

Utah Education Network Steering Committee

October 10, 2008

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

OCTOBER 10, 2008

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

Committee of the Whole / Business Meeting

Welcome and Introductions

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

Steering Committee Meeting - December 19, 2008, 9:00 a.m.

Instructional Services Subcommittee Meeting - December 19, 2008, 11:00 a.m.

Technical Services Subcommittee Meeting - December 19, 2008, 11:00 a.m.

Please place these materials in your Steering Committee Binder.

FY 2009 BUDGET REDUCTIONS - ACTION**Issue**

The FY 2009 UEN budget was reduced by the legislature last week by \$900,000. That is a 4% reduction in our state appropriations budget of \$22.48 million. We have prepared a plan to adjust our budgets to accommodate these budget cuts, and request Steering Committee review and approval of our plan.

Background

Because of slower than expected economic growth in Utah, revenue collections for the FY 2009 budget have been lower than projected during the legislative session in February. The Governor called the Legislature into special session last week and current year budgets were reduced. UEN state appropriations were reduced by \$900,000, a 4% cut in our budget of \$22.48 million.

We recommend to the Steering Committee that the following steps be taken:

1. Three vacant, unfilled staff positions will be eliminated. Included are a part-time graphic artist position in the Public Information department, KUEN Outreach Coordinator, and an unfilled Technical Services staff position. Eliminating these positions will save \$150,000. Elimination of these unfilled positions will require several staff to assume additional responsibilities.
2. Non-essential travel and professional development funds will be eliminated, and current expenses will be reduced. A proportionate share of all department travel, professional development, and current expenses budgets are being reduced by a total of \$110,000. The total UEN budget for all of these items in our FY 2009 budget is \$1.59 million, so the cut represents a 7 percent reduction in these items. Department directors and managers are given discretion to apply these cuts.
3. The scope of the network improvements planned for 105 elementary and charter schools must be scaled down to approximately 35 schools. This is a disappointing but necessary step, because alternative budget cuts would seriously damage ongoing activities and projects that are essential to our education stakeholders. For example:
 - a. All other projects for which UEN received new funding this year have already been completed. Network improvements to increase half of our backbone circuits to 10 gigabits/second were completed by early August, as were upgrades to our Blackboard Vista hardware to support new students and faculty from the

University of Utah. And, one-time purchases of equipment to support disaster recovery at the state data center in Richfield have also occurred.

- b. About half of the UEN budget is used to pay multi-year contracts to telecommunications providers for network and Internet connectivity, licensing agreements for Blackboard Vista, Wimba, Pioneer Library resources, and other multi-year contractual obligations. Although our contracts have non-appropriations clauses that would allow us to cancel them, our core missions to our educational partners could not be continued if the contracts were voided.
- c. UEN budgets only one-third of our revenues for personnel costs. We have an outstanding staff, and each of them wears several hats and is remarkably efficient. Our directors and department managers agree that eliminating any current staff positions would have a detrimental impact on performance of the key missions of UEN.

The specific budget reductions we propose are as follows:

BUDGET ITEM CUT OR REDUCED	AMOUNT	DETAIL
Elimination of 3 unfilled staff positions	\$150,000	Part-time graphic artist, KUEN outreach coordinator, and technical services staff
Reductions in travel, professional development, and current expense budgets	\$110,000	Non-essential travel and professional development eliminated, current expenses reduced approximately 7%
Reduction in scope of Elementary/Charter school network improvements	\$500,000 (ongoing) \$140,000 (one-time)	35 of 105 planned network upgrades at 105 elementary and charter schools will be completed.
TOTAL	\$900,000	

Recommendation

It is recommended that the Steering Committee review the proposed reductions in the FY 2009 budget, ask questions and raise concerns about the proposals, and if satisfied, approve the plan for reductions that are outlined.

REVISED FY 2010 BUDGET REQUEST - ACTION**Issue**

The FY 2010 UEN budget request submitted for preliminary consideration at the August Steering Committee meeting is being revised to reflect the action of the Legislature during the Special Session held in September. \$22.5 million of state funds in the base budget for FY 2010 was reduced by \$900,000. These budget cuts require us to modify our FY 2010 Budget Request by limiting it to restoration of the \$900,000 in a two part request, and we recommend that the Steering Committee approve the changes to our requests.

Background

Revised FY 2010 Budget Request

UEN's first priority is that \$500,000 be restored for the Elementary and Charter School upgrade project. There are 300 elementary and charter schools around the state that are connected to the Internet with T-1 lines, which have a capacity of 1.4 megabits. That's basically a DSL connection for a school with hundreds of students and dozens of teachers. It's hard enough to manage a household with a DSL connection, let alone a school. They can't do online testing; use any technologically-rich instructional materials, nor use administrative tools that are now standard at schools.

UEN has contracts in place with Telco's around the state to begin projects to increase network connections at 105 of these elementary and charter schools to 100 megabits per second. After the 4% budget reduction, we are planning to upgrade network capacity at approximately 35 schools or one-third of the schools originally planned for FY 2009. With the restoration of the \$500,000, coupled with federal E-rate funds, we could complete the first phase of the project at 105 schools. It is important to mention that the federal government pays two-thirds of the cost of these contracts.

UEN's second priority is that \$400,000 be restored in the FY 2010 budget. The staff positions, travel, and professional development funds that have been eliminated or reduced because of budget cuts are essential to UEN. The lack of funding for technical staff for operating, maintaining, and security support of the UEN network is a critical concern. The restoration of the requested funds addresses the problems encountered in recruiting and keeping talented professionals at UEN. These funds will also restore cuts in travel and professional development at UEN.

REVISED FY 2010 BUDGET REQUEST	
I. Elementary and Charter School Upgrade Project	\$500,000
II. Critical Staff Positions, Travel, Current Expense and Professional Development	\$400,000
TOTAL FY 2010 REQUEST	\$900,000

Recommendation

It is recommended that the UEN Steering Committee review and approve the FY 2010 Budget request totaling \$900,000 in ongoing funding.

VISTA COURSE MANAGEMENT SERVICE UPDATE - ACTION

Issue

The Blackboard Vista licenses for all state higher education institutions will expire in 2009. In preparation for this, UEN has facilitated discussions about alternative course management systems. Although several institutions are continuing to explore alternatives to Blackboard Vista, all Utah higher education institutions desire to continue licensing Blackboard software for at least one more year, with most institutions favoring a 2-3 year license extension.

Background

Blackboard License Expiration

All of the Blackboard licenses for state higher education institutions will expire in 2009. The current Blackboard license is a result of UEN negotiations with WebCT (now Blackboard) for a three year state consortium license, which provides significant cost savings over each institution licensing the software on its own. All state institutions with the exception of Southern Utah University elected to participate in the UEN-negotiated consortium license.

The Blackboard licenses for Utah State University, University of Utah, Southern Utah University, and Utah Valley University expire on April 30th, 2009. The licenses for all other state higher education institutions expire on June 30th, 2009. Having different license expiration dates for different institutions is confusing for all parties involved.

Blackboard has committed to supporting Vista 8.x until October 2012. Licensing for Blackboard also includes the NG product, which is scheduled for release in late 2008 or early 2009. However, the initial release of the NG product (Blackboard 9) will not support some of the important features that Vista currently has, such as multi-institution support, templates, and a learning context hierarchy. It is unlikely that UEN will migrate to the NG product until these features are supported.

CMS Blog & Showcase

As the license for Blackboard Vista is coming up for renewal, UEN has facilitated discussion of alternatives to Blackboard as a CMS. One of our efforts to promote information sharing and discussion was to create a CMS blog (cms.uen.org) for consortia members to share information and discuss alternative systems.

UEN and the Utah System of Higher Education also co-sponsored a CMS Showcase at the University of Utah on August 14th. Instead of inviting vendors to give presentations about their software, we invited higher education professionals within the state who had experience with alternative CMS software to share what they had been doing and answer questions about it. This event consisted of presentations on open source software such as Moodle and Sakai, as well as alternative commercial systems (Angel and Agilix GoCourse). We also had a presentation about Blackboard's future product directions (Project NG), and a discussion of next steps to pursue.

Although several institutions are interested in continuing to explore alternatives to Blackboard Vista, none of the institutions are ready to move to another platform when the current licenses expire. Many of the institutions are quite happy with Blackboard Vista and don't want to switch to anything else in the near future.

Institution Licensing Requests

As a follow-up to the CMS Showcase event, we asked the Vista administrators to have discussions with the decision-makers at their institutions and determine the following.

1. Do you want to be part of the state consortium license for Blackboard software?
2. If so, for how long?
3. Do you want UEN to host Blackboard Vista for you?

The following table summarizes the licensing needs communicated by each institution.

INSTITUTION	PARTICIPATE IN CONSORTIUM LICENSE?	DESIRED LENGTH OF CONSORTIUM LICENSE	UEN TO HOST?
USU	Y	3 years	Y
UVU	Y	2 years	Y
U of U	Y	Until Oct. 2012	Y
Weber	Y	3 years	N*
SLCC	Y	1 year	N
SUU	Y	3 years	N
Dixie	Y	3 years	Y
Snow	Y	2 or 3 years	Y
CEU	Y	2 years	Y
UCAT	Y	Until Oct. 2012	Y

*Weber would like UEN to host the NG product, but will continue to run Vista locally.

Recommendation

It is recommended that UEN begin licensing discussions with Blackboard to consolidate the different license expiration dates into one date and extend the Blackboard Vista license for 2-3 more years on behalf of the state institutions.

UTAH INSTRUCTIONAL MEDIA WEB SITE - DISCUSSION

Issue

Utah educators need a convenient and easy way to locate instructional television programs and videos that can be used in their classroom. The Utah Education Network recently developed the new Utah Instructional Media Web site to meet that need.

Background

After 15 years of publication, UEN, the Utah State Office of Education (USOE), the Utah Instructional Media Consortium (UIMC) and KUED-7 decided to stop printing the Multimedia Guide – a catalog of video resources that Utah educators received each fall. Providing the print catalog just got too expensive.

Replacing the print catalog with an easy to use Web site was the obvious solution. Now educators can go online to *www.utahitv.org* and locate all of the instructional video resources that are available on UEN-TV, KUED-7 and in eMedia.

UtahITV.org Features

- Broadcast schedule for UEN-TV and KUED
- Programs and videos listings by Subject and A-Z
- Search by keyword, grade level, subject areas, availability, program length and air date
- Teaching strategies for using video and technologies, such as a Digital Recorder and iPod, in the classroom

Program Availability

Availability varies by series and program, but the four main sources are:

- eMedia (digital on demand)
- UIMC (district/region library)
- UEN-TV (broadcast, record)
- KUED-7 (broadcast, record, purchase)

Screen Capture

The screenshot shows the homepage of Utah Instructional Media. At the top left is the logo for Utah Instructional Media (UIM), featuring a stylized 'u' inside a television set icon, with the text 'utah instructional media' and 'quality content for your utah classroom' below it. A navigation bar contains links for 'home', 'videos by subject', 'videos a to z', 'search videos', 'television schedule', 'program availability', and 'teaching strategies'. Below the navigation bar is a large blue banner. On the left side of the banner, there are six small video thumbnails arranged in a 2x3 grid. Below these thumbnails is a yellow button labeled 'browse core videos'. On the right side of the banner, there is a television schedule table. The table has columns for time slots: 7:30 AM, 8:00 AM, 8:30 AM, and 9:00 AM. Below the time slots are two rows of program listings, one for 'uen' and one for 'KUED7'. Below the schedule table is another yellow button labeled 'view entire tv schedule'. Below the blue banner is a white box containing a heading 'welcome to your new multimedia guide!' and a paragraph of text. To the right of the text is a photograph of a teacher standing at a desk with four children. At the bottom of the page is a footer with logos for 'uen', 'KUED7', and 'UIMC Utah School Districts', along with the text 'A service of the Utah Education Network in partnership with:'.

utah instructional media
quality content for your utah classroom

[home](#) [videos by subject](#) [videos a to z](#) [search videos](#) [television schedule](#) [program availability](#) [teaching strategies](#)

	7:30 AM	8:00 AM	8:30 AM	9:00 AM
uen	UVU Math 1050 / Co...	Priscilla's Yoga S...	Wai Lana Yoga	Earth In Action Gr...
KUED7	Sid The Science Kid	Super Why!	Clifford The Big Red Dog	Reading Rainbow

[browse core videos](#) [view entire tv schedule](#)

welcome to your new multimedia guide!

The Utah Multimedia Resource Guide is now 100% online. Until now we've published the guide both online and in print, but with rising costs of transportation, paper and ink, we've dropped the print edition. Our aim is to be even more teacher-friendly—giving you tools to pinpoint exactly what you want, when you want it. Some of you have already told us it's great to go green, but we welcome any and all comments. Please explore the site and [let us know](#) what you think and how we can improve it.

uen A service of the Utah Education Network in partnership with: KUED7 UIMC Utah School Districts

Recommendation

This is an informational item and requires no further committee action.

WIMBA FOR K12 VIA MY.UEN - DISCUSSION

Issue

UEN has been working with the K12 community to make Wimba virtual classrooms available through the my.UEN portal. This project is nearing completion and the team will provide an update.

Background

The Wimba collaboration suite provides several tools enabling web interaction with two-way video, audio and presentation sharing. At the request of higher education, UEN pursued licensing for the Wimba collaboration suite adding K12 to the licensing.

Wimba implementation for higher education began in January 2008. Most higher education faculty and students access the Wimba tools through integration with their Blackboard Vista online courses. Because K12 does not have a course management system that could be used to provide Wimba access, UEN looked at my.uen as a way to provide access while managing who could create and deliver educational events via a Wimba classroom.

UEN proposed the my.uen solution to the K12 Wimba pilot committee, a group of district technology and training specialist from across the state. The committee accepted the my.uen implementation plan.

UEN software developers and Wimba consultants met in May 2008 to design the solution. This is the first time anyone had attempted integration between Wimba and the Liferay open-source portal that serves as the code-base for my.uen. UEN developers chose to use the Wimba Java APIs to make the implementation with the hosted Wimba Classroom server.

Alpha and Beta testing are completed and UEN is making final adjustments based on feedback prior to an October release of K12 Wimba via my.uen.

My.uen/Wimba Integration Features

- Provides access to add a Wimba room to a my.uen page ONLY for Utah educators (premium service)
- Seamless pass-through login from my.uen to the teacher's Wimba room administration Web site
- Ability to change the presenter name and hide or show access to login to the room on a teacher's public my.uen page
- Easy participant room access from the teacher's my.uen public page

Screen Capture

The screenshot displays a web browser window titled "http://67.202.210.77 - Wimba Classroom - Mr. Stokes's Virtual Classroom". The interface is divided into several sections:

- Home:** A green header bar.
- Wimba Classroom:** A section containing a "Participant Name:" input field, an "Enter Room" button, "Virtual Office Hours" (Mondays 3:00-3:30pm), and a note: "Is your computer ready? Run the Setup Wizard before entering for the first time." A red arrow points to this section.
- Polls:** A section titled "Polls" with the question "What online tools do you use for interacting with learners?". It lists several options with radio buttons: Discussion boards, Chat/ instant messaging, 2-way video/audio, Interactive web slide presentations, blogs, Wikis, and eMail. A "Vote" button is at the bottom.
- School Affiliations:** A section titled "School Affiliations" listing "Utah Education Network, Utah Education Network".
- Map:** A large map of the Netherlands and surrounding regions (Germany, Belgium, France, Switzerland). A red box highlights a specific area in the Netherlands, with a red arrow pointing to it from the "Wimba Classroom" section.
- Chat Window:** A window titled "People (2)" showing a list of participants: "_Mr_Stokes" and "Joey". The chat history shows: "_Mr_Stokes says, 'Hello Joe'", "_Mr_Stokes says, 'HOW can I help you?'", and "You tell _Mr_Stokes, 'I have a question about the map exercise'".
- Announcements:** A section titled "Announcements" with a "PBS ED" header. The text reads: "As the te foundati collabor Read m". Below this, it says: "The Utah Applet eBoard started education and K-12 educators. Over the next few weeks, UEN will begin a phased rollout of the Wimba Collaborative Suite for educational use statewide." It also includes a link: "Wimba provides a fully featured live virtual classroom supporting IP audio, video, application sharing, web tours and content display (such as PowerPoint slides or graphics) all delivered synchronously over the internet or archived for asynchronous access." and a button: "Discuss Wimba (record an audio comment)".

Recommendation

This is an informational item and requires no further committee action.

UEN-TV AUDIENCE PROFILE THE MEDIA AUDIT SUMMARY - DISCUSSION

Issue

UEN has analyzed the findings published in *The Media Audit: Salt Lake City, UT April – May, 2008*.

Background

According to *The Media Audit*, UEN-TV's representative viewer is a white, English-speaking, unemployed 54-year-old woman. She is married and has some college education and a modest household income. She takes care of her lawn/garden in East Salt Lake and has at least one child living at home. She votes Republican, watches sports on TV, uses the Internet, and watches TV less than 180 minutes a day.

To help ensure that UEN-TV's programming addressed the interests and needs of its viewer base, we intend to prioritize the following:

- Senior outreach presentations
- Second career or continuous learning opportunities, employment and volunteerism
- Generational targets (programs that appeal to the median 54 age group)

Below is a summary of relevant data from the audit with figures representing the percentage of the UEN-TV audience for each category.

Gender

More viewers are female (63.9) than male (36.1).

Age

The median viewer age is the oldest in the market at 54.54 years. Most viewers are in age group 55–64 years with groups 65–74 and 35–44 close behind.

Education

Most viewers (64.7) have attended college:

- Some College: 38.0
- College Graduate: 20.5
- Advanced Degree: 6.2

Family Size and Composition

Most viewers are Married (66.0). Of those who are married, 43.8 have children at home (of any age) while 31.2 of those who are married do not. Half (50.7) of UEN-TV's viewers have three or more people in their families:

- 2 People: 32.4
- 5 or More People: 25.9
- 3-4 People: 24.8
- 1 Person: 16.9

Family Income

Viewers are predominantly lower-to-middle class with the median annual family income the 13th lowest (out of 16) in the viewing area:

- \$35k-\$49,999: 28.2
- \$25k-\$34,999: 20.1
- \$15k-\$24,999: 17.8
- \$50k-\$74,999: 15.9

Occupation

The majority of our viewers are Not Employed (57.5) with 35.4 Retired and 11.1 Homemakers. Blue Collar workers lead those who report having an occupation:

- Blue Collar: 15.7
- Proprietors, Managers: 9.7
- Professional, Technical: 7.4

Race/Ethnicity and Language

Whites (Not Hispanic) comprise the majority of our audience (79.7). The other two racial/ethnic categories represented include those of Hispanic Descent (16.1) and Other (4.2). Very few speak Spanish at home (7.3) and in public (2.6).

Subcultural Group

Most of our viewers are Working Women (28.5), followed by Graying Affluents (17.7) and Affluent Working Women (15.1).

Activities

UEN-TV viewers identified Lawn/Gardening as their top-rated activity (67.3) with Attending Theater/Opera/Symphony a distant second (34.7).

Technology

Most rely on the phone company for home service (73.6) and have cell phones (68.7). When it comes to computers, 63.8 used the Internet from home and 17.9 used it at work. Internet use is heaviest from 1:00 – 10:00 PM.

Political Involvement

About half of our viewers voted in the last local/national/state election (50.6), making them the 11th most involved audience in the 16-station viewing area. More viewers are Republican (43.0) than Independent (28.6) or Democrat (15.6).

Geographical Area of Residence

Most viewers live in Salt Lake County (55.0) with 25.2 in the East Salt Lake zip code and 17.8 in the west.

Media Interests (Sports)

A solid majority of viewers watch sports on TV (77.1) while much fewer listen to sports on the radio (33.2).

Prime Viewing Times

The 6:00 – 6:30 PM time slot is most popular (48.7) with 6:30 – 7:00 PM a close second (47.6). In the morning, 7:00 – 9:00 AM has the lead (35.0).

Prime Listening Times

UEN-TV viewers do not change their radio-listening habits significantly during “drive time”: 54.3 listen during commuter hours and 48.1 listen during other times.

Media Exposure

UEN-TV viewers spend much more time watching TV and using the Internet (231 and 225 minutes average, respectively) than they do listening to the radio (153 minutes) or reading newspapers (53 minutes). While more viewers report “Light” television usage, UEN-TV’s percentage of “Heavy” viewership is the second highest of the 16 stations in the viewing area:

- Light (1 – 179 minutes per weekday): 41.2
- Medium (180 – 299 minutes per weekday): 28.5
- Heavy (300 minutes or more per weekday): 26.4
- None (0 minutes per weekday): 3.9

Recommendation

This is an informational item and requires no further committee action.

ITV FACILITATION FEE - DISCUSSION

Issue

UEN is using an outdated accounting/billing software package and rate structure for the IVC system. We have begun the “investigation” phase to upgrade and update our system. This is a report on discussions focused on IVC facilitation and facilities increases.

Background

The Steering Committee has discussed adjusting the fees charged for facilitation and recommended that there be further information provided on rate increases and their ramifications. In September, during a system-wide IVC meeting, representatives from various institutions determined that changes do need to be made in the amount and in the distribution. In light of the state fiscal reductions, it was also determined that these increases occur over a period of three years – beginning July 1, 2009.

The initial figure for consideration was \$30.00 hour for facilitation. This was based upon the University of Utah’s Instructional Media Services current charge. The fee was based upon the actual facilitator salary and the costs and time to administer the process. IMS had considered high turnover rates, recruitment, scheduling staff time, overhead, and administration in determining their fee. The actual costs were in the area of \$40-50 hour. By pairing it down they arrived at \$30.00 hour.

Separation of the costs for facilitators and facilities needs to be included in the final decision. The roles of the origination facilitator and the receive site facilitator are very different and should be included in a two-tier final analysis. The notes from the meeting are located under Tab 19 Attachment A.

It was agreed that another draft plan would be submitted for discussion at the next Steering Committee meeting.

Draft Plan

	2009-2010	2010-2011	2011-2012
RECEIVE	\$13.50	\$15.50	\$17.50
ORIGINATE	\$19.00	\$23.00	\$28.00
Consider 80% for facilitator and 20% for facility \$10.80 + \$2.70 = \$13.50 \$ 22.40 + \$5.60 = \$28.00			

Recommendation

This is a continuing discussion item. Further input is requested.

TAB 19 ATTACHMENT A

FACILITATOR FEE MEETING - SEPT. 25, 2008

Streaming available at <http://uencodian-a.uen.net/>

Click on "SJHS" link and locate recording titled: 570-AMTG_UEN_FA_25Sep08_16.01.

Click "Watch" and select desired playback file type (Quicktime, Media Player, Real Player.

Click "Start Streaming" button.

1. UEN EBC: Claire Gardner, Charice Black, Louie Valles, Dennisia Whisler, Jeff Egly, Matt Jameson
2. USU – Logan: Robert Wagner
3. USOE: Jerry Record, George Miller, Rick Gaisford
4. Price CEU: Jim Huffaker, Michael Nakai, Lori Wait
5. Blanding CEU: Nonie Romero
6. WSU: Bob King, Alan Ferrin
7. SUU: Kevin Robinson, Shane Flannigan
8. SNOW: Cathy Beal
9. UEN Ogden: Sheryl Hulmston, DES
10. U of U IMS: Helen Lacy, Stan Clawson
11. DIXIE State College: Becky Smith, Jared Johnson
12. Phone: USBR – Cyd Grua
13. Phone: SLCC – Ryan Hobbs

- Helen Lacy: Looked at costs and time to administrate process. High turnover rate, recruitment, scheduling which takes staff time, administration. Meetings, time overseeing operation of events. Costs are \$40-50/hour. Paired down and could do out-of-pocket costs of \$30.
- Louie Valles: \$30/hour is probably lower than other institutions.
- Robert Wagner: USU charges \$35/hr.
- Cyd Grua: Break down direct costs in categories? Helen Lacy can get that info and send it out.
- Matt Jameson: Would costs be lower if more classes were offered? Are there variables that would decrease or increase?
- Jim Huffaker: Physical overhead factored in?
- Helen Lacy: Did not include instructional costs because those are paid by the University.

- George Miller: Rates are usually eliminated for Public Ed. After hours events would be the times that would be impacted.
- Charice Black: Glen Taylor had concerns – schools are reluctant to take classes into areas because facilitator fees can't afford to be paid.
- George Miller: Distinguish between after-hours classes. This would impact teachers in the areas.
- Helen Lacy: U of U–IMS supplies rooms which are funded by own income that comes from the events they receive.
- Matt Jameson: Running teacher licensure to rural areas of Utah. Areas that have critical shortages. Lucky to get cohorts of 3 students in counties. UEN has allowed expansion to 5 counties. Would cost \$4000/class to offer those classes with increase to \$30/hr. 65% and 35% would end up paying twice as much for facilitators than professors.
- Jim Huffaker: If fees for CE classes are raised, a lot of CE classes could not be supported.
- Dennisia Whisler: Problems encountered with principals happy to have students come in, but they have costs for janitor, overhead costs, etc. When they are asked to waive the fee, many will only do that if the facilitator is an employee.
- Kevin Robinson: Fee increase issues. If it's been since 1992 inflation has taken its toll, an increase should be considered.
- Ryan Hobbs: Think increase is merited in terms of actual costs. But, hesitant about a significant cost increase since some programs wouldn't be able to afford IVC and may have to use web conferencing options.
- Claire Gardner: Integration of Wimba and IVC is not technically effective yet – coming in future.
- Louie Valles: The integration, however, will make more demand for IVC class as broadcast options become inter-supportive and allow for more options to deliver class lectures/materials/information.
- Cyd Grua: Gary specifically wanted to know the composition of the fee. Also, consider an increase this year and prepare for more increases on future.
- Dennisia Whisler: Separation of costs 1) facilitator fee and 2) overhead fee.
- Becky Smith: Try to do so much at such lower costs. It is expected now. How long can we continue to do this for 1-2 students?
- Jim Huffaker: $\$30/45 \text{ hours} = \1350 per site . If the institutions have to absorb this...back to old question of minimum # of students at each site in order to broadcast.
- George Miller: Back in 1993 Dale Steadman did study of this problem. Made proposal that Legislative appropriation would fund all facilitators into educational block grant. His calculations were the costs would be \$1 million at that time! Could UEN sponsor facilitation? UEN hires facilitators; lobby for funding; would it be technically possible to reduce # of receive sites to reduce costs.

- Helen Lacy: Dichotomy as to what happens in Public Ed. vs. Higher Ed. and Origination vs. Receive sites. Differentiation between origination and receive site facilitators.
- Becky Smith: Wonder at Masters Level, if students who take the courses, train that student and provide them with certificate at bookstore to facilitation.
- Jim Huffaker: Concern with students facilitating themselves is test security. Not in favor of them facilitating themselves.
- Matt Jameson: Proctoring will always be a problem. Would like to hire “facilitators/proctors” for 2 nights of the class for their mid-term and final exams.
- Claire Gardner: UVU and other institutions have had technology requirement for students learning about distance ed. could receive training credit. Is this another option to “pay” the fee?
- Bob King: WSU doesn’t originate. Use web for part of training/and other ways for interaction.
- Cyd Grua: Incremental increase? Look at 3 year period and propose increases to get to that level within the 3 year phase.
- Louie Valles: UEN will come up with “business plan” for incremental increase for Oct. 10th.
- Helen Lacy: Support Dennisia Whisler’s suggestion to split origination and receive site fees.

OCT 10 STEERING COMMITTEE will have this as a discussion item – if you wish to attend.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

August 15, 2008 – 9:00 a.m.

Members Present: Kenning Arlitsch, Ron Barlow, Clark Baron, Steve Corbató, Stephen Fletcher, Rick Gaisford, Brenda Hales, Stephen Hess, M. K. Jeppesen, Gary Koeven, Randy Merrill, Donna Jones Morris, Gail Niklason, Mike Petersen, Ronda Menlove, Kirk Sitterud, Ray Walker, and Gary Wixom.

Others Present: Adriane Andersen, Bill Bingham, Charice Black, Barry Bryson, Rick Cline, Dave Devey, Jeff Egly, Rich Finlinson, Claire Gardner, Boyd Garriott, Cyd Grua, Eric Hawley, James Hodges, Sheryl Hulmston, Laura Hunter, Troy Jessup, Karen Krier, Bill Kucera, Lisa Kuhn, Bryan Peterson, Kevin Quire, Victoria Rasmussen, Joni Robertson, Dennis Sampson, Nate Southerland, Jim Stewart, Cory Stokes, and Louie Valles.

Welcome and Introductions

Brenda Hale welcomed everyone to the business portion of the Steering Committee meeting.

Committee of the Whole

Tab 24 – New Steering Committee Member

Gary Wixom spoke of Ryan Thomas' retirement from the College of Eastern Utah and that his position on the Steering Committee as Co-Chair of the Technical Services Subcommittee will need to be replaced. Gary shared that the Steering Committee is recommending Eric Mantz to replace Ryan, and Eric has agreed to serve on the Steering Committee. The nomination will be subject to final approval by Governor Huntsman. **A motion was made and seconded to approve Eric Mantz to serve a 4 year term on the UEN Steering Committee from August 2008 through July 2012. THIS MOTION CARRIED.**

Tab 25 – Fiscal Year 2009 Strategic Plan

Mike Petersen presented the long term strategic plan and the annual tactical sections of the UEN Plan to the Steering Committee for review, discussion, then for final

approval. Mike highlighted how the FY 2009 Strategic Plan was developed from the feedback received through planning visits during April and May and the retreat held in June. Long term objectives complement the annual tactical plan and help guide policy, funding and legislative priorities for this next year and beyond. Mike also shared that a Glossary of Terms is now included in the Plan. For a complete detailed list of the Long Term Strategic Plan please see Tab 25 Attachment A. For a detailed list of the Utah Education Network FY 2009 Tactical Plan please see Tab 25 Attachment B. The Glossary of Acronyms and Terminology can be found in Tab 25 Attachment C. **A motion was made and seconded to approve the Utah Education Network 2009 Long Term Strategic Plan and FY 2009 Tactical Plan as submitted. THIS MOTION CARRIED.**

Tab 26 – Preliminary FY 2010 Budget Request

Mike Petersen explained the FY 2010 UEN budget request which requires approval by the Steering Committee before submittal to the Governor and the Legislature for their consideration. The final recommendations will be presented at the October meeting. Mike shared his thoughts on the upcoming year. It will be more challenging due to the current economy than it has been the last 3 years.

Rapid enrollment growth projected in public education will generate an immediate problem for the state. Constitutional mandates require a significant financial commitment to pay for all the educational services and structural facilities needed to educate so many students. Since the State appears to be on a continued path toward higher enrollment growth in public education, it is advisable that alternatives to educating so many children be considered to avoid financial hardship for the state's residents.

There are three Major Budget Issues for FY 2010 and these can be found in Tab 26. Mike reported on Phase I which is the upgrade of 95 elementary schools and 23 charter schools that will be completed with this year's money. Mike also talked about the upgrades that would be taking place across the state. Ronda Menlove requested a geographical breakdown of where the upgrades are going to take place.

Tab 27 – Steering Committee Meeting Schedule

Mike Petersen asked about the concern of the State now going to a 4 day work week and whether that would affect the members of the Steering Committee. There was discussion around the table. It was recommended that we leave the schedule for the meetings as is, which is the 3rd Friday of every other month.

Tab 28– UEN Performance Dashboard

Nate Southerland reported on the FY08 Quarter 4 report and shared with the Steering Committee where the results could be found on the Web site. For a complete detailed breakdown of the UEN Dashboard please see Tab 28 Attachment A.

Tab 29 – Vista Course Management Service Summer Update

Scott Allen gave an update on the Blackboard Vista Redundancy project. Scott shared that the load balancing switches were replaced with newer redundant switches, with support for Gigabit Ethernet on all ports. Database improvements now include a stand-by database that will reside in the Richfield Data Center once the 10Gbit Backbone upgrade is finished. Each of these improvements represent many hours of work by multiple UEN departments and many additional maintenance windows outside of normal working hours. Scott also talked about the U of U Vista Migration Update, the Vista 8.0.1 Upgrade and the UCAT Shared Vista Course Templates. For more detail on these items please see Tab 29.

Tab 30 – Salt Lake Metropolitan Optical Network Project

Steve Corbató reported on the Salt Lake City metropolitan optical network. This new facility will support the University's new off-campus data center and other strategic IT projects, including support for UEN connectivity. The University of Utah acquired an existing industrial building south of downtown Salt Lake City with the intention of converting it into an off-campus data center. UEN technical staff members are actively considering the relocation of the UEN node currently in the Eccles Broadcast Center to this new data center.

For a more detailed outline of what this project entails please see Tab 30.

Tab 31 Network Performance Metrics

Jim shared the latest statistics on the network and that we continue to see good performance numbers. Please see Tab 31 for more detailed percentages.

Tab 1 – Steering Committee Meeting Minutes

A motion was made and seconded to approve the minutes as submitted. THIS MOTION CARRIED.

The next Steering Committee meeting will be held on October 10, 2008, at 9:00 a.m. at the Dolores Dorè Eccles Broadcast Center.

Utah Education Network Instructional Services Subcommittee Meeting Minutes

Attendees: Scott Allen, Adriane Andersen, Jessica Anderson, Clark Baron, Charice Black, Scott Chaffin, Lisa Cohne, Rich Finlinson, Rick Gaisford, Claire Gardner, Ben Grimley, Cyd Grua, Stephen Hess, Laura Hunter, Christine Kearl, Karen Krier, Ronda Menlove, Gail Niklason, Victoria Rasmussen, Kirk Sitterud, Chris Snodgress, Nate Southerland, Cory Stokes, Lee Tansock, and Jo-Ann Wong.

UCAT Demonstration

Lee Tansock, Director at Bridgerland Applied Technology College demonstrated successful collaboration of UCAT to build course templates using the Enterprise Level Blackboard system and CollegeMedia. Lee reported that use of these systems has streamlined development of courses across the UCAT system. Laura Hunter stated that what UCAT has developed could serve as a model for other shared course content such as general education or concurrent enrollment courses. The model could reduce costs of development and increase quality of resources. Steve Hess asked several questions related to whether this information had been communicated on each UCAT campus and requested an email which outlines the development of these resources which he could share with CIO's and CAO's as appropriate.

Tab 2 – Adult Education Distance Learning Pilot FY 09 – Action

Nate Southerland asked the subcommittee to approve a GED Connection pilot test program. The pilot will use Kentucky Educational Television programs and materials to prepare individuals for the GED examination. The pilot will measure contact hours and guidelines for participants who participate in distance GED instruction and discover and resolve problems of implementation. Results and a final report will be shared with KET and other interested parties. A unanimous vote by the subcommittee recommended the pilot test program.

Tab 3 – Preschool Pioneer Library - Action

Laura Hunter asked the Instructional Services subcommittee to approve the pilot test of a Preschool Pioneer Library. UEN will partner with Early Childhood providers, parents, caregivers, school programs, public libraries and PBS to make online school readiness resources available to all students in homes, libraries and schools. There will be 500 families participating from the Granite School District and Washington School District. UEN will be conducting research in coordination with the Early Childhood offices at Granite School District , Utah State University, and pilot participants. The pilot test was approved unanimously.

Tab 4 – Digital Media Service – Summer 2008 Update – Discussion

Digital Media Coordinator, Adriane Andersen, provided an update on eMedia and College Media. She reported that UEN collection has added:

- 6,700 Utah Collection Multimedia Encyclopedia items from a legacy system into the digital media services for K12, Higher Ed, and Public Ed
- 330 episodes of education TV series including TumbleTown Tales (math), Number Crew (math in English and Spanish), The Magic School Bus (science), and Bill Nye the Science Guy
- 701 Learning Chinese language video licensed by UEN
- 7,600+ items this summer for a total of 11,666 items in eMedia (K12)
- There are 8,428 items in College Media (Higher Ed)
- There are 6,899 items in MediaHub (General Public)

Adriane also spoke of current projects including encoding KUED programs, French programs, Ball State University field trips, basic math, pre-algebra and algebra lessons and GED Connection titles in Spanish.

Tab 5 – ITC Professional Development Partnership – Discussion

Tab 6 – Adult Education Distance Learning Pilot FY 09 – Action

As time was running out the committee members were asked to review the new changes and updates to the ITC workshops which appear in the meeting materials. The subcommittee was also asked to review the status of the Textbook Alignment Project, Social Studies Core Resources and the online version of the Multimedia Guide.

Tab 7 – Public Education and Higher Education Advisory Committee Reports – Discussion

The Public Education Advisory Committee did not meet this summer but it has a Wimba video conference scheduled for September 18, 2008. The Higher Education Advisory Committee will meet via a Wimba video conference on September, 16, 2008.

Utah Education Network Technical Services Subcommittee Meeting Minutes

Attendees: Barry Bryson, Jeff Egly, Eric Hawley, Sheryl Hulmston, M. K. Jeppesen, Gary Koeven, Bill Kucera, Don Mahaffey, Eric Mantz, Donna Jones Morris, Dan Patterson, Mike Petersen, Bryan Peterson, Kevin Quire, Joni Robertson, Dennis Sampson, Jim Stewart, and Ray Walker.

Tab 8 – IVC Transition to New Bridging, Scheduling and Management Platforms – Discussion

This item was discussed in the Committee of the Whole. Additional training will be provided on site.

Tab 9 – DNS (Domain Name Service) AnyCast Project Update – Discussion

The project began in the spring of 2007 and was a major collaboration between the NOC and Computer Operations departments. UEN has been actively engaged to create a more robust service. AnyCast allows multiple servers in the network to answer to the same IP address. It maps ID numbers to your needs, so everything knows how to route your traffic. DNS is the service UEN provides and is the least known and most important. The first four nodes were deployed in August, 2007. Testing was completed in September, 2007 and additional servers were installed. By December, 2007 all the boxes had been deployed. On December 19, 2007, we went from one to ten servers. NTP (Network Time Protocol) was piggybacked on all the servers. At some point we may be

able to install an AnyCast box at CEU and should not see any problems with it. A second node may be put here at EBC. DNS updates fairly quickly. But it can take days for the IP address to update throughout the system.

Tab 11 – IVC Project Management – Action

In the past UEN has had funding for equipment to install IVC sites. We have done the project management and procurement for equipment of these sites. This year, UEN has none or very limited funding for implementation of new IVC sites. Stakeholders continue to identify funds of their own for additional sites. UEN is called upon to provide expertise in the installation. We are seeking some guidance about what our role is and how we move into that. UEN believes we can provide a project management and procurement function for those sites that are purchasing their own equipment through the use of signed MOU's and agreements on how funding will flow. Is this the appropriate roll for UEN? A number of current stakeholder-funded IVC rooms are at risk of not meeting their fall semester deadline due to lack of centralized coordination and project management.

In the future UEN would like to develop a process and firm up what people want to do by August. We can see what is being requested and what procurements are needed to move forward. The process suggests that we develop a MOU which addresses the role of project management and pushes forward with the project and procurement until deployment is completed. Dennis Sampson will begin to draft this MOU. How will the reimbursement work within an institution? UEN is not interested in signing a MOU every time a major purchase is made.

Mike Petersen stated that we see this is necessary in order to move forward. Our expectation is UEN will provide the IVC infrastructure, technical support, and VOC support. The institutions will have the responsibility of purchasing the equipment for the rooms and provide for some portion of the installation responsibilities. This is different from how the initial IVC system was built. We want to maintain some standardization and effectiveness in working within a statewide IVC network. We believe UEN can provide a critical role but we cannot fund everything. This is our way of saying here is how we envision a process. This will allow us to keep the best of what we have now, but share the responsibility of providing financial resources.

Ray Walker recommended that a process be established, developed and presented to us at our next meeting.

Jeff Egly and Eric Hawley will have something prepared to present for the October meeting. A draft should be available at the U-IVC meeting for review.

A motion was made and seconded to approve this process development. THE MOTION CARRIED.

Additional Agenda Item – High Definition Update

We have discussed previously the direction that the network will take regarding high definition video conferencing . Last winter we applied for Priority 2 funding with the SLD for our transition to Tandberg/Codian platform. We bid out 2/3 of platform in standard

definition and included two high definition MCU's. The chance for Priority 2 funding is now slim to none. With the carryover money we have specific to the IVC equipment, we are in a position to purchase 3 MCU's. In discussions with Tandberg and IVCI, who was awarded the contract last year, the cost for a high definition MCU is \$145,000 with 40 ports. They are willing to reduce the price on the MCU's to \$139,000 and a third at \$119,000 and leverage the opportunity to trade in half our current Radvision platform for a \$60,000 rebate. We would get the rebate whether we go with two or three MCU's. This would give us a one time opportunity to build additional capacity and high definition MCU's and support mixed events. It would also allow use of Clear Vision. Anyone who is using standard definition will see a noticeable improvement on how it enhances standard definition events. It would provide us bridging capacity for the next two years. We can address the high definition and support what we are trying to do throughout the state. This gives us additional capacity to go to high definition.

The question is: do we want to buy two or three MCU's? This fits within our budget that has been approved. It gives us the ability to get additional capacity and go to high definition now. UEN is intending to move forward with project. This is an FYI to the Technical Services Subcommittee.

Tab 12 – Outage Impact on Network Services – Discussion

In June and July, the UEN Network sustained a pair of fiber cuts that impacted network services to Dixie State College and surrounding areas which left them isolated from the network.

Two points need to be made. First, it has a great impact on our network when our service providers have outages. When we have the opportunity in the future, we need to find an alternative vendor and a diverse path. The second point – there is a misunderstanding about the internet link coming out of St. George. General internet traffic was not affected by either cut. Services dependent on the UEN Wide Area Network (WAN) connectivity were offline.

There are two reasons why our network gets split in half. The first reason has to do with the routing protocol, BGP. It will not allow routes to come back in. The second major factor is the spoofing. We have prevented UEN address space from coming back into the network. The security is something we put in place and the routing one is built into the protocol.

We are working on another path this year and considering moving to 10gig links. That presents challenges to us at Dixie State College. The one time cost and local loop cost is high. Another option is to get a diverse route and remove the internet interlink at St. George. Thirty percent of our budget pays for the St. George link.

UEN has not made any decisions and are concerned about not isolating St. George and Cedar City. Our top priority is getting diverse fiber which will solve most problems.

COMMITTEE OF THE WHOLE

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