

# Utah Education Network Steering Committee

December 18, 2009



**UTAH EDUCATION NETWORK  
STEERING COMMITTEE**

**A G E N D A**

**DECEMBER 18, 2009**

9:00 a.m.-  
12:00 Noon

**Committee of the Whole / Business Meeting**

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**Welcome and Introductions**

Tab 23	UEN STEERING COMMITTEE 2010 MEETING SCHEDULE - ACTION . . . . .	1
Tab 24	UEN PROFESSIONAL DEVELOPMENT POLICIES - ACTION . . . . .	3
	ATTACHMENT A - UEN PROFESSIONAL DEVELOPMENT POLICIES . . . . .	5
Tab 25	UEN NETWORK OPERATIONS AND UTAHSAINT CONFERENCE... - DISCUSSION . . . . .	9
Tab 26	IVC SERVICES METRICS AND DTS/LEGISLATIVE SUPPORT UPDATE - DISCUSSION . . . . .	11
Tab 27	COMMERCIAL VOIP SERVICES TASK FORCE UPDATE - DISCUSSION . . . . .	15
Tab 28	E-RATE UPDATE - DISCUSSION . . . . .	17
Tab 29	NTIA BTOP AND GATES FOUNDATION GRANTS UPDATE - DISCUSSION . . . . .	19
Tab 30	UEN CAMPUS VISITS - DISCUSSION . . . . .	21
	ATTACHMENT A - UEN CAMPUS VISIT FLYER . . . . .	25
Tab 31	STEM PROJECTS AND INTERNET SAFETY - DISCUSSION . . . . .	27
Tab 1	STEERING COMMITTEE MEETING MINUTES. . . . .	31
Tab 2	OTHER . . . . .	35

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

Steering Committee Meeting - February 26, 2010, 9:00 a.m.

Instructional Services Subcommittee Meeting - February 26, 2010, 11:00 a.m.

Technical Services Subcommittee Meeting - February 26, 2010, 11:00 a.m.

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

## UEN STEERING COMMITTEE 2010 MEETING SCHEDULE - ACTION

### Issue

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UEN Steering Committee meeting dates for 2010 are proposed.

### Background

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The following dates are proposed for the 2010 UEN Steering Committee meetings. The meetings are scheduled for the third or fourth Friday of every other month (except the June meeting).

The dates avoid conflicts with the schedules of the Board of Education, Board of Regents, the Utah School Superintendents Association, and UEA convention. To avoid potential conflicts, the February, April and October meetings are scheduled on the fourth Friday of the month. The June meeting is proposed for the second Friday of the month.

Meeting times are proposed as follows: the Committee of the Whole will begin at 9 a.m., and meetings of the Instructional Services and Technical Services subcommittees will follow at approximately 10:30 a.m. It is anticipated that all meetings will be completed by noon.

All meetings will be held at the Dolores Doré Eccles Broadcast Center, on the University of Utah campus. Members may also participate from Interactive Videoconferencing rooms throughout the state by making prior arrangements with the UEN Technical Services Support Center.

#### **Proposed 2010 Steering Committee Meeting Schedule**

February 26

April 23

June 11

August 20

October 22

December 17

# Recommendation

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It is recommended that the proposed UEN Steering Committee meeting schedule for 2010 be approved.

## UEN PROFESSIONAL DEVELOPMENT POLICIES - ACTION

### Issue

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The increased demand for UEN Professional Development services necessitates revision of certain policies for eligibility, registration and confirmation, attendance, record-keeping, assignments, and award of credit.

### Background

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Current economic circumstances are creating a situation where more licensed teachers are taking professional development courses so they can return to the workforce, districts are cutting back on their local professional development offerings, and UEN's Professional Development is beyond capacity for offering courses.

Additional policies for UEN Professional Development services are needed. These policies will restrict enrollment to Utah residents, tighten registration processes, and hold participants more accountable for timely completion of assignments and records retention. A complete list of the proposed policies is included under this tab.

The policies were discussed with the Instructional Services Subcommittee during their October meeting. Additional input has been received through the Content Forum and other stakeholder groups. All have agreed the policies should be implemented, and final Steering Committee approval is sought at this time.

### Recommendation

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It is recommended that the UEN Steering Committee approve the UEN Professional Policies as listed under Tab 24 Attachment A.





# TAB 24 ATTACHMENT A

## UEN PROFESSIONAL DEVELOPMENT POLICIES

### DECEMBER 18, 2009

#### Eligibility

1. In order to participate in in-person or online classes, participants must provide a Utah mailing address on their credit request form. All certificates and credit materials will be mailed to the Utah address.
2. In order to register for online or in-person courses, a my.uen account login and password are required. A valid and currently used email address must be included.

#### Registration and Confirmation

1. Two weeks prior to the first day of class all registered participants receive an RSVP email requesting that they confirm or cancel their registration. Participants should read the email and reply as directed within 2 business days.
  - a. If, two weeks prior to class, the participant does not see the email, they may contact the UEN Professional Development administrative assistant by phone or email to cancel or confirm their attendance.
  - b. When available, participants may login to their my.uen page “Professional Development History and Tracking” portlet and confirm or cancel (and manage) their registrations at any time.
2. In the event a course is full, or nearly full, UEN Professional Development staff will complete the following process to assure the best availability for the most people.
  - a. As cancellations occur people are moved from the waiting list to registered status in the order they were added to the waiting list.
  - b. Within 2 business days of the official RSVP email message delivery, staff will review the course roster. We will make a second attempt to contact registered but unconfirmed participants by email (or phone if available). Participants will be given this second chance to confirm or cancel their participation.
  - c. **On the day following the second attempt to contact those registered, UEN staff will CANCEL any registrations for which the status is still unknown. UEN will email those who were dropped to inform them of their cancelation.**
  - d. One week prior to the first day of class, all individuals remaining on the waiting list will be contacted by email and invited to contact us if they would still like to participate. We will confirm their participation in the order they are able to respond.

3. A participant who does not attend AFTER CONFIRMING has his/her status set to “no show” in the online management system.
  - a. If a participant is a “no show” more than two times in one year, UEN reserves the right to drop them from future classes in favor of a person on the waiting list. Anyone who is dropped will receive an email explaining why they were dropped.
  - b. If a participant calls or emails to indicate they are unable to attend prior to the first day of class, their status is “canceled”, not “no show”.

### **Attendance**

1. Participants must attend all 14 hours of in-person classes and complete all coursework in online courses in order to receive points or credit. No points or credit will be given for partial attendance/participation.
2. A participant may miss up to two hours of an in-person class without jeopardizing their credit; HOWEVER, because UEN makes every effort to use instructional time effectively, participants must consult with the instructor regarding any missed time (preferably in advance). Instructors have discretion to recommend a participant drop the class if his/her absence of two hours or less would be disruptive to the rest of the class or to the participant’s ability to understand and practice the material.
3. For detailed participation and “attendance” policies for online classes, please refer to the “Online Course Attendance Policy” document.

### **Record Keeping**

1. UEN Professional Development maintains records of class attendance and credit/certificate requests for two years. Participants may access information about the status of credit requests by contacting the department’s administrative assistant.
  - a. UEN forwards information regarding approved USOE credit to the state office where it is recorded in the participant’s CACTUS license record.
  - b. UEN forwards a form for SUU credit to participants’ whose credit has been approved. It is the responsibility of the participant to complete the form, add their payment and send it to SUU. SUU credit is recorded in an SUU transcript.
  - c. UEN provides certificates at the end of in-person classes in most cases. In the event we were unable to print certificates that day because of being off-site, or other reasons, certificates are mailed to participants. It is the responsibility of individuals to retain their certificates and track points.
2. When available, participants may login to their my.uen accounts and review the “Professional Development History and Tracking” portlet to see the status of upcoming enrollments as well as attendance and certificate or credit processing.

## **Assignments**

1. All in-person classes require an outside-of-class assignment be completed in order to earn either USOE or SUU credit.
  - a. Assignments must be submitted within 30 days of the last day of class.
  - b. In extenuating circumstances such as documented illness or injury, instructors may agree to accept work after 30 days. Arrangements must be made in advance for the late work to be accepted. Assignments are never accepted more than 90 days after the last day of class.
2. Thirty days after the last day of class, instructors review credit request forms for which no assignments have been received. At that time, UEN staff will mail relicensing point certificates to those who requested credit but failed to complete the assignments.

## **Credit**

1. For detailed information on the types of credit offered and procedures for each, please refer to the “Credit Options” document.
2. It is the responsibility of each participant to verify that credit appears appropriately in their CACTUS license record OR in their Southern Utah University transcript. Any issues must be reported to UEN Professional Development staff immediately for timely resolution. UEN staff are not able to process paperwork more than a year after the last day of class, nor are we able to “change” credit from one type to another once it has been processed.



# UEN NETWORK OPERATIONS AND UTAHSAINT CONFERENCE REPORT - DISCUSSION

## Issue

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The UEN Network Operations Center continues to monitor and manage the health and utilization of the network. This report provides the latest statistics regarding network performance. Additionally, UEN Technical Services and the UtahSAINT continue to focus on security related training and awareness.

## Background

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### Network Performance Metrics

#### **Network Backbone Availability**

Month to date .....99.990%  
 Quarter to date .....99.996%  
 Year to date.....99.870%

*\*Projected year end Availability if no further outages occur will be 99.878%*

#### **Network Backbone Utilization\*\***

North Ring.....52%  
 Central Ring .....12%  
 South Ring.....36%

#### **Internet Bandwidth Summary**

Available Bandwidth .....7Gbps  
 Peak Utilization .....4.7Gbps

*\*\*Availability and Peak Utilization is calculated using the 95th percentile industry standard formula.*

### **UtahSAINT Conference**

The UEN/UtahSAINT organization held its annual UtahSAINT conference in October. This was the most attended UtahSAINT Conference we have ever had. Dixie State College donated the use of their Health Sciences facility to hold the event in St. George. We would like to thank Dixie State College and their staff for all of the support and efforts in facilitation of this event, and bring these efforts to the attention of the UEN Steering Committee for recognition.

During the conference, we provided the most in-depth training and information ever provided at a UtahSAINT Conference. The entire conference was conducted with the costs for attendees being \$100 per person.

## **Recommendation**

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

## IVC SERVICES METRICS AND DTS/LEGISLATIVE SUPPORT UPDATE - DISCUSSION

### Issue

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The following are services metrics collected from our UEN Interactive Video conferencing application, Tandberg Management system. Additionally, for the last 12 months UEN has been assisting and planning on providing Interactive Video conferencing capabilities to all State government agencies.

### Background

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#### **IVC Metrics Summary**

We are providing the following metrics of the UEN IVC system from our management software: Tandberg Management Suite (TMS). UEN IVC offered the following unique education events for the fall 2009 semester through November 20, 2009: 40 public education (high school credit only), 82 concurrent enrollment, 285 higher education and 356 administrative meetings supporting various academic and government programs. These classes combined for a total of 8,225 recurrences over the IVC system for the semester. There are 379 unique IVC events with 1,269 recurrences projected for December 2009.

UEN Technical Services supports various UEN services with a new trouble-ticketing system called QuickTicket. Developed in-house, it allows UEN TS to supply immediate support of technical issues related not only to the IVC system but also for other technical services. Three thousand eight hundred-one (3,801) different and unique tickets were opened fall semester 2009, 5 by EBC building support (EBC), 9 by Engineering (ENG), 61 by Field Operations (FLD), 97 by Network Operations (NOC), 44 by the Regional Support Group (RSG), 113 by Logistics (SCH), 54 by the Unix Administration (UA), 3,381 by TSSC Tier1 (VOC) and 38 by TSSC Tier 2 (VT2).

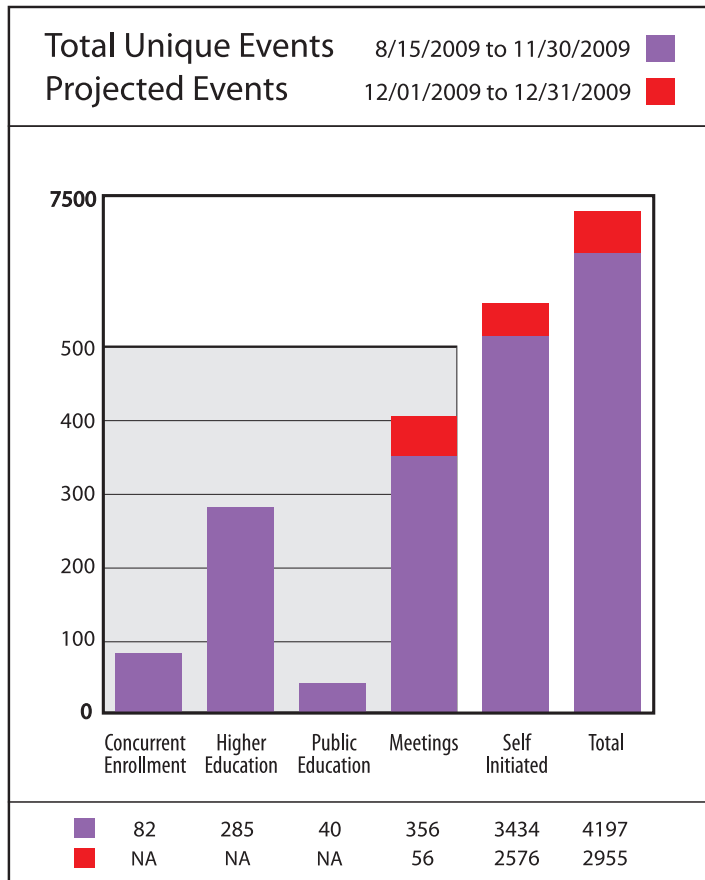
#### **DTS Support**

A memorandum of understanding has been signed between DTS and UEN under which UEN will provide IVC services for state agencies. Our initial efforts will focus on a pilot project utilizing some of DTS's existing video sites with UEN providing scheduling, bridging and video support. We are exploring all options in connecting the UEN network and DTS, and connecting to rural locations, and the most cost effective ways to communicate. It is important to UEN and DTS to define what the standards

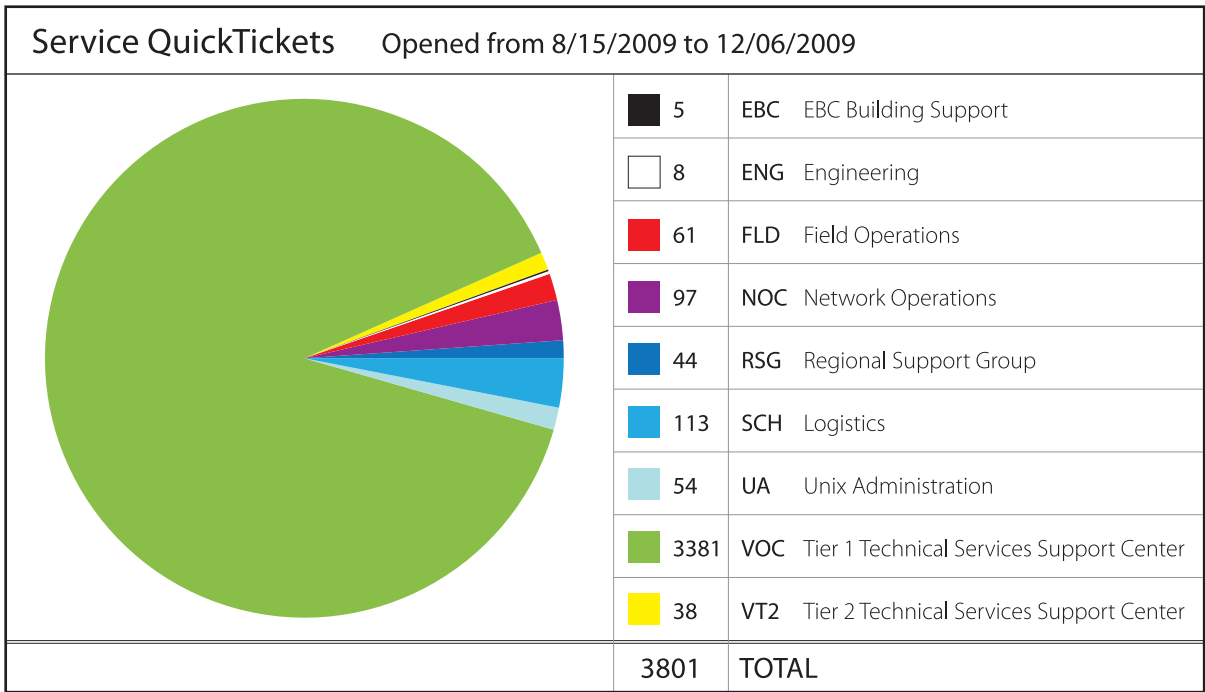
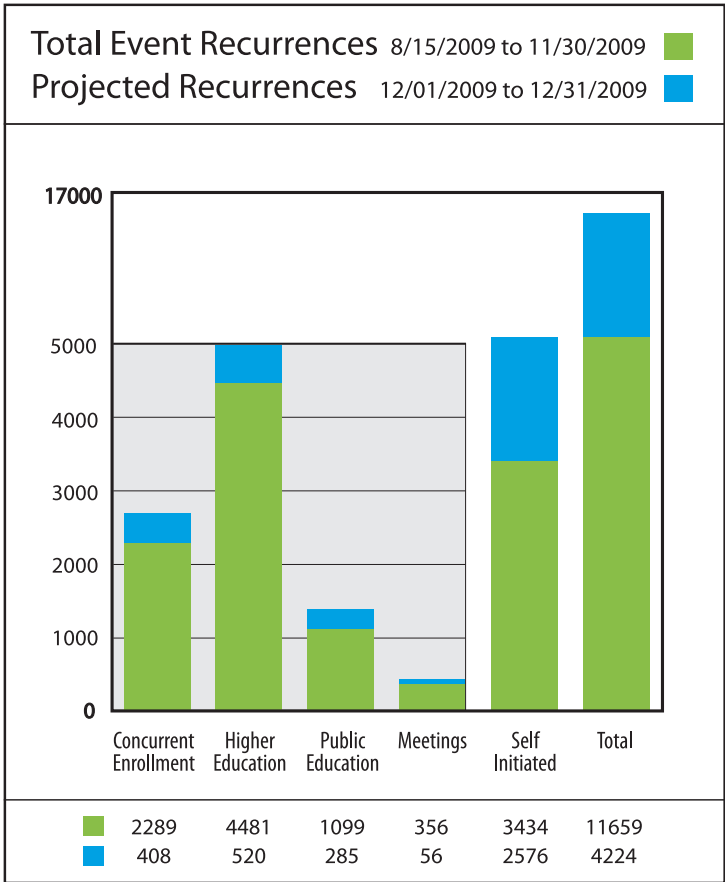
are going to be and what is required to have a seamless and quality experience when using the system.

UEN does have some capacity now to support the immediate needs of DTS. DTS has committed to provide the resources to address additional capacity as well as support requirements when needed in the future.

We recently tested the new Desktop videoconferencing application called Movi by conducting a Legislative leadership group meeting involving Speaker of the House David Clark, Senate President Michael Waddoups, Senator Lyle Hillyard, and other members of legislative leadership. Movi allowed them to meet from their business or capitol offices using their personal computers. The meeting was a complete success, and demonstrates this technology can be used as an alternative to face to face meeting from remote office locations. We will provide a live demonstration of Movi during our Steering Committee meeting.







# Recommendation

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No further action is necessary. Will report future progress as needed.

## COMMERCIAL VOIP SERVICES TASK FORCE UPDATE - DISCUSSION

### Issue

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Commercial Voice-Over-Internet-Protocol (VOIP) Services Task Force to address UEN's level of support for hosted voice services that traverse the network.

### Background

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Last month in the Technical Services Subcommittee meeting, the issue of hosted VOIP services was discussed. UEN stakeholders and commercial providers have requested that UEN provide direct connectivity to the network and network support for commercial hosted voice services. These services would enable stakeholders to take advantage of these capabilities without having to fund additional network bandwidth. Additionally, this could potentially enable commercial providers with the ability to offer services to UEN stakeholders throughout Utah.

It was apparent from the Subcommittee discussion that strong positions for and against UEN supporting commercial VOIP services are held by stakeholders and commercial telco's and other commercial service providers. The Technical Services Subcommittee agreed to address these issues by convening a Task Force comprised of urban and rural services providers, commercial VOIP providers, UEN stakeholders, UEN Steering Committee members and UEN staff.

UEN is organizing the Task Force, including a Task Force chair(s) and Task Force members. The following individuals have agreed to serve on the Task Force:

Joni Robertson, *Qwest Communications*

Brad Martin, *Qwest Communications*

Bruce Todd, *Strata Communications*

Steve Mecham, *Utah Rural Telecommunications Association*

Spencer Cox, *Centracom Interactive*

Dan Patterson, *OneTel Communications*

Cindy Nagasawa-Cruz, *Jordan School District*

John Nielsen, *Murray School District*

Craig Bullough, *Telesphere*

Eric Hawley, *Utah State University*  
Ray Walker, *Utah Valley University*  
Rick Gaisford, *Utah State Office of Education*  
Jim Stewart, *UEN*  
Jeff Egly, *UEN*  
Kevin Quire, *UEN*  
Troy Jessup, *UEN*  
Dennis Sampson, *UEN*

Our goal is to convene the first meeting prior to the December Steering Committee meeting.

## **Recommendation**

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This is an informational item. UEN Steering Committee members who wish to participate on this Task Force are invited to do so. Any policy actions recommended by the Task Force will be presented for discussion and final action by the Steering Committee.

## E-RATE UPDATE - DISCUSSION

## Issue

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This report provides the status of progress being made to obtain approval of UEN's E-Rate applications by the Universal Service Administrative Company (USAC) Schools and Libraries Program. The Schools and Libraries E-Rate program is of great importance to UEN as it represents \$9.5 million in our Fiscal Year 2010 (July 1, 2009 – June 30, 2010) budget.

## Background

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- For Fiscal Year 2009 (July 1, 2008 - June 30, 2009), UEN received \$9.44 million in E-Rate reimbursements.
- In 2007 UEN began work with USOE and USAC to recognize Head Starts, ATC's, and Regional Service Centers as eligible sites for E-Rate, substantiated in state statute. The resulting changes are:
  - ◊ Regional Service Centers added to E-Rate list of Eligible Entities in Utah (they've been applying for funding ever since).
  - ◊ Applied Technology Colleges and their campuses are now eligible for E-Rate (eligibility was reinstated after their move to higher education status).
  - ◊ All Pre-K (age 3 and up) and Adult Ed (age 23 and below) public education facilities and enrollment are now deemed eligible for E-Rate discounts.
- In 2008, UEN recognized that the statewide E-Rate discount (based on statewide student *eligibility* and reporting of the Free and Reduced School Lunch program) was exhibiting a pattern of annual decline. Overall, each year fewer students were reporting eligibility for the Free and Reduced School Lunch program than the previous year. In Fiscal Year 2007, UEN had a statewide shared E-Rate discount of 65%; in Fiscal Year 2008, 64%; and in Fiscal Year 2009, 63%. Each E-Rate discount percentage point decline represented hundreds of thousands of dollars of lost revenue through E-Rate reimbursements to UEN.
- Utah Head Start programs recently became eligible to participate in the E-Rate program, with all of their children eligible for the Free and Reduced School Lunch program, (per E-Rate program rules) at a 90% discount. Beginning in the spring of 2008, UEN worked diligently to bring the Utah Head Starts into UEN's Statewide E-Rate Consortium.

- In Fiscal Year 2010, (July 1, 2009 through June 30, 2010), as a result of the Utah Head Starts joining UEN's Statewide E-Rate Consortium, UEN's funding from E-Rate has increased our statewide shared E-Rate discount from 63% to 68%. **The financial benefit for UEN from Head Start inclusion has been estimated at approximately \$650,000 for this fiscal year alone.** Their membership in the UEN consortium has also proven beneficial for our BTOP grant application.
  - ◊ The economic downturn is apparently driving increased applications for Free or Reduced Lunch, resulting so far in an additional increase in the statewide discount of at least 2% (likely more). We will not know for sure until all 2010 data from Child Nutrition Program is gathered and reported.
- For Fiscal Year 2010 (July 1, 2009 through June 30, 2010), UEN has received funding commitments for \$12.6 M. (we still have 10 applications under review).
  - ◊ Head Starts requested approximately \$450,000 on their own E-Rate applications.
  - ◊ ATC's and Regional Service Centers requested \$80,600 (one outstanding appeal of \$40K for one ATC).
  - ◊ Charter Schools and Private Schools submitted 79 funding requests totaling \$347,000 for the fiscal year.
  - ◊ Libraries applied for \$234,635, receiving \$234,589 in funding commitments from USAC, an effective application success rate of 100%!
- For Fiscal Year 2011 (July 1, 2010 through June 30, 2011), the E-Rate filing window opened December 3, 2009 and will close on February 11, 2010.
- UEN held several training workshops this fall to assist schools', libraries', and Head Starts' staff in preparing their own E-Rate funding applications for submission during the filing window.
- UEN has posted 470's for nine separate published bids or RFPs (including the BTOP procurement). This Form is the required first step in the procurement process.
- UEN is completing the Master E-Rate Application database. It includes all schools throughout the State of Utah along with their Free & Reduced Lunch statistics (needed to calculate E-Rate discount levels). This complete data will be posted on the UEN E-Rate website as a reference for other Utah E-Rate Applicants.

## Recommendation

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

## NTIA BTOP AND GATES FOUNDATION GRANTS UPDATE - DISCUSSION

### Issue

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This report provides the status of progress on UEN's federal grant application submissions to National Telecommunications Information Administration (NTIA) Broadband Technology Opportunity Program (BTOP). In August, UEN submitted applications to the Broadband Infrastructure and the Sustainable Adoption programs of the federal broadband stimulus programs. This report will also cover a recent grant award given to the Utah State Libraries Division and UEN through the Bill and Melinda Gates Foundation.

### Background

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UEN submitted a grant infrastructure request for \$13.9 million to the federal BTOP program in August to build out broadband Ethernet connections to elementary schools, charter schools, public libraries, and head start programs in various communities in Utah. UEN was notified in early December that our application was selected to move to the "Due Diligence" Phase (Step 2) process in the grant competition. UEN has been given approximately 30 days to follow up on the supplemental information requested by NTIA. The information involves environmental sensitivities and impacts, financial reports, organizational readiness, etc. UEN staff are working diligently with the agency to complete the requested information in the time frame requested. This is not a guarantee of funding but a big step in UEN being able to successfully receive the grant request.

UEN has not yet been notified regarding the \$2 million application made to the Sustainable Broadband Adoption program.

In September, UEN worked with Donna Jones-Morris and Craig Nielsen from the Utah State Libraries Division to submit a letter of interest and application to the Bill and Melinda Gates Foundation for an opportunity to receive a matching grant (Matching BTOP Challenge Grant) for Utah public libraries in the Round 2 competition of the BTOP infrastructure program.

The State Libraries Division was notified in December that we had been selected by the Gates Foundation to receive a matching grant of \$660,000 to apply toward the 20% matching requirement of BTOP for public libraries that UEN will apply for in Round 2 of BTOP.

Many states were vying for this funding and it is wonderful news that Utah was selected by the Gates Foundation to receive this matching grant for the Round 2 application.

## **Recommendation**

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



## UEN CAMPUS VISITS - DISCUSSION

## Issue

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During the 2009 UEN Steering Committee Planning Retreat at Utah Valley University, participants requested UEN visit higher education campuses to better inform them about UEN services. The first of these visits occurred at Dixie State College on November 17. Doug Jones will report on the results of this visit and next steps.

## Background

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UEN staff identified Dixie State College as the first step in a statewide effort to create better awareness of UEN resources among faculty. Becky Smith, Associate Dean for Academic Outreach, became the contact at DSC and host for the UEN visit. One in-person and several monthly preparation meetings were held via Wimba Classroom leading up to the November 17, 2009 visit. During the meetings UEN services were identified with accompanying staff presenters and a rotating schedule of presentations as illustrated by the flyer under this tab. Marketing and promotion, facilities and support assignments, and evaluations of the visit were also completed.

The event was scheduled to coincide with DSC Career Day so public education administration, staff, teachers and students could also participate. UEN also reached out to public and academic librarians in the area.

Outreach occurred through the following:

*Print*—a promotional flyer was collaboratively developed with UEN and distributed by DSC to their administration, faculty, staff and students.

*Email*—the promotional flyer was included in emails to public education contacts in the region. Promotional emails were delivered to staff (mostly counselors) via the DSC Career Day promotion suggesting the UEN presentation as a stop they might want to make while their students were attending sessions. Informational emails were sent to UEN colleagues in Washington School District, the Southwest Educational Development Center (SEDC), and the Central Utah Education Services Center (CUES).

*Other*—a special invitation was extended to the DSC College of Education and Professional Development office at Washington County School District.

## Results

A total of 40 participants attended the event: nine representing higher education and 31 representing public education. Most participants attended multiple presentations by UEN staff. In addition to the general rotation, separate discussion tables were positioned around the room to accommodate participant visits with each UEN service representative.

Participants reported that their visit resulted in more awareness of UEN resources as evidenced by the following comments:

*“Excellent presentation, powerful visuals, relevant connection to my teaching, practical suggestions.”*

*“Learning about the teacher resource Pioneer Library and knowing how available interactive video conferencing is from UEN Technical Services.”*

*“Good introduction to Wimba classroom. Relevant for me to improve online teaching. Clear presentation. Thanks.”*

*“Very informative. I like that tables were available for follow-up questions.”*

*“We were shown resources that we could actually use in the classroom environment.”*

## Recommendations

While UEN staff agree that this initial campus visit met expectations of the initial assignment, several recommendations are also noted in order to achieve greater impact for future campus visits:

1. Initial contact with institution needs to identify resources desired and an appropriate venue that allows for effective sharing and maximizes administrative, faculty, staff and student participation. AKA – we need more higher education participants.
2. Improve outreach efforts and on site signage/promotion.
  - a. Better use of people—one or two UEN staff members can probably present information for multiple resources and services.
  - b. Better use of venue—improved greeting and directing, large presentation should be separate from table-top presentations.
  - c. Hands-on opportunities for attendees would improve the experience.
  - d. Food would be a plus.
  - e. Need to have two different kinds of roadshows—one, a simple, presentation-based visit based on the interests of the specific institution; two, a funded, hands-on workshop that meets the informational needs of a larger, geographic audience including, but not limited to, higher education.

UEN is planning subsequent visits with Weber State in March and other campuses, and welcomes input to the process. Essentially, we will recommend a menu of options and then customize the experience with a coordinator at each campus in order to optimize the goals of the campus.

## Recommendation

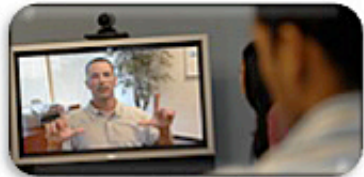
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This is an information item. No further action is required of the UEN Steering Committee at this time.



# TAB 30 ATTACHMENT A

## UEN CAMPUS VISIT FLYER



### Coming to Dixie State College

When: Tuesday, November 17, 2009

Where: Gardner Center Ballroom

- |         |   |
|---------|---|
| 09:00am | UEN Web Resources<br><i>with Karen Krier</i>                        |
| 10:00am | College Media<br><i>with Victoria Rasmussen</i>                     |
| 11:00am | Wimba and Blackboard<br><i>with Scott Allen</i>                     |
| 12:00pm | Pioneer Library<br><i>with Martha Talman and Victoria Rasmussen</i> |
| 01:00pm | Video Conferencing<br><i>with James Hodges</i>                      |
| 02:00pm | UEN Web Resources<br><i>with Karen Krier</i>                        |
| 03:00pm | College Media<br><i>with Victoria Rasmussen</i>                     |
| 04:00pm | Wimba and Blackboard<br><i>with Scott Allen</i>                     |
| 05:00pm | Pioneer Library<br><i>with Martha Talman and Douglas Jones</i>      |
| 06:00pm | Video Conferencing<br><i>with James Hodges</i>                      |





**STEM PROJECTS AND INTERNET SAFETY - DISCUSSION****Issue**

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UEN is conducting several projects in support of national and state STEM Education priorities. The following report summarizes recent work in this area.

**Background**

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In response to recommendations from the National Science Board, The National Academy of Sciences, declining science and math literacy scores, and other factors, President Obama launched an “Educate to Innovate” campaign on November 23, 2009. The program is designed to improve the participation and performance of America’s students in science, technology, engineering, and mathematics (STEM). This effort targets troubling findings that overall our students should be doing better in math and science.

STEM education is an important goal of Utah leaders and citizens as well. STEM education is a fundamental goal of the USTAR program implemented by the Utah Legislature. Reports such as *Rising Above the Gathering Storm and Keeping America Competitive* confirm this priority for all citizens.

**Recent UEN Projects in support of STEM Education**

In addition to STEM distance education services, online courses, and teacher professional development, UEN has also engaged in recent outreach and community partnership activities to bring broader awareness of STEM education and access to STEM resources for K-20 learners.

With statewide reach, UEN is uniquely positioned to effect public recognition that STEM is a national priority and motivate further STEM revitalization. Projects designed to accomplish this goal are outlined in the following summary:

**Utah Science Math Consortium STEM Projects Website**

- Website with searchable database will help publicize STEM – related campus projects
- Connect middle and high school students with science learning leading to a degree
- Developed by UEN as first comprehensive directory of STEM projects in Utah
- Launching in Spring 2010

### **UEN SciFi Friday**

- SciFi film broadcast each Friday at 9 p.m. accompanied by science faculty podcast
- Received a national Community Impact award in 2009
- Goal: use pop culture as a bridge to science and research; inspire public understanding of the research being conducted at Utah institutions, inspire science as a career choice
- Institutions represented include BYU, SLCC, U of U, USU and Weber State and informal science organizations like Clark Planetarium, Red Butte Garden, Utah Museum of Natural History
- Podcasts downloaded more than 1,000 per week from iTunes and the UEN website

### **Utah Climate Literacy Partnership (new project)**

- Produce and aggregate 1,000+ digital assets teaching climate literacy
- Partners include U of U's WEST Program, Marriott Library, Utah Museum of Natural History and *EarthSky.org*
- Funded by a grant from the Corporation for Public Broadcasting (one of 8 awards)

### **The Science of Cheese Partnership (new project)**

- Cheese as an entry point to science; promote research by Utah faculty and industry
- UEN will produce 21 short programs teaching the science of Cheese with Higher Ed faculty
- Partners include The Western Dairy Center at Utah State University, small businesses, Utah Dairy Council, and others
- Monday nights at 8:00 p.m. during Spring Semester (debuts January 25, 2010)

### **FIRST Robotics Competition (new project)**

- Advised U of U Office of Technology Venture Development creation of new middle grade robotics education program based on national FIRST program; competition scheduled March
- Broadcast Gearing Up on UEN-TV and provided copies of the film to funders and partners

### **Internet Safety (*netsafeutah.org*)**

- Four-year project to promote technology literacy through state funding through CCJJ
- New resources directly targeted to PreK-grade 12 learners
- Statewide presentations and outreach, coordinated with regional service centers and libraries



## Recommendation

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



## STEERING COMMITTEE MEETING MINUTES

### UTAH EDUCATION NETWORK STEERING COMMITTEE

October 23, 2009 – 9:00 a.m.

**Members Present:** Kenning Arlitsch, Clark Baron, Steve Corbató, Rick Gaisford, M. K. Jeppesen, Christine Kearl, Pat Lambrose, Eric Mantz, Donna Jones Morris, Gail Niklason, Mike Petersen, Glen Taylor, Robert Wagner for Ronda Menlove, Gary Wixom.

**Others Present:** Scott Allen, Adriane Andersen, Charice Black, Barry Bryson, Chris Bullough, Lisa Cohne, Jeff Egly, Rich Finlinson, Jessica Finnegan, Katie Garrett, Boyd Garriott, Jenn Gibbs, Thom Gourley, Laura Hunter, Doug Jones, Karen Krier, Lisa Kuhn, Don Mahaffey, Steve Mecham, Dan Patterson, Bryan Peterson, Victoria Rasmussen, Kevin Reeve, Joni Robertson, Jim Stewart, Lee Tansock, Louie Valles, Kathy Webb.

#### **Welcome and Introductions**

Gary welcomed everyone to the October Steering Committee meeting. Glen Taylor and Charice Black were joining remotely.

#### **Committee of the Whole**

##### **Tab 14 – FY 2011 Budget Request**

Mike Petersen reviewed the FY 2011 UEN Budget Request which requires approval by the Steering Committee before submittal to the Governor and the Legislature for their consideration. UEN seeks an increase in state funds of \$1,003,900 in ongoing funds and \$927,500 in one-time funds for a total budget increase of \$1,931,400. UEN also requests a supplemental appropriation for FY 2010 of \$156,900.

Even though Utah's economy shows some signs of recovery, anticipated revenue collections remain uncertain due to conservative consumer spending, downturn in home construction, and reduced consumer access to credit. State revenues for FY 2011 are projected to remain flat suggesting UEN may fare better and avoid a budget cutback next fiscal year. UEN's budget request is based on the premise that the Legislature will consider funding critical items of our operation that support more efficient performance

of the network and for mandatory or emergency expenditures that were not anticipated in the current budget.

UEN's budget request includes three priorities: 1) ongoing circuit charges for an upgrade in bandwidth for 85 elementary and charter schools; 2) ongoing fees for Blackboard Vista and Pioneer Library licenses; and 3) one time funds to replace aging equipment for Interactive Video Conferencing. For a complete detailed outline of those priorities please see Tab 14, and Tab 14 Attachment A. UEN has also proposed a FY 2010 Supplemental Budget request of \$156,900 which would be to cover emergency replacement of worn out UPS equipment.

**A motion was made and seconded to approve the FY 2011 Budget Request. THIS MOTION CARRIED.**

### **Tab 15 – Steering Committee Membership and Amendments to Steering Committee Bylaws**

Mike Petersen reported six Steering Committee vacancies have now been filled. The slots had been open since July 31, 2009. UEN recommended that Barry Walker replace Randy Merrill and that Ray Walker, Pat Lambrose, Kay Jeppeson and Glen Taylor be reappointed to new terms. Eric Mantz, who had inadvertently not been formally appointed earlier was also added to the list. Governor Herbert has approved the appointment of all of these individuals as Steering Committee members so we now have a full slate of members except for the legislative vacancies, which should be filled shortly.

In addition to these appointments, UEN found that Steering Committee bylaws have not been updated to reflect the most recent additions of a higher education research community representative and a public education charter school representative. In reviewing with the Governor's office staff our current membership, it has become clear that the Steering Committee has two categories of members. 17 members represent partner organizations and nine members are individuals who hold specific job assignments. For a complete detailed breakdown of these two groups of members, please see Tab 15, Attachment A & B.

**A motion was made and seconded to approve the proposed amendments to the Steering Committee bylaws. THIS MOTION CARRIED.**

### **Tab 16 – UEN Web Services Updates**

Karen Krier presented an update on projects of the Web Services group. New are the UEN Widgets page and the Utah National Parks web page. Karen's team is continuing to upgrade my.uen.org but has encountered some issues that need to be resolved before the upgrade can be completed. For more information regarding these new features, please read the information which can be found in Tab 16.

### **Tab 17 – Steering Committee Meeting Minutes**

**A motion was made and seconded to approve the minutes with corrections on attendance. THIS MOTION CARRIED.**

### **Tab 18 – Other**

The next Steering Committee meeting will be held on December 18, 2009, at 9:00 a.m. at the Dolores Doré Eccles Broadcast Center.

### *Utah Education Network Instructional Services Subcommittee Meeting Minutes*

**Attendees:** Scott Allen, Adriane Andersen, Clark Baron, Lisa Cohne, Rich Finlinson, Katie Garrett, Jenn Gibbs, Laura Hunter, Doug Jones, Christine Kearl, Karen Krier, Pat Lambrose, Donna Jones Morris, Gail Niklason, Bryan Peterson, Victoria Rasmussen, Lee Tansock, Robert Wagner for Ronda Menlove, Kathy Webb, Jo-Ann Wong.

### **Tab 19 – Professional Development Policies - Action**

UEN Professional Development class registration and enrollment has experienced a lot of growth within the past 10 years. The number of people with credit and completion issues has also increased. UEN Professional Development Manager, Victoria Rasmussen presented a list of policy recommendations to resolve these issues and streamline the process.

Recommendations include limiting registration to participants with a Utah mailing address and requiring registration with a my.uen account. Class confirmation, attendance, record keeping, assignments and credit policies are also recommended.

Committee members discussed the issues. Victoria will continue to seek input from C Forum and PEAC.

Final recommendation for the new policy will be presented during the December Steering Committee meeting. Once approved, the policy will be added to the UEN Professional Development website.

### **Tab 20 – Financial Media For Utah Teachers Project Report - Discussion**

Doug Jones presented a report of the Financial Media for Utah Teachers grant, Higher Education UEN Roadshow and Beverly Taylor Sorenson Arts Learning Program website. Detailed information is available under Tab 20.

### **Tab 21 – PBS Digital Learning Library and eMedia / CollegeMedia Planning – Discussion**

Laura Hunter provided an update and next steps for the PBS Digital Learning Library (DLL).

UEN has decided to end the contract with North Plains Telescope and move to another system from The Learning Edge called Equella. Equella will offer seamless integration with Blackboard and enable content sharing in a protected environment.

Laura showed examples of PBS DLL concept screens and examples from a focus group where participants designed their dream “video player.”

She told of a Science, Technology, Engineering and Mathematics Initiative (STEM) CPB grant award. STEM content will be included in DLL content. Laura provided a project timeline.

User contributions, download service formats, secure sharing and licensing compliance issues were also addressed by the subcommittee.

### **Other Business**

Rick Gaisford said the Arcview GIS license and 9.2 upgrade is being reviewed along with budget considerations.

The UEN Professional Development group is developing a course to teach Wimba classroom for public education. The Committee will meet again in December.

### *Utah Education Network Technical Services Subcommittee Meeting Minutes*

**Attendees:** Jeff Egly, Jessica Finnegan, Craig Bullough, Gary Koeven, Eric Mantz, Kevin Reeve, M.K. Jeppesen, Barry Bryson, Dan Patterson, Don Mahaffey, Joni Robertson, Steve Mecham, Boyd Garriott, Dennis Samson, Kevin Quire, Charice Black, Glen Taylor, Jim Stewart, Mike Petersen.

### **Tab 22 – Voice Services–Hosting, Peering and SIP Trunking – Discussion**

UEN has received inquiries by some voice services providers for UEN to support SIP trunking and the possibility to peer at key locations at one of UEN's POP's to provide approved and improved direct access to UEN's network. The first step is to bring it to the Technical Services subcommittee to determine formal policies of how, when, and where UEN can provide service on our network. UEN would also need to review support requirements and costs with access to our network and to insure all vendors have an equal footing. Once guidelines have been determined it will need to be presented to the Committee of the Whole for approval.

**A motion was made and seconded to create a task force to include Higher Education, Public Education, Telco's, and representatives of voice over private networks to develop a policy within a reasonable length of time. THIS MOTION CARRIED.**

COMMITTEE OF THE WHOLE

TAB **2**  
OTHER

