | 1 | This course overviews classroom techniques and will address ethical and professional responsibilities. Under the direction of a supervising educator, students will learn to implement teaching programs using a variety of techniques. | PED 1010-001 | | HE | 3.00 | Spring - 2005 | 1/11/2005 |
| 62 | SLCC | Introductory Experience Practicum | PED 2160 | 1 | Concurrent with PED 2150. Course provides a supervised classroom experience that allows students to apply what they are learning in the classroom to public education settings. | PED 1010-001 | Take with PED 2150 | HE | 1.00 | Spring - 2005 | 1/11/2005 |
| | SLCC | Conceptual Astronomy | PHY 1270 | 2 | The structure, scale and behavior of the universe and its underlying laws are presented in a conceptual, non-mathematical, format. Emphasis is also given to understanding the formation and workings of the sun and planets, | | None | HE | 3.00 | Spring - 2005 | 1/11/2005 |

**Figure 2** Example of the current catalog information in an Excel document

TAB 23

# PIONEER ONLINE LIBRARY UPDATE - INFORMATION

## Issue

This is a progress report on Pioneer Online Library activities.

## Background

**RFP Released**

The Utah State Office of Education, Utah Academic Library Consortium, Utah Education Network and the Utah State Library Division are soliciting proposals from vendors that provide Web-based access to library resources. The intent of this solicitation is to take full advantage of the education network infrastructure to provide Utahans full text access to periodicals in order to enhance the quality of education and the function of state government.

The partners of the Pioneer Library consortium have leveraged their funding to license the best "core" general reference databases (e.g., EBSCO, SIRS, Wilson Biographies). This RFP will provide the partners of the consortium the opportunity to jointly review and select those products that would be the best "core" general reference databases for Pioneer Library patrons.

The period of the annually renewable contract would be July 1, 2004 through June 30, 2009. The Pioneer Library Subcommittee will report its recommendation at the June Steering Committee meeting.

The RFP and addendum are located at *www.purchasing.state.ut.us*. The proposal deadline is March 16, 2004.

**Pioneer Library Promotion**

The Pioneer Library promotion campaign continued and expanded with both print, broadcast and movie theater promotions.

**Print**

Pioneer Library one-half page articles and one-half page ads appeared in the Jordan Education Association Insight, the Davis Education Association Dialogue, and the Bonneville Bookmark (serving Alpine, Nebo, and Provo districts). The publications are distributed to every education association member in these districts.

**Broadcast**

Aired the Pioneer Library 30 second spot "For school…for business…" on commercial television, including KSL-TV, and KJZZ.

**Movie Theater**

Showed the "For school…for business…" at the Megaplex 12 at the Gateway and the Megaplex 17 at the Jordan Commons movie theaters before each screening of each movie during January 12 through February 1.

- Close to 261,000 attended films at the Megaplex 12 at the Gateway and the Megaplex 17 at the Jordan Commons theaters in January 2004.
- The Megaplex 12 at the Gateway and the Megaplex 17 at the Jordan Commons theaters are the only Utah theaters that show pre-film videos.
- Movie audiences are pre-conditioned to pay more attention to video.
- Spot was scheduled to air at least once before every showing of each film per week (Monday through Sunday). Combined, there were approximately 950 total showings per week of the promotion at the theaters.
- Major films like *The Lord of the Rings: The Return of the King* opened in mid-December and drew large audiences in January.

District education association magazines and the Pioneer Library 30 second spot will be shown.

## Recommendation

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

# TAB 24

# SUBCOMMITTEE REPORTS - INFORMATION

**Public Education – Rick Gaisford**

**Higher Education– Cyd Grua**

TAB 25

# STEERING COMMITTEE MEETING MINUTES

**UTAH EDUCATION NETWORK STEERING COMMITTEE**

**December 10, 2003 - 9:00 am**

**Business Steering Committee Meeting**

**Members Present:** Gary Wixom, Ray Timothy, Mike Petersen, Glen Taylor via EDNET, Ron Barlow, Stephen Hess, Jeannie Watanabe for Val Oveson, Richard Siddoway, Pat Lambrose, Ray Walker, Larry Shumway, Ryan Thomas via EDNET, and Wayne Peay.

**Others Present:** Jonathan Ball, Bruce Todd, Cindy Nagasawa-Cruz, Laura Hunter, Jim Stewart, Larry Smith, Claire Gardner, Louise Tonin, Cory Stokes, Victoria Rasmussen, Renee Willemsen, Dennis Sampson, Rick Cline, Bill Kucera, and Lisa Kuhn.

**I. Welcome and Introductions** - Ray Timothy

Ray welcomed everyone to the Steering Committee meeting.

**II. Steering Committee Membership** - Ray Timothy

Governor Walker has appointed Darrell White as the Deputy of Education as well as the Governor's office representative to the UEN Steering Committee to replace Rich Kendell. Rich Kendell is the new Commissioner of the Utah System of Higher Education.

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee endorse Darrell White's appointment to the UEN Steering Committee. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

Mike Petersen reviewed the new UEN Steering Committee binder which was distributed to committee members. Included in the binder is helpful information including a general overview of UEN services and responsibilities, a copy of the Legislative briefing given to the members of the Higher Education Appropriation Committee, UEN's Strategic Plan and 2004 Budget, organizational charts, Steering Committee Roster, and the organization's internal by-laws. Mike thanked Bill Kucera and Mike Elwell for their great job in putting the binder together He encouraged committee members to maintain their committee materials in the binder.

**I. Project Updates** - Dick Siddoway

UEN is developing a statewide digital media delivery service to support the needs of our public and higher education partners. The project is currently in the data gathering stage. UEN is also finalizing a contract to least excessive digital bandwidth available through KULC. Wayne Peay requested a report on how much money will be received for the KULC lease. A report will be provided.

**I. WebCT Vista Project** - Dick Siddoway

Most of the college campuses in Utah have been using WebCT for their distance learning platform and each have paid fees to use it. UEN participating in a WebCT Vista pilot project with the USHE institutions. The two year pilot will allow enrollment of 1,000 students each semester. All institutions except Weber State University will build and deliver courses with Vista with the first courses becoming available spring semester 2004. Gary Wixom stated this project is a multi institutional solution with potential cost savings coming from the delivery. Wayne Peay requested a library representative be involved with the project. The project can be tracked at *www.uen.org/webstvista*.

**II. Support for Highly Qualified Teacher Mandates** - Dick Siddoway

Instructional Services is working with USOE to target professional development resources toward educators in need of "Highly Qualified" teacher status as outlined in the No Child Left Behind and Utah Board of Education policies. Since USOE is still in the process of gathering data on teacher qualifications, this project is in the preliminary stages.

**III. FY 2004 Quarter 1 Strategic Plan Progress Report** - Dick Siddoway

Included under this tab is a progress report on the FY2004 Strategic Plan. For detailed information, please refer to Tab 5 / Attachment A, B & C.

**IV. UEN Professional Development Report** - Victoria Rasmussen / Renee Willemsen

Victoria Rasmussen, Manager of UEN Professional Development and Renee Willemsen, Grants Program Manager, provided an overview of professional development activities over the past six months. Wayne Peay and Jeanie Watanabe thanked Victoria and her staff for their professional work around the state. Mike pointed out that training on the use of Pioneer online library has led to a 79% increase in usage by Public Education. These statistics reveal the value of training. Full reports are can be found under Tab 6, Attachment A & B.

**V. USU/UEN Network Operating Agreement** - Ryan Thomas

The Technical Services Subcommittee reviewed the agreement between Utah State University and Utah Education Network and believe the document is in line with the established guidelines set months ago. The recommendation to the Steering Committee is that they approve the Network Operating Agreement.

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

**VI. GeoMax Update** - Jim Stewart

Three of the four legs of the backbone conversion project are completed. The successful implementation of the first GeoMax phase allows 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 the spring, 2004 and conclude during the summer. Everything is going smoothly thanks to Jeff Egly, Dan Patterson and the other staff members working on the project.

**A. Technical Services Q1 FY 2004 Strategic Plan Progress Report** - Ryan Thomas

This report summarizes Technical Services accomplishments concerning Goal 1 of the 2003-2004 strategic plan along with related objectives and potential problems. On page 10-5, the potential problems identified include lack of fiber, funding increases to realize the Ethernet infrastructure and network security with a dramatic increase in breaches. For specifics, please refer to Tab 10, Attachment A.

**I. Technical Services Special Project Budget** - Ryan Thomas

Tab 11, Attachment, A, provides detail of the projects previously approved by the Technical Services subcommittee in the FY 2004 Special Project account. The

budgets comply with the initial budgetary estimates. Ray Timothy commended on how well the budget has been stretched to work on UEN projects. Ryan thanked Jim Stewart and his staff.

**II. E-Rate Update** - Ryan Thomas

This is an informational report on the recent E-Rate Year 2003 funding commitments and steps that have been taken for Funding Year 2004. Mike Petersen reported the applications for this year approximate a little over nine million dollars. The amount of reimbursement UEN will actually receive will be a percentage of the actual bill the UEN incurs from vendors and will be substantially less than nine million. We are moving from reimbursements for circuits to reimbursements for wide area network service. Instead of UEN having to come up with our own funding to cover the replacement of routers and other network equipment, we now have reimbursement money coming from E-Rate to cover the upgrade of routers, switches, etc. UEN is also working, in a cooperative effort with school districts, on the planning of projects in order to use E-Rate monies to accomplish combined technology goals.

Ryan stated that because of E-Rate dollars, UEN is way ahead of the projected plan to replace routers around the state.

All 40 school districts filed for E-Rate July 1, 2003 - June 2004. District funding is about 90% complete. This is an incredible effort on the part of UEN staff members, specifically Lisa Kuhn and Louise Tonin.

**III. Utah Security Summit Update** - Ryan Thomas

UEN has planned, through the Security Subcommittee of the Technical Services Subcommittee, a Security Summit on January 20 -21, 2004. This summit will focus on issues that are at an appropriate level for team administrators of school districts, colleges, and libraries so that all will have an understanding, nationally and internationally, with respect to security. This will be an opportunity for those who would otherwise not have exposure to some of the issues to get a working understanding of network security and it's importance. The keynote speaker will be Douglas Young, a security consultant with corporate clients. His focus will be institutional security to protect network systems.

**IV. Steering Committee Meeting Minutes** - Ray Timothy

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the meeting minutes of October 24, 2003. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

The meeting adjourned at 10:20 a.m. The next meeting is scheduled for Friday, February 20, 2004, 9:00 a.m.- 11:00 a.m. at the Dolores Doré Eccles Broadcast Center.

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

# TAB 1
# OTHER