Utah Education Network Steering Committee

October 23, 2009

Utah Education Network
Steering Committee

AGENDA

October 23, 2009

11:00 a.m.-
12:00 Noon

Technical Services Subcommittee Meeting

Upcoming Meetings

Steering Committee Meeting - December 18, 2009, 9:00 a.m.

Instructional Services Subcommittee Meeting - December 18, 2009, 11:00 a.m.

Technical Services Subcommittee Meeting - December 18, 2009, 11:00 a.m.

Please place these materials in your Steering Committee Binder.

TAB **14**

FY 2011 BUDGET REQUEST - ACTION

Issue

The FY 2011 UEN budget request requires approval by the Steering Committee before submittal to the Governor and the Legislature for their consideration. For FY 2011, we propose requesting 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. This is an 11.1% increase in state revenue over the FY 2011 base budget for UEN of $17,408,000. UEN is also requesting a supplemental appropriation for FY 2010 of $156,900.

Background

Utah Outlook – Utah's economy appears to be flattening out. Anticipated revenue collections remain unsure due to conservative consumer spending, the downturn in home construction, tighter mortgage lending standards and reduced consumer access to credit. The Legislative Fiscal Analyst's Office, in their September report to the Legislative Executive Appropriations Committee, suggested that anticipated revenue collections will range from a shortfall of $150 million to a surplus of nearly $50 million from the budget figures adopted for FY 2010.

It is forecast that state revenues for FY 2011 will remain flat. These projections are encouraging and suggest that there is a low probability UEN will go through another budget cutback next fiscal year. These early projections will be revised in November. At that time, the final revenue estimates will be adopted by both the Governor and the Legislature and used to develop the preliminary state budget for FY 2011.

UEN's budget request for FY 2011 is based on the premise that the Legislature needs to consider funding critical items of our operation that support more efficient performance of the network and for those items that are mandatory or cover emergency expenditures that were not anticipated in the current budget.

UEN's first priority is that $380,600 be appropriated for ongoing circuit charges from upgrading the bandwidth at 85 elementary and charter schools.

UEN is moving forward with the 100 MBPS bandwidth upgrade at 67 elementary and 18 charter schools. Despite substantial budget cuts during the past two years, we must pay one-third of the cost not covered by the federal E-Rate program annual network circuit charges. UEN requests that the Legislature appropriate $380,600 in ongoing funds to pay for ongoing circuit charges for connections to 85 elementary and charter schools we have under contract for bandwidth upgrades.

UEN's second priority is that $623,300 in ongoing funds be appropriated for Blackboard-Vista course management and Pioneer Online Library license fees and $250,000 in 1-time funds for equipment needs.

Blackboard-Vista

The cost projected to operate Blackboard-Vista in FY 2011 is $1,269,700 which covers the ongoing funds to pay for software licensing, staff, and equipment expenditures for UEN to support higher education instruction. About 69 percent of the budget (or $876,700) goes for software licensing. Of this amount, the institutions reimburse UEN $278,100 and state appropriated funds cover $125,300. UEN is underfunded for software licensing by $473,300.

The growth in UEN hosted course management system is staggering. The following statistics illustrate how dependent faculty and students are on UEN to keep this system running:

	SPRING 2009 (FIRST-3-WEEKS)	FALL 2009 (FIRST-3-WEEKS)	PERCENT CHANGE
Active Users	65,339	84,738	30%
Maximum logins/day	84,645	100,476	19%
Average logins/day	51,999	71,338	37%
Maximum Unique logins/day	33,650	46,416	38%

In order to accommodate the high demand on Blackboard-Vista, UEN is also asking for $250,000 in 1-time funding for equipment expansion and upgrades:

Storage Capacity	$130,000
SAN Controller Hardware	40,000
Additional Production Database Server CPU and Memory	80,000
TOTAL	**$250.000**

Pioneer Library Funding

Pioneer is Utah's Online Library of electronic resources. It provides statewide access to newspaper articles, magazines, professional journals, encyclopedias, video, photographs, maps, charts, and graphics. Pioneer is made possible through support from the Utah State Legislature, Institute of Museum and Library Services, and the Utah Education Network. Based on K-12 enrollment estimated for FY 2011 plus added support for 50,000 pre-schoolers, UEN is short $150,000 to maintain basic license fees for Pioneer library.

ENROLLMENT	PRESCHOOL	LICENSE FEE	BASE FUNDING	BUDGET SHORTAGE
596,000	50,000	$660,000	$510,000	($150,000)

Attachment 1 shows the enrollment growth in our public schools compared to the reduced funding we are able to provide for Pioneer electronic resources. The attachment shows the growth in use of these collections, and the negative impact for public education, and public library and higher education if our support continues to decline.

UEN's third priority is for $677,500 to replace obsolete and worn out IVC equipment.

UEN has a comprehensive inventory of about $9.0 million in equipment used in over 600 Interactive Video Conference (IVC) classrooms throughout the state. Some key components are outdated, inefficient and costly to repair. To sustain a cost-effective and reliable operation, we have targeted replacing those pieces of equipment that are 5 to 7 years old. Based upon this age range and industry-accepted equipment lifetime standards, the list of obsolete or deteriorated equipment to be replaced amounts to $677,500.

FY 2010 Supplemental: Emergency Replacement of Worn Out UPS Equipment.

Triggered by a power failure, the Uninterruptable Power Supply (UPS) at UEN failed. The UPS failed because it was operating at full load utilizing a battery bank that had been stressed significantly over the past three years due to numerous unscheduled power outages on the University of Utah campus. UEN operated on its emergency generator service for a week while replacement batteries were shipped from Dallas, Texas.

UEN requests a supplemental FY 2010 appropriation of $156,900 to cover the unexpected emergency expenditure for replacement batteries and a new UPS. These improvements distribute the power between two UPS systems when power outages occur. These upgrades increase reliability for KUED, KUER, KUEN, and critical UEN equipment at the Eccles Broadcast Center.

Summary

The preliminary budget estimate for new funding for FY 2011 is $1,003,900 in ongoing funds and $927,500 in one-time funds for a total request of $1,931,400. In addition, UEN is requesting a FY 2010 supplemental appropriation of $156,900. The UEN budget increase request is summarized in the following table:

| UEN BUDGET REQUEST				
PRIORITY	DESCRIPTION	ONGOING FUNDS	ONE-TIME FUNDS	TOTAL AMOUNT
FY 2011 REQUEST				
1	Upgrade Bandwidth	$380,600		$380,600
2	Course Management and Pioneer Licensing	$623,300	$250,000	$873,300
3	Replace IVC Equipment		$677,500	$677,500
	Sub-Total	**$1,003,900**	**$927,500**	**$1,931,400**
FY 2010 SUPPLEMENTAL REQUEST				
1	Emergency Replacement of UPS Equipment		$156,900	$156,900

Recommendation

It is recommended that the UEN Steering Committee review and approve the UEN FY2011 budget request.

TAB 14 ATTACHMENT A
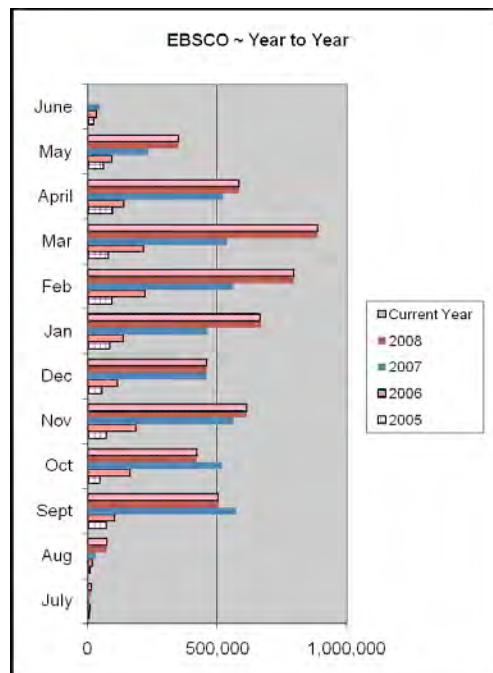## PIONEER ONLINE LIBRARY LICENSING

Pioneer Online Library Licensing

FY2011 Request $150,000
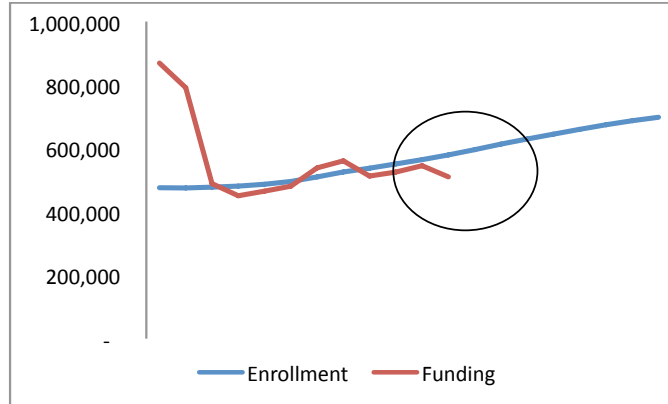
Pioneer Online Library has 11,469,632 searches per year. UEN's request of $150,000 = 0.01 per search.

EBSCO is Pioneer Library's biggest content set.
As school library budgets shrink, students are relying MORE on Pioneer Library for their research.

Pioneer Online Library provides equal access to full text databases, instructional media, encyclopedias and other reference material for ALL Utah students, teachers, and parents in their schools and homes.

Schools rely on Pioneer Library to keep their national and state accreditation.

This request represents a GAP FILL. As Utah K-12 enrollments continue to rise, funding for Pioneer Library has dropped. In order to MAINTAIN the existing Pioneer Library licenses, UEN seeks $150,000.

Repercussions if not funded:

In the last two years UEN had to eliminate key databases from Pioneer Library:
- Visual Thesaurus
- Worldbook Advanced
- SIRS Government Reporter
- SIRS Renaissance

These databases affected K-12, but because we do consortium licensing with Academic Libraries and Public Libraries, further funding shortages will adversely impact consortium purchases with them, such as EBSCO, SIRS Discoverer, and eMedia/CollegeMedia.

"Pioneer is one of the greatest educational sources for us." Provo District

"We all depend on Pioneer, as you know!" Jordan District

"Without Pioneer we'd be dead in the water." Davis District

TAB **15**

STEERING COMMITTEE MEMBERSHIP AND AMENDMENTS TO STEERING COMMITTEE BYLAWS - ACTION

Issue

Governor Gary Herbert approved appointment of a total of six members of the UEN Steering Committee whose 4 year terms will run from August 1, 2009 through July 31, 2013. These appointments also highlight provisions of our bylaws regarding Steering Committee membership that require updating.

Background

Six vacancies on the UEN Steering Committee needed to be filled as of July 31, 2009. Randy Merrill's term ended and the Utah Superintendent's Association recommended that Barry Walker, South Summit School District Superintendent, be appointed to a 4 year term. The Steering Committee recommended that three members be reappointed to new terms: Kay Jeppeson, Glen Taylor, and Pat Lambrose. It was also discovered that the term of Ray Walker expired at the same time. Gary Wixom asked Ray to serve a second term and he agreed to do so. The appointment of Eric Mantz had inadvertently not been approved by Governor Huntsman, so that action was also requested.

Governor Herbert approved the appointment of all of these individuals as Steering Committee members so we currently have a full contingent of members except for legislative vacancies. Kory Holdaway recently accepted the position of Government Relations Director for the Utah Educators Association, so he is resigning from the Legislature. A replacement for Carlene Walker has not yet been made by Senate President Michael Waddoups. Those appointments should be made soon.

Attachment A identifies the members of the Steering Committee, their terms, and their representation.

Bylaws Amendments

The 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: school districts and representative public education groups, higher education institutions and continuing education and research communities, and business and industry. State law specifies that these members serve four-year terms.

A second category of nine members are individuals who hold specific job assignments. Our co-chairs, the state CIO, the governor's education deputy, legislators, director of the state library, University of Utah member, and the UEN executive director hold positions on the Steering Committee because of their positions. Their service on the Steering Committee should not be limited by terms.

It is suggested that the bylaws by amended to reflect the two categories of members.

Attachment B contains suggested revisions to the bylaws to reflect the additions of higher education research community and charter school representatives. Section 1.2.9 is amended to eliminate the addition of ex officio members and to specify four year terms for most members except those specified who serve by virtue of their position.

The remainder of the changes that are suggested are stylistic and not substantive.

Recommendation

It is recommended that the Steering Committee review the proposed amendments to the Steering Committee bylaws, discuss the suggestions, and approve the amendments.

TAB 15 ATTACHMENT A
STEERING COMMITTEE MEMBERS CHART

UEN STEERING COMMITTEE, 2009		
MEMBER	**TERM EXPIRES**	**REPRESENTING**
Ronda Menlove	July 31, 2011	Higher Education Continuing Ed. Dean
Gary Koeven	July 31, 2011	Higher Education Administrator
Kenning Arlitsch	July 31, 2011	Higher Education Librarian
Rick Gaisford	July 31, 2011	USOE Technology Specialist
Gail Niklason	July 31, 2011	Higher Education Administrator
Kim Roper	July 31, 2011	Public Education Principal
Ronald Barlow	July 31, 2011	Public Education Superintendent
Kirk Sitterud	July 31, 2011	Public Education Superintendent
Clark Baron	July 31, 2011	Business Representative
Eric Mantz	July 31 2013	Higher Education Administrator
Glen Taylor	July 31 2013	Regional Service Center Director
Pat Lambrose	July 31 2013	Public Education Technology Instructor/ Master Teacher
Kay Jeppeson	July 31 2013	Higher Education Administrator
Ray Walker	July 31 2013	Higher Education Administrator
Barry Walker	July 31 2013	Public Education Superintendent
Jon Crawford	July 31 2013	Public Education TCC Representative
Steve Corbato	July 31 2013	Higher Education Research Representative

MEMBERS ON STEERING COMMITTEE BY POSITION WITHOUT TERMS	
MEMBER	**POSITION**
Brenda Hales	USOE Associate Superintendent (Co-Chair)
Donna Morris	State Library Director
Gary Wixom	Higher Ed Commissioner's Office Assoc/Ass't Commissioner (Co-Chair)
Vacant	Utah State Senate
Kory Holdaway	Utah State House of Representatives
Stephen Hess	U of U CIO
Christine Kearl	Governor's Education Deputy
Stephen Fletcher	State CIO
Michael Petersen	UEN Executive Director

TAB 15 ATTACHMENT B
BYLAWS OF THE UTAH EDUCATION NETWORK

Utah Education Network
Bylaws of the Utah Education Network

Article I

NAME AND AUTHORIZATION

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

Article II

PRINCIPAL OFFICE

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

Article III

UEN Steering Committee

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

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

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

1.2.1 Ten representatives of higher education as follows: one (1) representative from the staff of the Utah State Board of Regents, selected by the Commissioner of Higher Education; at least eight representatives from the upper levels of management (generally, President, Vice President or Dean status, including at least one dean representing the USHE continuing education deans and one representative of the higher education research community) with decisionmaking responsibility from the state's nine institutions of higher education selected by the Commissioner of Higher Education; and one (1) representative from the University of Utah as appointed by the President of the University.

1.2.2 Ten representatives from public education as follows: one (1) representative from the Utah State Office of Education, appointed by the State Superintendent of Public Instruction; nine representatives selected by the Utah State Office of Education, including: three (3) representatives from the Utah School Superintendents Association, one (1) master teacher, one (1) school principal, one (1) representative from public education with a curriculum and technology focus; one (1) representative selected from the Regional Service Center Directors, one representative selected by the Technology Coordinators Council, and one charter school representative.

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

1.2.4 The Governor's Education Deputy and the State Chief Information Officer.

1.2.5 One (1) representative from the Utah Senate.

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

1.2.7 Director of the State Library Division.

1.2.8 Executive Director of the Utah Education Network.

1.2.9 Members shall serve four year terms. The staff members representing the State Board of Regents and the Utah State Office of Education, the University of Utah and those members referred to in sections 1.2.4 through 1.2.8 are members by virtue of their positions without fixed terms.

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

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

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

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

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

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

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

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

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

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

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

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

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

2.8.5 System standards, architecture and characteristics.

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

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

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

2.11 Promote telecourses sponsored by educational institutions over KUEDTV, Instructional Television, and KUENTV.

2.12 Support Utah Education Network staff efforts to:

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

2.12.2 Consult with the Utah Instructional Media Council in acquiring, producing and distributing instructional programming services, and with public advisory committees in acquiring, producing and distributing television programs on KUEDTV7 Instructional Television and KUENTV9.

2.12.3 Periodically evaluate the use and services offered through KUED Instructional Television, KUEN, and UEN to determine technical service reliability; program content and instructional application validity and necessity; cost effectiveness; and training success.

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

2.12.5 Promote the marketing of telecourses over KUED Instructional Television, and KUEN.

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

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

5. Special meetings by the Steering Committees may be called at any time by the Cochairs, or by a majority of the Steering Committee acting

collectively. Reasonable advance notice of the time and place of each special meeting shall be given.

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

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

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

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

Article IV

OFFICERS

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

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

Article V

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

Article VI

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

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

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

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

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

2.3 The Joint Concurrent Enrollment Review Committee. This committee shall provide oversight of concurrent enrollment courses offered through UEN. Its membership should be determined by the two systems, but might be cochaired by the Assistant Commissioner and Curriculum Director with membership from representatives of the two Instructional Content Review committees. In addition, the USOE concurrent enrollment administrator should be a member.

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

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

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

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

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

Article VII

INSPECTION OF BYLAWS

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

Article VIII

AMENDMENTS

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

Article IX

INDEMNIFICATION OF MEMBERS

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

REFERENCES

i. The Network is authorized in Title 53B17101,102,103, and 104.

ii. As specified in Title 53B17102 of the Utah Code Annotated 1953.

iii. As specified in Section 53B17101, 102, 103, and 104 Utah Code Annotated l953, as enacted by Chapter 167, Laws of Utah l987.

iv. UCA 63481, et. seq., (1977), as amended from time to time.

Adopted August 16, 1996 Amended November, 2001, February 21, 2003 and February 20, 2004.

UEN Web Services Update - Discussion

Issue

Over the last few months UEN's Web Services group has developed several new web resources, such as the UEN widgets page and the Utah National Parks web page. Also, the UEN's Software development group has upgraded my.uen and we added the ability for Utah educators to create blogs.

Background

UEN Widgets

http://www.uen.org/widgets

UEN created 17 widgets to help web administrators at Utah schools, districts and libraries easily link to UEN's free resources.

1. Visit UEN's Widget web page

2. Copy the desired logo's widget code

3. Paste the code on the web page

The widget code automatically displays the logo and links directly to the UEN service. Available logos include: UEN.org, my.uen, Pioneer Library, Preschool Pioneer, NetSafe, Utah Core, and K-12 Student Interactives.

In the future, the UEN Web Services group will be creating "curriculum" widgets that support a specific subject area or topic. UEN notified every K-12 principal about this via a direct mail letter in September.

Utah National Parks

http://www.uen.org/utahnationalparks

UEN created the Utah National Parks page as a local companion to Ken Burns' PBS production THE NATIONAL PARKS: AMERICA'S BEST IDEA. In addition to information about each of the Utah National Parks, the web page provides educator resources, activities for kids, links to videos, and an opportunity to share your experience in a national park.

my.uen Upgrade

http://my.uen.org

my.uen is an online service that educators use to register with UEN, to access UEN tools, and to build a public web page. Web statistics and feedback from educators indicate that many are finding my.uen to be a great tool to communicate with students and parent. Usage has increased over 65% from September 2008 to September 2009.

In June of 2007 UEN launched a version of my.uen that uses an open source portal solution called Liferay Enterprise Portal (LEP). In October of 2009 UEN's software development group upgraded the portal software from version 4.2 to version 5.1. This was a significant undertaking that took nearly nine months to complete. Some of the challenges included:

1. Changes in data types for primary keys in the database from strings to numerics.

2. Changes in the architectural layout of the LEP directory structure, which changes paths to program files.

3. Changes to class files in the LEP infrastructure code, such as changes in method calls and their signatures.

4. Fundamental changes to Themes and Styles for the user interface.

These changes required the software development group to refactor each of UEN's custom portlets and migrate the previous my.uen database to the new schema. The data migration presented the biggest challenge, but the software group hammered through each of the issues and successfully launched the upgraded version of my.uen on a new web server. UEN is optimistic that the software upgrade and the new hardware will resolve some of the performance issues that my.uen has been experiencing.

my.uen Blogs

http://my.uen.org

UEN frequently receives requests for new my.uen features. One of those requests was for a Blog portlet. Some educators like to use blogs in their classroom, but most blogging tools are blocked in Utah schools.

During the summer UEN arranged to have an outside company develop the Blog portlets, since the UEN software group had other priority projects to work on, including the my.uen upgrade.

Some of the features of the my.uen Blog include:

- RSS Feed
- Ability to password protect a blog post or the whole blog
- A Blog search and Blog Archives
- Each educator can create multiple blogs

The my.uen Blogs are a service that will only be available to "Premium" educators – those who have registered with a valid Utah education email domain.

Recommendation

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

August 21, 2009 – 9:00 a.m.

Members Present: Kenning Arlitsch, Clark Baron, Steve Corbató, Steve Fletcher, Rick Gaisford, Brenda Hales, Stephen Hess, M. K. Jeppesen, Christine Kearl, Gary Koeven, Pat Lambrose, Eric Mantz, Gail Niklason, Mike Petersen, Robert Wagner for Ronda Menlove, Ray Walker, Gary Wixom.

Others Present: Scott Allen, Charice Black, Barry Bryson, Kevin Dutt, Jeff Egly, Luke Fernandez, Rich Finlinson, Boyd Garriott, Thom Gourley, Eric Hawley, SherylHulmston, Laura Hunter, Troy Jessup, Doug Jones, Nora Karst for Larry Smith, Karen Krier, Lisa Kuhn, Cheryl Mansen, Bryan Peterson, Kevin Quire, Joni Robertson, Jim Stewart, Kathleen Webb.

Welcome and Introductions

Gary welcomed everyone to the August Steering Committee meeting. Glen Taylor and Charice Black joined via IVC.

Committee of the Whole

Tab 14–FY 2010 Strategic Plan

Mike Petersen opened the discussion on the FY 2010 Strategic Plan. Based on input and suggestions from the last meeting, he reported that the Mission, Vision, Values and Needs statements have been added. The role of UEN in the UTIPS project was also defined more specifically. He noted that these were the only revisions made to the FY 2010 Strategic Plan. **A motion was made and seconded to approve the FY 2010 Strategic Plan as submitted. THE MOTION CARRIED.**

Tab 15 – New Steering Committee Members

Mike Petersen reported that there are four members whose terms are up. They are Kay Jeppesen and Randy Merrill who are completing their first terms, and Pat Lambrose and Glen Taylor who are completing their second terms. Barry Walker, Superintendent of South Summit District, has been nominated to replace Randy Merrill on the Committee.

It was moved and seconded that Pat Lambrose, Kay Jeppesen, Glen Taylor and Barry Walker serve 4 year terms on the UEN Steering Committee and their names be submitted to the Governor's office for final approval. The motion carried.

Tab 16 – Status Report on Federal Grant Applications

Mike Petersen reported on UEN's applications for three Federal Grants. The first two are through the Broadband Technology Opportunities Program (BTOP), and administered by National Telecommunications and Information Administration (NTIA). The third is through the National Science Foundation (NSF).

The first, "Utah Anchors: A Community Broadband Project", is part of the Infrastructure program. This Middle Mile request is to improve inadequate bandwidth or install new broadband connections at elementary and charter schools, public libraries and head start programs. UEN has worked closely with both the public and private sector in planning this BTOP grant project. For a more detailed list of UEN's partners and the complete broadband plan, please see Tab 16.

The second NTIA grant application is the "UEN COST Project for Sustainable Broadband Adoption".UEN seeks to increase broadband subscribers through compelling educational services with this project. This four-tiered, state-wide approach includes: Content, Outreach, Support and Training (COST). It is anticipated to reach almost all Utah residents, or more than 2.7 million people.

The third grant proposal targets the National Science Foundation Academic Research Infrastructure-Recovery and Reinvestment (ARI-R2) program. It would strengthen UEN's existing capabilities to support high-speed research connectivity for the state's two public research instititions, the University of Utah and Utah State University. For a more detailed proposal of this program please see Tab 16.

Tab 17 – Network Connection Agreements

Jim Stewart reported to the Steering Committee that the discussions regarding the Network Connection Agreements continue to be positive. This process formalizes the working relationships UEN has with its stakeholders and establishes a foundational baseline for entities establishing new connections. Please see handout titled Connection Agreement Discussions for a timeline on completion of these discussions.

Jeff Egly also reported on improvements to several Higher Education and Public Education locations in Utah. For details by location, please see the handout titled "UEN Improvements to Higher Education and Public Education Locations in Utah.

Tab 18 – Vista Course Management Service Update

Bryan Peterson reported several significant changes had been made to the Vista Course Management Services. The first change was migrating Salt Lake Community College to *online.uen.org*. SLCC had been hosting Blackboard Vista on its campus but now UEN hosts all SLCC courses using Blackboard Vista. Overall, the transition went very well.

The second change was migrating Utah Electronic High School from Blackboard to a combination of Moodle, MySQL and Drupal. The timeline for completing this was about

6 weeks. Several challenges were associated with this project. See highlights at Tab 17.

The third item was negotiating changes involving the former Salt Lake/Tooele ATC which was hosting Blackboard 7 on its own campus. UEN worked with Blackboard to include the Tooele Applied Technology College within the Utah Consortium Blackboard license and allow SLCC to continue to offer courses in Blackboard 7 for a maximum of 1 year while they are migrated to the SLCC Blackboard Vista environment hosted by UEN.

These are just a few of the significant changes that were involved with the Course Management Services. For an in-depth look at all of the changes please see Tab 18.

Tab 19 – Steering Committee Meeting Minutes

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

Tab 20 – Other

The next Steering Committee meeting will be held on October 23, 2009, at 9:00 a.m. at the Dolores Doré Eccles Broadcast Center.

T A B **19**

Professional Development Policies - Action

Issue

UEN Professional Development needs to update and formalize policies due to the significant growth in participation and changes in our audience in the last 10 years. As the number of participants we work with has increased, the number of people with credit and completion issues has also increased. Where full classes were rarely a problem 2 years ago, they are now a significant everyday issue. Victoria Rasmussen will outline the policy recommendations included under Attachment A.

Background

Policy updates are needed for several reasons: to strengthen and clarify homework deadlines, credit processing and limiting our record-keeping responsibilities. We need to set expectations regarding what is our responsibility and what is the responsibility of participants.

We need to adapt and publish procedures and policies regarding registration, confirmation and attendance in both in-person and online courses. This includes possible restrictions on who may participate.

We want to assure that all participants are treated consistently and that our policies and expectations are clear to them.

Because some of these adjustments represent changes from the past, less formal, way of doing things and some of the policies may be inconvenient for a few participants, we would appreciate having the support and ratification of our committees before moving forward. Committee support is an important foundation for addressing participants' concerns as they may arise later.

Policy issues can be grouped in two general categories as described below:

1. Record Keeping, Assignments and Credit

There are two types of information which UEN maintains for participants. One is that we use an online registration system and indicate participants' attendance in a roster which is stored electronically in a database. The second type of information we collect is on a paper "credit request form". On this form, participants specify if they want to receive a point certificate (provided at the end of class), or USOE or SUU credit (provided after participants complete an outside-of-class assignment).

UEN Professional Development saves the paper credit request forms for two years.

Our administrative assistant maintains these forms in storage collectively for the department, filed under the participant's name.

If a participant "requests" credit, but never completes the homework, in the past instructors have disposed of their credit request form after several months and filed no paper record. Individual's attendance is noted in the online registration system.

During the past year we have had several participants expect to submit an assignment more than a year after they took a class and still receive credit. This arrangement is clearly not feasible.

2. Eligibility, Registration and Attendance

UEN Professional Development has maintained a very open registration policy up until now, controlling participation primarily by only targeting certain groups with our "promotional" efforts. We do not have the ability to screen or limit registrations with technology.

Programming efforts are currently underway to update our registration system so that having a my.uen account is a required part of the registration process. Participants will need to enter their my.uen login in order to proceed with registration. Although anyone can have a my.uen account, it is likely that this requirement will deter some people who have no association with education in Utah.

At this time, participants must either a) respond to an email or b) contact our office in order to confirm or cancel participation in a class. For a full class of 24, we typically have 5-10 who never confirm or cancel. We typically have 5-8 empty seats, even when a class roster has indicated the class is full. This is frustrating to everyone involved because we could get people from the waiting list into the class if people would cancel, but when the status of a person is unknown we have not been willing to give away their seat.

Also, we have been filling classes from the waiting list in order – those first on the waiting list are first to be added. When we get close to the day of class, we may not be able to reach a person on the waiting list and it is unclear if we should wait to hear from them, or offer the space to the next person on the list.

Based on these issues, UEN Professional Development is recommending clearer policies as outlined under this Tab.

Recommendation

Members of the Instructional Services Subcommittee are invited to discuss the policy recommendations and seek input from constituents, with final recommendation for approval anticipated during the December Steering Committee Meeting. Once approved, the policies will be added to the Professional Development website.

TAB 19 ATTACHMENT A
UEN PROFESSIONAL DEVELOPMENT POLICY RECOMMENDATIONS

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. Within 2 business days of the RSVP 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.

   b. **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.**

   c. One week prior to the first day of class, individuals on the waiting list will be contacted in the order in which they were added to the list.

   d. Two days prior to class, if there are still open seats, everyone remaining on the waiting list will be invited to be added in the order they 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.

   b. If a participant is dropped for repeated "no show" status, UEN will contact them

via email to indicate they have been dropped due to repeated non-attendance.

    c. 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".

Classes for which a participant has a status of "no show" display in their my.uen professional development history portlet. Classes for which their status is canceled are removed from their "history" in the portlet.

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.

   - UEN forwards information regarding approved USOE credit to the state office where it is recorded in the participant's CACTUS license record.

   - 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.

   - 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 will be able to 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.

- Assignments must be submitted within 30 days of the last day of class.

- 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.

T A B **20**

FINANCIAL MEDIA FOR UTAH TEACHERS
PROJECT REPORT - DISCUSSION

Issue

Financial literacy is increasingly important for learners of all ages. Doug Jones will report on a new partnership with USOE, industry leaders, and the Corporation for Public Broadcasting Public Media Innovation grant.

Background

To help prepare Utah students to enter adulthood with the capacity for personal financial success, the Utah State Office of Education and the Utah Education Network (UEN) are partnering to develop a wide range of media resources for K-12 financial and economic literacy education. The resources will include a new website for teachers, students, and parents; a special week of financial literacy television programming; and online, professional development opportunities for Utah teachers, all designed to support the communication of sound financial principles.

UEN has also partnered with key industry and non-profit partners in this effort, including:

- Utah Jump$tart Coalition (*http://www.utjumpstart.org/)*
  - ◇ AAA Fair Credit Foundation
  - ◇ Salt Lake Community College
  - ◇ Utah State University
  - ◇ State Farm Insurance
  - ◇ BizWORLD
  - ◇ Beehive Credit Union
  - ◇ Mountain American Credit Union
  - ◇ GE Financial
  - ◇ Salt Lake City Mayor's Office
  - ◇ 100% for Kids Foundation
  - ◇ Morgan Stanley Bank
  - ◇ Granite Credit Union
  - ◇ Zions Bank

- Utah Advisory Council on Financial and Economic Education
- Utah State Office of Education

<u>Project Components</u>

Finance in the Classroom Website—Fall 2009

This comprehensive financial literacy and economic education website will help teachers, students, and parents gain extensive access to original lesson plans, student interactives, digital videos, and other resources—all age-appropriate and correlated to the State's curriculum. This website will replace one that now supports only the current capstone course and launched in October at *financeintheclassroom.org*

Financial Fitness Broadcast Week—October 18-24, 2009

To raise awareness of the importance of financial literacy education in our communities, UEN-TV (Channel 9) will devote a week to afterschool and primetime programming on critical financial and economic topics. Shows will include the series MoneyTrack, BizKid$, The Economics Collection (for K-3), and much more.

UTAH EDUCATION NETWORK

VISIT uen.org

For program schedules, professional development resources and up-to-date news and information.

Financial Fitness Week on UEN-TV — October 19 – 24, 2009

	3:00 PM	3:30 PM	5:00 PM	6:00 PM	6:30 PM	7:30 PM	8:00 PM	8:30 PM	9:00 PM	9:30 PM
MON / 19	Biz Kid$ (105) Money Moves	Independent Living for Young Adults		TV 411 (110) How to Achieve Your Financial Goals	GED Connection (131) Math: Fractions	World Business Review	Biz Kid$ (106) Taking Charge of Your Financial Future	Zonya's Health Bites (311) Hearty Meals on a Skimpy Budget	Getting Old in a New Age (109) Work, Retirement and Economic Status	
TUE / 20	Biz Kid$ (109) Cash and Credit	Independent Living for Young Adults		TV 411 (117) Mortgage Charts, Graphs and Numbers	Workplace Essential Skills Number Sense	Kids, Cash & Common Sense	Biz Kid$ (111) Don't Blow Your Dough	Simple Living with Wanda Urbanska	Hannah Help Me! (105)	Marriage Uncensored with Dave and Christie
WED / 21	Biz Kid$ (110) How to Achieve Your Financial Goals	Biz Kid$ (202) Money Math— Who Needs It?		TV 411 (119) Learning Styles and GED Exam	GED Connection (132) Math: Ratio, Proportion and Percent	Living Smart (210) Manisha Thakor, Financial Advisor/Author	Biz Kid$ (114) How to Be a Smart Consumer	Stash That Cash: Budgeting, Saving & Investing	Money Track: From Wall Street to Your Street	
THU / 22	Biz Kid$ (113) The Biz Kids			TV 411 (122) Personal Finances	Workplace Essential Skills Problem Solving	Money Track (307) Investment Clubs	Biz Kid$ (116) Budgeting Basics	Taking Control of Your Credit	Miller Center Forums	
FRI / 23	Biz Kid$ (115) Using Your Credit	Real Life Teens: Teens and Money	Curiosity Quest (109) Money	TV 411 (124) On the Job	GED Connection (133) Math: Measurement	Wealth Track with Consuelo Mack	Biz Kid$ (118) Saving and Investing for your Future	Mastering the College Experience (118) Money and Finances		
SAT / 24						What's Up in Finance	The Real Economy with Ben Wattenberg		The Call of the Entrepreneur	

Professional Development for Utah Teachers—October 14, 21, 28, 2009

A series of three, professional development webinars featuring local and national experts are scheduled for Fall 2009. Using UEN's free, easy-to-use web conferencing system, Wimba, teachers will have the opportunity to learn more about the new Finance in the Classroom website, outstanding financial literacy websites and classroom resources, and the Utah Financial Literacy Passport program for grades K-12.

Recommendation

This is an information item. Further action by the Subcommittee members is not required at this time.

Tab **21**

PBS Digital Learning Library and eMedia/CollegeMedia Planning – Discussion

Issue

UEN has been extensively involved in development of the PBS Digital Learning Library as a way to enhance the content offerings of the UEN eMedia/CollegeMedia digital asset repository. Laura Hunter will provide an update on the PBS Digital Learning Library and UEN's work tying the two services together.

Background

UEN has a successful digital asset management system for K-12 (eMedia), Higher Education (CollegeMedia), Preschoolers (preMedia) and the general public (Media Hub). During the four years UEN has been developing and offering this services, many other industry developments have occurred.

First, PBS has taken an active role in building a national repository of shared resources. That project formerly known as Educational Digital Content Asset Repository (EDCAR) now has an official name: PBS Digital Learning Library (DLL). UEN is one of three stations who helped to develop the initial proof of concept for the PBS DLL, contributing documentaries produced by KUED, metadata expertise, and process knowledge.

UEN and 15 other stations have subsequently built on that effort with a year-long prototype phase that ends in October 2009. Major accomplishments of this phase include: agreement on metadata structure, federating the back-end of large repositories such as Teacher's Domain and MPT Thinkport, clear workflows for acquiring, vetting, and aligning resources, and development of a research-based teacher user interface. UEN has been actively involved in all phases of the project and has been invited to participation in a Station Advisory Board for the deployment phase, beginning in November.

The service benefits Utah learners and teachers because we will be able to share vast content resources already developed, or newly developed, by peer stations rather than having to build or acquire our own.

Next Steps

It's probably fair to say that eMedia and CollegeMedia have respectable use statistics, but we haven't really reached the "tipping point" for most users, as illustrated in the following data gathered on October 9, 2009:

- Total # of Logins, from January to October 2009: 88,577
- Total # of Downloads, from January to October 2009: 46,933
- Total number of K-12 assets: 13,865
- Total number of Higher Ed assets: 9,900 (some overlap with K-12)

Content plays a key role whether faculty and students use eMedia/CollegeMedia, and we've been actively seeking, vetting, and licensing or sharing what content we can in coordination with the UIMC and others. Functionality is also critical for the service and are making some changes in that regard.

Concurrent with our PBS DLL work, UEN has been working with other repositories housed at various campuses to explore various digital asset management systems on the market. After review and discussion with these groups, UEN decided to end the contract with North Plains Telescope and move to another system from The Leading Edge called Equella. Equella will offer seamless integration with Blackboard, so rather than searching separately in CollegeMedia, uploading, and then linking to video programs, faculty will be able to search and integrate their media directly through the course. Equella will enable content sharing in a protected environment so teachers can link to a specific asset (which they are unable to do now).

The "back-end" changes will be complete by the end of this calendar year and tied to new "front-end" interfaces. Specifically, UEN will offer CollegeMedia through Blackboard, Academic Library, and campus portal interfaces. For K-12 the new front end will be the PBS DLL – the first in the country – with more teacher tools embedded in the interface, such as alignment to standards, instructor tools, web 2.0 sharing, and other features. District, charter school, and library-media staff will be notified of these changes and UEN's Professional Development staff will be adapting training materials to support the enhanced service. Examples of the new screens and information about the PBS DLL are included under this tab.
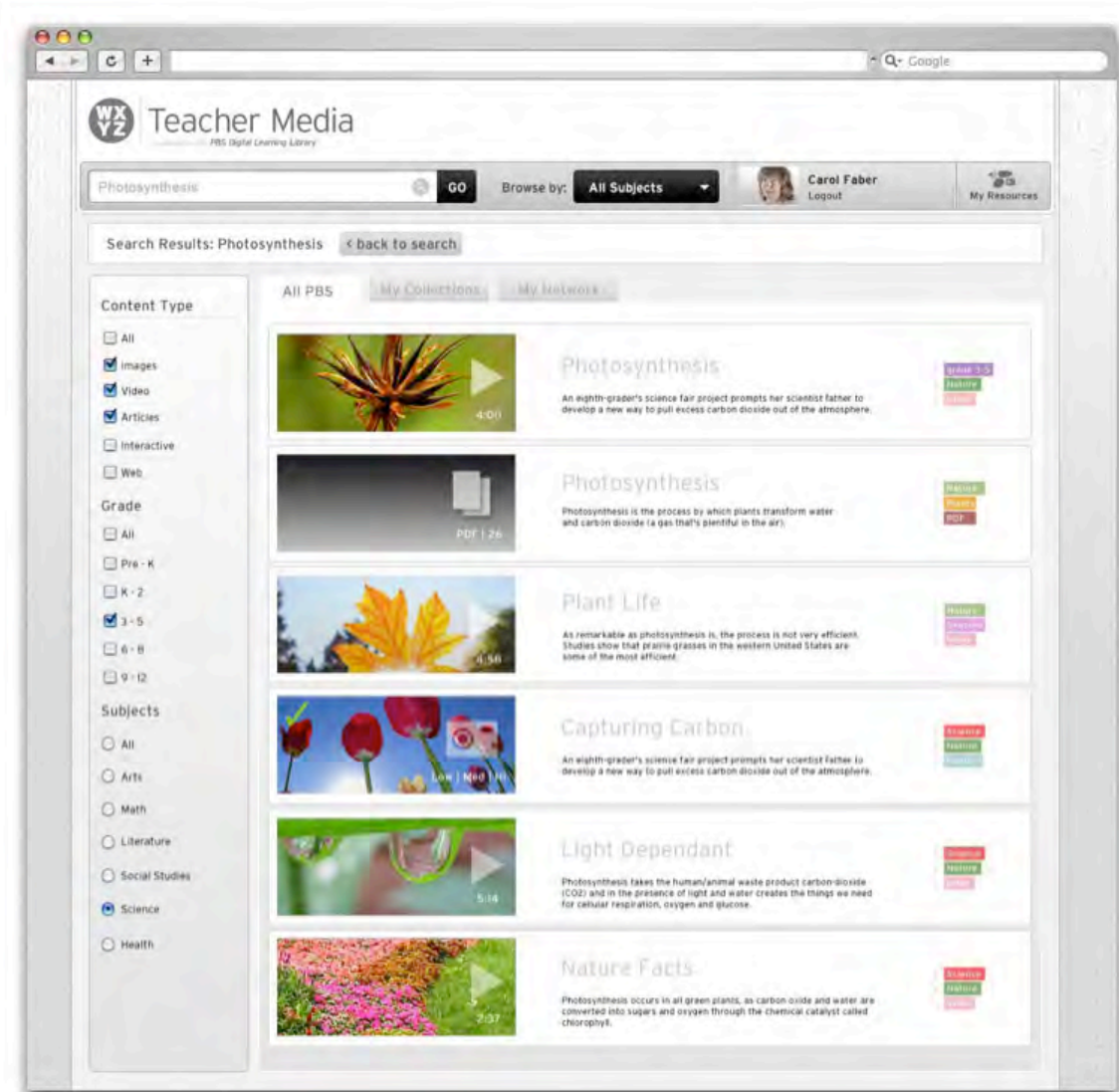
Recommendation

This is a discussion item. No further input is required of the Subcommittee at this time.

TAB 21 ATTACHMENT A
PBS DLL CONCEPT SCREENS
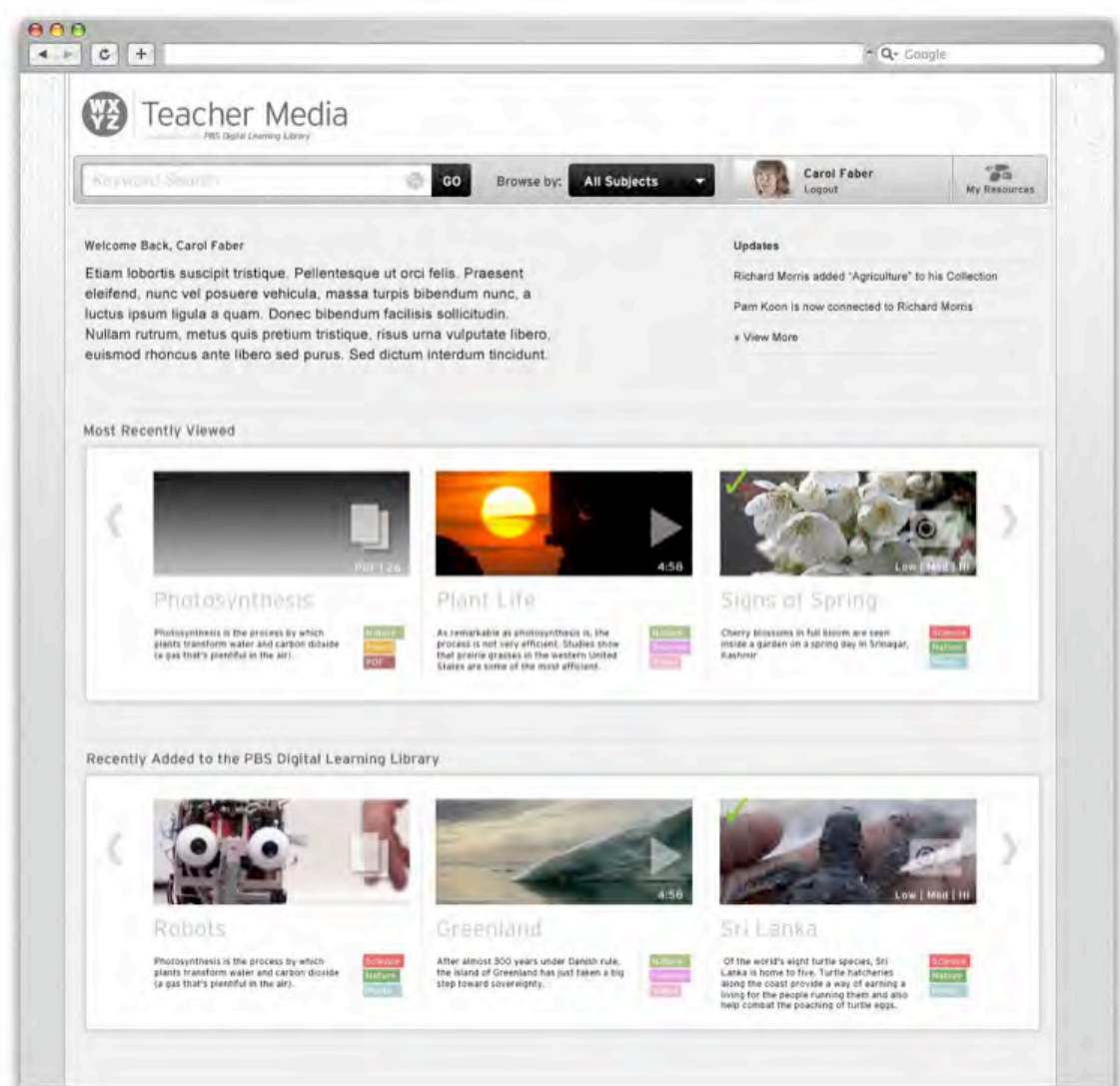
Log in and search scenario. Note the media water marks, color-coded data indicators, scrolling navigation, personalization features for the teacher.

Search results page. Filters on the left side of screen; collections and network tabs at the top.

Individual asset page. Rollovers for additional data about that asset; annotation and other on board tools; related media in scrolling bottom third.

Now

	Now	K-12	College	Pre-K	General
Assets		14,000	3150	371	7120
Back		North Plains Telescope / Utah Metadata II	North Plains Telescope / Utah Metadata II	North Plains Telescope / Utah Metadata II	North Plains Telescope / Utah Metadata II
Front		Adapted North Plains Telescope	Adapted North Plains Telescope	Adapted North Plains Telescope	Adapted North Plains Telescope

Next

	Next	K-12	College	Pre-K	General
Assets		14,000 + federated with PBS DLL + federated with UEN content	3150 + federated with academic libraries + faculty contributed + open educational resources	371 + federated with PBS DLL	7120
Back		The Learning Edge / Equella / EDCAR + K12 Metadata	The Learning Edge / Equella / EDCAR + HigherEd Metadata	The Learning Edge / Equella / EDCAR + PreK Metadata	The Learning Edge / Equella
Front		Utah – Branded PBS DLL and My.UEN Teacher Portal	Blackboard Portal / Moodle Portal / Campus Portal / Academic Library	Utah – Branded PBS DLL for Pre-K Or Modified Equella for Preschool Pioneer	Equella branded interface, possibly same as Collegemedia

Rights Classifications Levels

Four rights classifications for DLL assets for educational non-commercial use:

Level Ø: Stream Only
- Users can stream and/or view content

Level 1: Stream and Download
- Users can stream and download content to desktop

Level 2: Stream, Download and Share (Recommended Minimum for DLL)
- Users can stream, download and share content by sending files and/or bookmarks (with attribution) to other users

Level 3: Stream, Download, Share and Modify (Goal)
- Users can do all of above and edit/remix the asset

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Pilot Station Partners

KAET/Phoenix

KET/Kentucky

KLRN/San Antonio

KNME/Albuquerque

KUEN/Utah

WXXI/Rochester

WVIZ/Cleveland

WGBH/Boston

WHRO/Hampton Roads

Louisiana Public Broadcasting

WNEO/Western Reserve, Ohio

WOUB/Ohio University

Mississippi Public Broadcasting

Maryland Public Television

South Dakota Public Broadcasting

Wyoming Public Broadcasting

VOICE SERVICES - HOSTING, PEERING AND SIP TRUNKING - DISCUSSION

Issue

As a result of vendor and school requests, it is necessary to determine the Utah Education Network's policy regarding the support of vendor provided voice services to include hosted services , peering with UEN to provide network wide access to hosted voice services, and SIP trunking to provide direct access through UEN's network for these services.

Background

Currently UEN stakeholders utilize a number of hosted services, including hosted email services and office and business applications. This month, hosted voice services will be implemented to provide direct access to a single customer via a Qwest QMOE circuit.

Hosted services are provided via UEN's Internet access or via direct connectivity to the customer's network to insure access, reliability and improved security.

Requests have been made by some voice service providers for direct access to one of UEN's POP's or another strategic co-location facility where direct connectivity to UEN can be provided. This would enable the service provider to more easily offer services to all entities that utilize UEN's statewide network. In addition to peering with UEN to provide hosted voice services, at least one service provider has expressed interest in UEN supporting SIP trunking to enable the provider via UEN's backbone to extend direct voice services to any of UEN stakeholders.

Hosted services and peering is not new to UEN, however, providing voice services can negatively impact UEN's service provider partners, include URTA members and Qwest. Some of these providers may embrace this opportunity while others may view hosted voice services as a threat to the voice services they currently provide.

From a technical standpoint, these requests can be met. However, guidelines should be developed to formally specify how, where and when UEN participates in supporting hosted voice services.

Recommendation

It is recommended that the UEN Technical Services Subcommittee discuss issues related to hosted voice services. What should be the guidelines for hosting voice services for our school, higher education, and library network partners? Based on its' initial discussion, should a formal policy on this issue be developed by staff and presented to the full Steering Committee for consideration? If so, what provisions should be included in the policy regarding how, where, and when UEN should support hosted voice services of UEN partners?