

Utah Education Network Steering Committee

January 13, 2012

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

JANUARY 13, 2012

9:00 a.m.-
10:00 a.m.

Working Session / Steering Committee

Credit Union
Conference
Room

- 1. Steering Committee members' discussion of selected topics.**
- 2. Agenda items and topics for upcoming Steering Committee meetings.**

10:15 a.m.-
12:00 noon

Committee of the Whole / Business Meeting

Dumke
Conference
Room

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 – February 17, 2012, 9:00 a.m.

Please place these materials in your Steering Committee Binder.

TRIBUTE TO MIKE PETERSEN - ACTION**Issue**

Mike Petersen has accepted a faculty position at Utah State University to pursue his passion for teaching political science. He resigned as UEN's Executive Director effective December 31, 2011. The process for hiring his replacement is ongoing and will be impacted by pending legislation that clarifies UEN governance (see Tab 23).

Background

Based on a UEN news release, *The Salt Lake Tribune* reported the following on December 9 (online) December 12 (in print).

UEN director Michael Petersen to join Utah State faculty

By Brian Maffly, *The Salt Lake Tribune*

Utah Education Network director Michael A. Petersen will resign at the end of the year and take a faculty position in Utah State University's political science department.

For the past decade, Petersen ran the communications network that reaches nearly every public school, college, applied technology college, university and public library in Utah, serving more than 576,000 students and 30,000 educators.

"UEN is the envy of many other states. UEN connects all public schools, districts, colleges and universities and libraries. We couldn't do our job without UEN," said Brenda Hales, co-chairwoman of the network's steering committee and associate superintendent at the Utah State Office of Education, in a news release.

Under Petersen's guidance, UEN grew from a limited-capacity system to a high-capacity, highly reliable fiber-optics infrastructure, according to Gary Wixom, the other steering committee co-chairman and an assistant commissioner in the Utah System of Higher Education.

"Leading UEN into the 21st century is a high point in my 26-year career in higher education," Petersen said. "UEN has grown to be a nationally recognized leader in broadband connectivity for education. I'm grateful to have led the team that has now connected more than 1,380 locations in the state."

Petersen is the former associate commissioner of higher education and College of Eastern University president who conducted a study on the Price-based community college's merger with USU. He holds a doctorate in political science from Ohio State University and has taught at USU and Weber State University using UEN's course-management tools.

He will step down for a six-month sabbatical and resume teaching this summer.

bmaffly@sltrib.com.

Recommendation

It is recommended that the Steering Committee issue the following tribute:

“Whereas, Michael A. Petersen directed the Utah Education Network into the 21st Century; and whereas, under his decade of leadership the Network grew to connect all public schools, libraries, applied technology centers, colleges and universities in the State of Utah; and whereas, Dr. Petersen has diligently served students, faculty, teachers, libraries and staff throughout the state; and whereas, he is now leaving UEN to pursue his passion for teaching political science as a member of the faculty at Utah State University; Now therefore the Utah Education Network hereby pays tribute to Michael A. Petersen, on January 13, 2012.”

EXECUTIVE DIRECTOR HIRING PROCESS - ACTION

Issue

The co-chairs of the UEN Steering Committee will lead the search process for Mike Petersen's replacement. They have asked U of U and USHE CIO Eric Denna to serve as Interim Executive Director of UEN until the new executive is hired.

Background

UEN co-chairs Gary Wixom and Brenda Hales sent the following email to members of the UEN Steering Committee on December 21, 2011.

Mike Petersen's decision to accept a position at Utah State University has required us to look not only at a search process for his replacement, but also at what will be best for UEN's leadership during the interim period. After careful consideration and discussion, we as co-chairs of the UEN Steering Committee have asked Dr. Eric Denna to fill the role of Interim Executive Director of UEN while we complete the search process. UEN has strong leadership with Laura Hunter as Director of Instructional Services, Lisa Kuhn as Director of Finance and Jim Stewart as Director of Technical Services. We are confident that with their support and help, Dr. Denna will keep UEN moving in a positive direction.

Plans for the search for Mike's replacement are underway and will be announced in detail at the January 13th meeting of the Steering Committee. Over the next few months, and during the legislative session, it will be important that UEN continue to move forward on many important and exciting initiatives. We appreciate everyone's willingness to put forward focused effort during this time.

Additional details: The co-chairs of the UEN Steering Committee are reviewing the draft of an updated job description for the executive director. It defines the role and duties of the director, including administrative, budgetary, financial and strategic communication responsibilities. The draft document also includes qualifications and selection criteria.

The next step in the process is to finalize that document in consultation with the U of U and USHE CIO and UEN management. The goal is to post the job after legislative passage of H.B. 53 (see Tab 23).

Other steps in the process may include:

1. Maximizing UEN's referral network
2. Maximizing USHE referral network
3. Maximizing USOE referral network
4. Maximizing use of U of U HR support

Recommendation

It is recommended that the Steering Committee approve this search process for the executive director of UEN.

UEN GOVERNANCE LEGISLATION UPDATE - ACTION

Issue

Recommendations of the UEN Governance Ad Hoc committee are now in the form of a proposed bill for the 2012 general session of the Utah State Legislature.

Background

H.B. 53, Utah Education Network Amendments, sponsored by Representative Ronda Menlove, modifies previous statues (53B-17-102 and 53B-17-104) to clarify UEN governance, duties and structure of the UEN steering committee and the UEN executive director. The full text of the proposed legislation can be found under Attachment A and online at <http://le.utah.gov/~2012/bills/hbillint/hb0053.pdf>.

Recommendation

It is recommended that the Steering Committee approve the Governance Ad Hoc committee's proposed changes.

TAB 23 ATTACHMENT A

H.B.53, UTAH EDUCATION NETWORK AMENDMENTS

LEGISLATIVE GENERAL COUNSEL
⌚ Approved for Filing: A.O. Stallings ⌚
⌚ 12-19-11 8:42 AM ⌚

H.B. 53

1 **UTAH EDUCATION NETWORK AMENDMENTS**
2 2012 GENERAL SESSION
3 STATE OF UTAH
4 **Chief Sponsor: Ronda Rudd Menlove**
5 Senate Sponsor: _____

6
7 **LONG TITLE**

8 **General Description:**

9 This bill modifies the governance of the Utah Education Network (UEN).

10 **Highlighted Provisions:**

11 This bill:

- 12 ▶ directs the governor, in consultation with the state superintendent of public
- 13 instruction and the commissioner of higher education, to appoint a steering
- 14 committee for UEN;
- 15 ▶ specifies the membership of the steering committee;
- 16 ▶ specifies the power and duties of the steering committee which include:
 - 17 • hiring an executive director for UEN;
 - 18 • establishing policy for the operation of UEN and the administration of UEN's
 - 19 duties; and
 - 20 • appointing an advisory committee; and
 - 21 ▶ makes technical amendments.

22 **Money Appropriated in this Bill:**

23 None

24 **Other Special Clauses:**

25 None

26 **Utah Code Sections Affected:**

27 AMENDS:



H.B. 53

28 **53B-17-102**, as last amended by Laws of Utah 2010, Chapter 286

29 **53B-17-104**, as last amended by Laws of Utah 2009, Chapter 290

30

31 *Be it enacted by the Legislature of the state of Utah:*

32 Section 1. Section **53B-17-102** is amended to read:

33 **53B-17-102. Utah Education Network.**

34 (1) (a) As used in this part, "Utah Education Network" and "UEN" mean a consortium
35 and partnership between public and higher education established to:

36 (i) coordinate and support the telecommunications needs of public and higher
37 education, public libraries, and other state entities as approved, including the statewide
38 development and implementation of a network for education, utilizing satellite, microwave,
39 fiber-optic, broadcast, and other transmission media;

40 (ii) coordinate the various telecommunications technology initiatives of public and
41 higher education;

42 (iii) provide high-quality, cost-effective Internet access and appropriate interface
43 equipment for schools and school systems;

44 (iv) procure, install, and maintain telecommunication services and equipment on behalf
45 of public and higher education;

46 (v) develop or implement other programs or services for the delivery of distance
47 learning as directed by law; and

48 (vi) apply for state and federal funding on behalf of public and higher education.

49 (b) In performing the duties under this Subsection (1), UEN shall:

50 (i) provide services to schools, school districts, and the public and higher education
51 systems through an open and competitive bidding process;

52 (ii) work with the private sector to deliver high-quality, cost-effective services; ~~and~~

53 (iii) avoid duplicating facilities, equipment or services of private providers of public
54 telecommunications service, as defined under Section 54-8b-2[?];

55 (iv) utilize statewide economic development criteria in the design and implementation
56 of the educational telecommunications infrastructure; and

57 (v) assure that public service entities such as educators, public service providers, and
58 public broadcasters are provided access to the telecommunications infrastructure developed in

59 the state.

60 (2) The University of Utah shall provide administrative management for UEN.

61 (3) (a) The governor, in consultation with the state superintendent of public instruction
62 and the commissioner of higher education, shall appoint a [statewide] steering committee [of
63 representatives from public and higher education, state government, and private industry to
64 advise UEN in the development and operation of a coordinated, statewide, multi-option
65 telecommunications system to assist in the delivery of educational services throughout the
66 state.] as follows:

67 (i) one member shall represent the state system of public education;

68 (ii) one member shall represent the state system of higher education; and

69 (iii) one member shall represent the public at large.

70 (b) Except as required by Subsection (3)(c), members shall be appointed to four-year
71 terms.

72 (c) Notwithstanding the requirements of Subsection (3)(b), the governor shall, at the
73 time of appointment or reappointment, adjust the length of terms to ensure that the terms of
74 committee members are staggered [~~so that approximately half of the committee is appointed~~
75 ~~every two years~~].

76 (d) When a vacancy occurs in the membership for any reason, the replacement shall be
77 appointed for the unexpired term.

78 ~~[(4) A member]~~

79 (4) The steering committee appointed under Subsection (3):

80 (a) shall hire an executive director for UEN, and may terminate the executive director's
81 employment or assignment;

82 (b) shall determine the executive director's salary;

83 (c) shall annually conduct a performance evaluation of the executive director;

84 (d) shall establish policies the steering committee determines are necessary for the
85 operation of UEN and the administration of UEN's duties; and

86 (e) shall appoint a statewide advisory committee of representatives from public and
87 higher education, state government, and private industry to advise UEN in:

88 (i) the development and operation of a coordinated, statewide, multi-option
89 telecommunications system to assist in the delivery of educational services throughout the

90 state; and

91 (ii) acquiring, producing, and distributing instructional content.

92 (5) (a) The executive director of UEN shall be an at-will employee.

93 (b) Subsection (5)(a) does not apply to a person who:

94 (i) holds the position of executive director of UEN when hired by the steering

95 committee; and

96 (ii) was employed as executive director of UEN before May 8, 2012.

97 (6) A member of the steering committee appointed under Subsection (3) or the

98 advisory committee appointed under Subsection (4)(e) may not receive compensation or

99 benefits for the member's service, but may receive per diem and travel expenses in accordance

100 with:

101 (a) Section 63A-3-106;

102 (b) Section 63A-3-107; and

103 (c) rules made by the Division of Finance pursuant to Sections 63A-3-106 and

104 63A-3-107.

105 ~~[(5)]~~ (7) UEN shall locate and maintain educational telecommunication infrastructure

106 throughout the state.

107 ~~[(6)]~~ (8) Educational institutions shall manage site operations under policy established

108 by UEN.

109 ~~[(7)]~~ (9) Subject to future budget constraints, the Legislature shall provide an annual

110 appropriation to operate UEN.

111 (10) If the network operated by the Department of Technology Services is not

112 available, UEN may provide network connections to the central administration of counties and

113 municipalities for the sole purpose of transferring data to a secure facility for backup and

114 disaster recovery.

115 Section 2. Section **53B-17-104** is amended to read:

116 **53B-17-104. Responsibilities of the State Board of Regents, the State Board of**

117 **Education, the University of Utah, KUED - TV, KUER - FM, and UEN related to public**

118 **broadcasting and telecommunication for education and government.**

119 (1) Subject to applicable rules of the Federal Communications Commission and

120 Section 53B-17-102, the State Board of Regents, the State Board of Education, and the

- 121 University of Utah, KUED - TV, KUER - FM, and UEN shall:
- 122 (a) coordinate statewide services of public radio and television;
- 123 (b) develop, maintain, and operate statewide distribution systems for KUED - TV,
124 KUER - FM, and KUEN, the statewide distance learning service, the educational data network,
125 connections to the Internet, and other telecommunications services appropriate for providing
126 video, audio, and data telecommunication services in support of public and higher education,
127 state government, and public libraries;
- 128 (c) support the delivery of these services to as many communities as may be
129 economically and technically feasible and lawfully permissible under the various operating
130 licenses;
- 131 (d) cooperate with state and local governmental and educational agencies and provide
132 leadership and consulting service for telecommunication for education;
- 133 (e) represent the state with privately owned telecommunications systems to gain access
134 to their networks for the delivery of programs and services sponsored or produced by public
135 and higher education;
- 136 (f) acquire, produce, coordinate, and distribute a variety of programs and services of an
137 educational, cultural, informative, and entertaining nature designed to promote the public
138 interest and welfare of the state;
- 139 (g) coordinate with the state system of higher education to acquire, produce, and
140 distribute broadcast and nonbroadcast college credit telecourses, teleconferences, and other
141 instructional and training services;
- 142 (h) coordinate with ~~[the State Board of Education and]~~ school districts and public
143 schools to acquire, produce, and distribute broadcast and nonbroadcast telecourses,
144 teleconferences, and other instructional and training services to the public schools;
- 145 (i) ~~[act as]~~ coordinate the development of a clearing house for the materials, courses,
146 publications, media, software, and other applicable information related to the items addressed
147 in Subsections (1)(g) and (h);
- 148 (j) coordinate ~~[with the State Board of Education to assist in providing the public~~
149 ~~schools of Utah with]~~ the provision of the following services to public schools:
- 150 (i) broadcast, during school hours, of educational and administrative programs
151 recommended by the State Board of Education;

152 (ii) [~~duplication and encoding of program masters~~] digitization of programs for
153 broadcast purposes; and
154 (iii) program previewing;
155 (k) share responsibility [~~with the State Board of Education~~] for Instructional Television
156 (ITV) awareness and utilization; and
157 (l) provide teleconference and training services for state and local governmental
158 agencies.
159 [~~(2) UEN shall:~~]
160 [~~(a) consult with the UEN steering committee authorized in Section 53B-17-102 and~~
161 ~~other technology coordinating committees established by the State Board of Education and~~
162 ~~State Board of Regents in acquiring, producing, and distributing instructional content;]~~
163 [~~(b) coordinate the statewide development and implementation of the data network for~~
164 ~~education, which shall include video and audio, data connections, and connection to the~~
165 ~~Internet, utilizing satellite, microwave, fiber-optic, and other transmission media;]~~
166 [~~(c) utilize statewide economic development criteria in the design and implementation~~
167 ~~of the educational telecommunications infrastructure;]~~
168 [~~(d) assure that public service entities such as educators, public service providers, and~~
169 ~~public broadcasters are provided access to the telecommunications infrastructures that are~~
170 ~~developed in the state;]~~
171 [~~(3) If the network operated by the Department of Technology Services is not available,~~
172 ~~UEN may provide network connections to the central administration of counties and~~
173 ~~municipalities for the sole purpose of transferring data to a secure facility for backup and~~
174 ~~disaster recovery;]~~
175 [~~(4)~~] (2) This section neither regulates nor restricts a privately owned company in the
176 distribution or dissemination of education programs.

Legislative Review Note
as of 11-29-11 3:35 PM

Office of Legislative Research and General Counsel

UEN STEERING COMMITTEE 2012 MEETING SCHEDULE - ACTION

Issue

UEN Steering Committee meeting dates for 2012 are proposed.

Background

The following Fridays are proposed for the 2012 UEN Steering Committee meetings. These dates avoid conflicts with the schedules of the Board of Education, Board of Regents, the Utah School Superintendents Association, and UEA convention. All meetings will be held at the Dolores Doré Eccles Broadcast Center, on The University of Utah campus. Members may also participate from Interactive Videoconferencing rooms throughout the state by making prior arrangements with the UEN Technical Services Support Center.

Proposed 2012 Steering Committee Meeting Schedule

January 13

February 17

March 23

June 15

August 17

October 26

December 21

Recommendation

It is recommended that the proposed UEN Steering Committee meeting schedule for 2012 be approved.

UEN LEGISLATIVE PRIORITIES - ACTION

Issue

In its last meeting on Oct. 28, 2011, the UEN Steering Committee approved a motion for staff to provide a more detailed picture of the actual costs of bringing all elementary schools and charter schools in Utah to the same level of connectivity. This research has been completed and will help illuminate UEN's options in approaching the 2012 Legislature.

Background

In October 2011, the UEN Steering Committee approved the following legislative priorities, and a request that staff provide a more detailed breakdown of actual costs:

- First Priority – Elementary and Charter School Connectivity
- Second Priority – New School Connectivity
- Third Priority – Statewide Filtering

UEN staff has completed this request for additional detail and will distribute the information and recommendations as a part of this agenda item.

Recommendation

It is recommended that the UEN Steering Committee consider the additional information and provide further guidance regarding UEN's legislative priorities.

LEGISLATIVE COMMUNICATION PLANS - DISCUSSION

Issue

The 45-day general session of the Utah Legislature will convene on Capitol Hill January 23 through March 8, 2012. UEN's approach with lawmakers will build upon the successful communication plan we used with the Higher Education Appropriations Subcommittee when they met at the Dolores Doré Eccles Broadcast Center and toured UEN operations in November 2011.

Background

Our goals are to engage legislators with compelling information about UEN's accomplishments and plans, respond effectively and transparently to any questions or concerns, and to secure annual state funding by working with these three committees and/or other groups and individuals:

- Public Education Appropriations Subcommittee
- Higher Education Appropriations Subcommittee
- Executive Appropriations Committee

We will use an interdisciplinary strategy that includes elements of best practices from infrastructure operations and planning, instructional design and strategic communication. Along with other dynamics we will:

- Draw upon individual backgrounds and background knowledge
- Present relevant information in compelling ways
- Actively listen to comments and concerns
- Ask for feedback and provide answers to questions
- Evaluate the interaction and the outcome

Our tactics will include the new UEN booklet and the "UEN in a Nutshell" video which we used with the Higher Education Appropriations Subcommittee in November. Based on positive comments from that presentation, we will again emphasize how UEN meets the needs of higher and public education through infrastructure that integrates:

- Networking Services
- Application Hosting
- Application Support

We are continuing to refine this plan with the co-chairs of the UEN Steering Committee and Steering Committee Member and Representative Ronda Menlove who is sponsoring the UEN governance legislation (Tab 23).

Recommendation

This is an information item and requires no further action by the committee.

UEN FY 2012 STRATEGIC PLAN PROGRESS REPORT - DISCUSSION

Issue

The UEN FY 2012 Strategic Plan Progress Report is presented for discussion.

Background

The UEN FY 2012 Strategic Plan summarized planning activities that occurred throughout the Spring and Summer. Members of the UEN Steering Committee and other interested parties met in May for a strategic planning retreat. UEN Staff, and additional regional and service committees also brought forward their strategic initiatives for the coming year to inform the plan.

The UEN FY 2012 Strategic Plan is organized around three UEN service priorities: Networking Services, Application Hosting, and Application Support. High level strategic projects are listed under each area. This report provides an update on the progress made on these projects.

Recommendation

This is an information item and requires no further action by the committee.

UEN FY 2012 STRATEGIC PLAN PROGRESS REPORT

INITIATIVES		
NETWORKING SERVICES	APPLICATION HOSTING	APPLICATION SUPPORT
<p>1. Complete Utah Anchors BTOP project Project is substantially complete (67%) with 97 sites as of Jan. 3, 2012</p> <p>2. Build Metro Ring and SE capacity</p> <ul style="list-style-type: none"> Metro Ring Project on schedule per BTOP requirements; Fiber installation and order placed; optical gear ordered and received Salt Lake IRU bids received in Dec. pending award; Logan IRU proceeding with Syringa Networks In Oct., turned up 1 Gbps backbone circuit between Price and Blanding with Frontier and Emery Telcom <p>3. Build data center Building and network plans on target as scheduled for Apr. 2012 commissioning</p> <p>4. Plan for IVC replacement cycles Develop financial models for IVC capital equipment replacement</p> <p>5. Connect new schools and elementaries</p> <ul style="list-style-type: none"> New charter schools planned in current UEN RFP. Work with the schools on proposal evaluations. Evaluate plans for remaining 23 elementary schools without adequate broadband (current UEN RFP) <p>6. Conduct RFPs/procurement for WAN RFP issued in Oct.; 14 Bidder responses received in November; Conducted vendor interviews and presentations; award recommendations and negotiations new contracts in Jan./Feb. 2012 for new E-Rate filings</p> <p>7. Explore feasibility of I2 ION in Utah Part of Metro Ring planning process</p> <p>8. Pursue additional funding sources Successful grants awarded for NetSafe Utah (\$534,000), NSF CI-WATER (\$3,435,873), Utah Humanities Council (\$3,000), Utah Anchors/BTOP supplemental award (part of \$13,500,000 grant), Mobile DTV (\$133,029). Applications pending for CPB Bandwidth Optimization Grant (\$750,000), NSF iUTAH (\$20,000,000), NSF Celebrated Frogs (\$850,000)</p> <p>9. Expand digital broadcast translators New signal for UEN-TV and MHz Worldview in Wendover, UT</p> <p>10. Coordinate w/national groups, peers Continued involvement with peer organizations: StateNets, CPB, NETA, E-Rate Directors, QUILT, etc.</p> <p>11. Build UEN's capacity as UCAN site Letter of Intent was sent in Dec. 2011</p>	<p>1. Migrate to web-services architecture Continue to build and use web services as much as possible. Recent examples: the Whols project using the IPControl SOAP-based web service and the new Catalog application using web services for authentication and collection of core data</p> <p>2. Build Utah Database Alliance Datashare Prototype created, build processes contracted, data sources identified and 60 documented</p> <p>3. Apply IPv6 for Outfacing Services Done and encouraged for further adoption beyond outfacing services</p> <p>4. Move to centralized authentication Explored using Crowd (an Atlassian product) as an ID management/central authentication source</p> <p>5. Complete core mgmt interface Completed Aug. 2011</p> <p>6. Curate resources for Common Core Worked with over a dozen educators to align materials to the CCSS (this is an ongoing task)</p> <p>7. Add e-commerce to PD registration Completed development in Nov. 2011, but haven't moved it to production</p> <p>8. Develop preschool reading site Completed Nov. 2011 http://utahkidsreadytoread.org/</p> <p>9. Create an Apps for Education site Programming completed Oct. 2011, but populating the database is ongoing. http://www.uen.org/apps4edu</p> <p>10. Integrate OER Glue and my.UEN Provided Tatamae web services and authentication solutions</p> <p>11. Redesign NetSafe Utah website Completed Aug. 2011 http://www.netsafeutah.org/</p> <p>12. Expand eMedia and PBS LM content Successfully launched API integration solution and bidirectional sharing of content between PBS LM and eMedia. Now working on revising integration for access to full PBS LM digital collection</p> <p>13. Procure and launch web conferencing RFP issued in Nov. 2011</p> <p>14. Program USOE formative testing tool uTIPS programming complete</p> <p>15. License mission-aligned programming Ongoing media reviews/proposals</p> <p>16. Maintain Pioneer Library databases Ongoing; continue to look at potential databases – will be looking at eBooks this year</p> <p>17. Increase mobile-friendly tool set Created mobile friendly version of the Educator Search in Aug. 2011 and Apps4Edu in Oct. 2011</p> <p>18. Retire BB, migrate to 100% Canvas LMS</p> <ul style="list-style-type: none"> Although varying greatly across institutions in the consortium, about 30% of courses using online components used Canvas during the fall 2011 semester. We anticipate that the % of courses using Canvas in spring 2012 will be about 80% We are also in final negotiations with Blackboard for a non-production license to continue running an instance of Blackboard Vista for 18 months beyond our current contract for grade challenges <p>19. Build UETS and UELS websites Completed first draft in Sept. 2011 www.uen.org/k12educator/uets and http://www.uen.org/k12educator/uels</p>	<p>1. Administer E-Rate program E-Rate coordination on schedule</p> <p>2. Implement strategic communication plan Ongoing with priority projects such as preparation for the 2012 legislative session, BTOP and internal communications</p> <p>3. Host technical summit and UtahSAINT conference Done Oct. 11-14, 2011</p> <p>4. Expand QuickTicket and Site DB tools On target and ongoing</p> <p>5. Expand online security monitoring Research underway</p> <p>6. Plan for national SC12 conference On target and ongoing</p> <p>7. Support NSF-EPSCoR Utah projects Submitted iUTAH and RII proposals; awarded CI-WATER and initiated projects for it</p> <p>8. Host T-Forum and C-Forum meetings Participated in Oct., Nov. and Dec. C-Forum meetings</p> <p>9. Teach others about UEN tools and services</p> <ul style="list-style-type: none"> Jul. 1-Sept. 30: 37 classes on UEN resources, tools and services Oct. 1-Dec. 31: 51 classes on UEN resources, tools and services <p>10. Support UtahFutures project Participated in Executive Steering Committee</p> <p>11. Support USHE Gen Ed courses project Developed a Technology Intensive Concurrent Enrollment website in Sept. 2011 http://www.uen.org/concurrent</p> <p>12. Support USHE and K-12 Canvas sites</p> <ul style="list-style-type: none"> Held monthly Canvas admin meetings for USHE Canvas administrators, face-to-face meeting in Oct. for Canvas administrators Provided Tier II technical support for Canvas support tickets and held weekly support meetings with Instructure Support Held weekly webinars for K-12 Canvas users and created a public K-12 course to share information <p>13. Produce user guides and documents Completed draft UTIPS manual</p> <p>14. Produce video tutorials on UEN tools We produced 5 video tutorials for people taking a UEN prof dev class in Canvas – these are in the Start Here module of all UEN PD classes in Canvas</p> <p>15. Increase online and just-in-time PD Added 7 new online courses (eLearn partnership courses)</p> <p>16. Support IVC scheduling processes In the final stages of redesigning the interface – will be completed by the end of this quarter (Dec.)</p> <p>17. Leverage social networking tools Increased live tweeting for UEN events; increased viewer participation in Sci-Fi Friday programming</p> <p>18. Engage community with screenings and events 6 film screening and community engagement events, over 400 participants</p>

BTOP PROJECT “SUBSTANTIALLY COMPLETE”- DISCUSSION

Issue

UEN completed the turn up of 94 BTOP Community Anchor Institutions (CAIs) on December 21 prior to 3:00 p.m. This major accomplishment meets an important grant project requirement to be “substantially complete” or 67%, by the end of the second year of the project. The project will ultimately connect 140 CAIs including elementary schools, charter schools, public libraries and Head Start programs.

Background

The following are statistics and information about the BTOP project:

Project Totals

- 140 Community Anchor Institutions (CAIs)
- It will extend broadband services to:
 - ◊ 71 elementary schools
 - ◊ 22 charter schools
 - ◊ 18 public libraries
 - ◊ 23 Head Starts
 - ◊ 6 government and higher education sites
- 54 new fiber miles will be installed
- 1022 new fiber miles will be leased
- Telco sub-recipients – CenturyLink/Qwest, UTOPIA, CentraCom and Wireless Beehive

Project Schedule

- Three years to complete entire project
- The NTIA indicated that because our project was on schedule it had a positive influence in the decision to approve our post award modification which included an additional 40 CAIs and the Salt Lake and Logan middle mile optical network
- UEN is on schedule to complete the entire project by the end of the third quarter of 2012. We are projecting the remaining CAIs will be completed and turned up as follows:

- ◇ First quarter 2012 – 14
- ◇ Second quarter 2012 – 28
- ◇ Third quarter 2012 – 4
- As of Jan. 3, 2012 we have completed the turn up of 97 CAIs
- Attached is a list of completed CAI sites which can also be viewed at:
<http://www.uen.org/btop/sites.php?status=completed&type=all&sort=name>

Recommendation

This is an information item and requires no further action by the committee.

Tab 28 ATTACHMENT A

COMPLETED COMMUNITY ANCHOR INSTITUTIONS

1. American Prep Academy
2. Arrowhead Elementary
3. Barratt Elementary
4. Bear River Charter School
5. Bloomington Elementary
6. Bluffdale Elementary
7. Bonneville Elementary
8. Bountiful Library
9. Brigham City Carnegie Library
10. Centerville Library
11. Centerfield Head Start
12. Centro De La Familia
District Office
13. Clearfield Library
14. Columbia Elementary
15. Coral Canyon Elementary
16. Coral Cliffs Elementary
17. Corrine Early Learning Center
18. Dale C. Young Community Center
19. Davis County Library - Farmington
20. Dee Elementary
21. Diamond Valley Elementary
22. Discovery Elementary
23. District Transportation Building
24. Dixie Downs Elementary
25. East Elementary (Tooele Co.)
26. East Elementary (Washington Co.)
27. Elk Meadows Elementary
28. Excelsior Academy
29. Foothill Elementary
30. George Washington Academy
31. Gramercy Elementary
32. Grovecrest Elementary
33. Guadalupe Schools K-3
34. Hayden Peak Elementary
35. Heritage Elementary
36. Heritage Elementary School
37. Herriman Elementary
38. Hillcrest Elementary
39. Horace Mann Elementary
40. Horizon Elementary
41. Hyrum Library
42. James Madison
43. John Hancock School K-8
44. Jordan Hills Elementary
45. Jordan Valley School
46. Karl Maeser Preparatory
Academy 9-12
47. Kaysville Library
48. La Verkin Elementary
49. Lake View Elementary
50. Lincoln Elementary
51. Logan Library
52. Midas Creek
53. Monte Vista Elementary
54. Mount Pleasant Head Start
55. Mountain Shadows Elementary
56. Mountain View Elementary
57. Mountainland Head Start
District Office
58. Murray Public Library
59. Noah Webster Academy K-6
60. North Point Elementary
61. Northlake Elementary
62. Ogden-Weber Community
Action Partnership Head Start
District Office
63. Oquirrh Elementary
64. Orem Public Library
65. Park City Library

66. Payson City Library
67. Polk Elementary
68. Red Mountain Elementary
69. Riverside Elementary (Jordan)
70. Riverside Elementary (Washington Co.)
71. Rose Creek Elementary
72. Rose Springs Elementary
73. Rural Utah Development
Head Start District Office
74. SUU Head Start District Office
75. Salt Lake Community Action
Partnership Head Start District Office
76. Sandstone Elementary
77. Santa Clara Elementary
78. Sunset Elementary
79. Syracuse Library
80. Terra Linda Elementary
81. Thomas O. Smith Elementary
82. Three Mile Creek Elementary
83. Timpanogos Academy K-8
84. Tooele City Public Library
85. Tooele Community Learning Center
86. Utah Virtual Academy K-12
87. Vista at Entrada
88. Wasatch Elementary
89. Washington Elementary
90. Welby Elementary
91. West Elementary
92. West Jordan Elementary
93. Westland Elementary
94. Westvale Elementary
95. Willard Elementary
96. Willow Elementary
97. Youth Track Youth in Custody

LEARNING MANAGEMENT SYSTEM UPDATE - DISCUSSION

Issue

The Utah System of Higher Education (USHE) consortium, with input from Chief Information Officers (CIOs), Chief Academic Officers (CAOs), Learning Management System (LMS) administrators, Utah Education Network (UEN), and Instructure, has decided to move hosting of the Canvas LMS from UEN to the Instructure cloud (Canvas Cloud). The transition to Canvas Cloud will take place over the next few months and will be seamless to end users.

Background

The consortium chose Canvas to replace Blackboard Vista as a state-wide learning management system in December 2010 in a competitive RFP selection process. UEN began hosting Canvas for all state higher education institutions for summer semester 2011 and has continued to host Canvas as the final transition to Canvas from Blackboard Vista takes place.

A lot has changed in the LMS market since the consortium decided to adopt Canvas about a year ago. Instructure has matured as a company and become a serious competitor in the LMS market. In addition, the trend of cloud-based applications continues to grow steadily. During Fall 2011, the USHE CIOs began an investigation of the viability of moving Canvas to the Instructure Cloud (Instructure-hosted service on the Amazon cloud). This investigation involved the input of CIOs, CAOs, Canvas administrators, UEN staff, and Instructure. After a thorough investigation into the advantages of hosting Canvas in the cloud, the CIOs, with approval from the other entities, decided to move Canvas hosting to the cloud. This transition will be carefully planned and will be transparent to end users. No timeline for this transition to Canvas Cloud has been set, but we anticipate that the transition will happen before the start of summer semester courses.

Canvas Cloud Advantages

Canvas Cloud provides several advantages, including economics (cost savings to the consortium), quality of service (same environment as other Instructure clients and a more efficient support structure), and agility (automatic provisioning of servers based on system load). More of the advantages of Canvas Cloud are listed at <http://www.instructure.com/hosting>.

There is no difference in the cost to institutions between Canvas Cloud hosting and UEN Canvas hosting. There are some costs associated with the change (covered by UEN), but the cost savings to the consortium more than make up for the cost to move to the cloud.

One of the biggest advantages to the consortium is that higher education institutions will be on the same Canvas environment as all other Instructure clients, including Utah K-12 teachers and students.

Changes for UEN

The migration to Canvas Cloud will affect UEN more than it will affect institutions, since the transition will be transparent to end users. The transition will not affect the K-12 institutions using Canvas at all because they are already on Canvas Cloud. The biggest change for UEN is that UEN will no longer host Canvas. This means that some of the UEN staff supporting Canvas will have additional time available to be devoted to other projects.

Another change with the transition is that Instructure will take over Tier 2 support for Canvas. Right now, institutions provide Tier 1 support, and issues that need to be escalated go to UEN (Tier 2) before being escalated to Instructure. UEN will still maintain visibility into all support tickets for consortium institutions, but will not have the same Tier 2 support obligations.

UEN will still play an important role in the consortium, however. Since Instructure will be taking over the Tier 2 support, more time will be available for UEN to take a more proactive role in being an advocate for the consortium with Instructure. This will also allow UEN to focus less on running and maintaining the LMS, and more upon providing resources that support the LMS.

The following summarizes the role of UEN in the consortium with Canvas Cloud:

- UEN focus switches from “reactive” to “proactive”
- UEN maintains negotiation of contracts
- UEN manages third party integration (Respondus, Equella etc.) issues and questions
- UEN still manages meetings and consortium issues
- UEN manages and leads training initiatives
- UEN tackles instructional design training that goes beyond Canvas
- UEN leaders can be made Canvas Coaches
- UEN can create documentation specific to UEN (mistakes to avoid, FAQs etc.)
- UEN still acts as a unified voice for identifying and following up on major issues (requests, common bugs), and as an investigator or advocate

Because of the cost savings to UEN in equipment and personnel resources, UEN will cover the one-time cost to Instructure for the migration to Canvas Cloud, and also the cost for Instructure to take over Tier 2 support (20% of the annual licensing cost). No changes will be required to the amounts that higher education institutions contribute to the annual licensing costs for Canvas.

Utah Electronic High School

The migration to Canvas Cloud will also affect the Utah Electronic High School (EHS), since the agreement with Instructure was for UEN to host Canvas for EHS. However, EHS has not yet migrated from Moodle, and UEN recommends that EHS move to the Canvas Cloud along with all higher and public education institutions to provide the same environment and resources that are available to other Utah Schools. UEN is working with EHS to understand their needs and concerns for the transition.

More Information about the Transition

You can find out more about the move to Canvas Cloud at <http://www.uen.org/cms>. This page contains public information about the transition, including FAQs and status updates. For answers to other questions about the transition please contact Scott Allen at scott.allen@uen.org or 801-581-5382.

Recommendation

This is an information item and requires no further action by the committee.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

October 28, 2011 – 9:00 a.m.

Working Session

Opening Remarks

Brenda Hales welcomed everyone to the working session and presented the following discussion topics:

- UEN Infrastructure Services Catalog
- UEN Methodology Document
- FY 2013 Budget

Discussion then began on the Infrastructure Services Catalog and Funding Summary. The infrastructure services, listed below, consist of three core areas:

- Networking Services
 - ◊ Wide Area Network
 - ◊ Internet Access
 - ◊ Network Support and Security Monitoring
 - ◊ UEN-TV and MHz Worldview
 - ◊ Internet Filtering
- Application Hosting
 - ◊ Interactive Video Conferencing
 - ◊ Learning Management System
 - ◊ Pioneer Library and Preschool Pioneer
 - ◊ Web Conferencing
 - ◊ Core Curriculum Database Resources and Tools
 - ◊ Teaching and Assessment Resources
- Application Support
 - ◊ Training and Infrastructure Support
 - ◊ Regional Support
 - ◊ E-Rate Support

A UEN Infrastructure Services Funding Summary was handed out to members. The summary provides detailed information about UEN's services costs and labor. It was agreed that much time and effort went into preparing the data. In addition to Public Education, Higher Education, etc., members requested that Charter School costs be broken out in the summary. Charter Schools would continue to be featured in the Public Education expense report as well. It should be presented both ways because the percentages are different. Several members commented that it was convenient to have all of the information on one page.

It was recommended that the UEN expense funding and customer spreadsheets be combined. This would enable viewers to not only see the costs but also the cost percentages for each customer group that UEN serves. Lisa and Laura agreed to work on combining the two spreadsheets into one, and have it for review at the next Working Session meeting.

Tab 7 - FY 2013 Budget Recommendations

Brenda invited open discussion of the FY 2013 Budget before it goes to the Steering Committee for approval.

It was also discussed that Eric Denna will be "the voice" for UEN at the Legislature this upcoming (2012) session, and that UEN's three priorities this year are:

- Elementary and Charter School Network Connectivity
- New School Network Connectivity
- Statewide Filtering Service

This completed the Working Session portion of the Steering Committee.

Committee of the Whole

Members Present: Clark Baron, Steve Corbató, Eric Denna, Steve Fletcher, Rick Gaisford, Brenda Hales, Eric Hawley, Gary Koeven, Eric Mantz, Ronda Menlove, Craig Nielson for Donna Jones Morris, Rachel Murphy, Gail Niklason, Mike Petersen, Glen Taylor, Barry Walker, Ray Walker, Gary Wixom

Others Present: Scott Allen, Bill Bingham, Charice Black, Barry Bryson, Rebecca Davis, Rich Finlinson, Laura Hunter, Troy Jessup, Lisa Kuhn, Dan Patterson, Bryan Peterson, Joni Robertson, Dennis Sampson, Lee Tansock, Louie Valles

Welcome and Introductions

Brenda Hales welcomed everyone to the October Steering Committee meeting.

Tab 6 – Steering Committee Membership

Mike Petersen reported that the terms of several UEN Steering Committee members expired at the end of August. Brenda Hales and Gary Wixom recommended that the terms of the following members be extended: Kenning Arlitsch, Steve Corbató, Gary Koeven, Ronda Menlove, Gail Niklason, Clark Baron, Rick Gaisford and Kirk Sitterud. These names will be submitted to the Governor's Office with a recommendation to extend their terms.

A motion was made and seconded to approve the nominations of Kenning Arlitsch, Steve Corbató, Gary Koeven, Ronda Menlove, Gail Niklason, Clark Baron, Rick Gaisford and Kirk Sitterud to serve new terms as members of the Steering Committee, subject to approval by Governor Gary Herbert. THE MOTION CARRIED.

Tab 7 – FY 2013 Budget Request

Mike Petersen shared that the FY 2013 UEN budget request requires approval by the Steering Committee before being submitted to the Governor and Legislature for their consideration. The request includes a proposed increase in state funds of \$286,000 (ongoing funds) and a one-time appropriation of \$150,000 targeting the following priorities initially proposed during the August Steering Committee meeting:

- First Priority – Elementary and Charter School Network Connectivity. UEN was not funded to connect and pay for elementary network connections. If districts wished to connect their elementary schools to the UEN network, they were expected to pay the after E-Rate cost of those connections. Over the years five different funding scenarios have been used; Attachment A provides details on the historical and financial relationships that have been followed. To assure a sustainable funding plan for elementary and charter school connectivity within the UEN BTOP project, UEN proposed to request from the Legislature an ongoing appropriation of \$250,000 to pay the after E-Rate monthly recurring costs for elementary and charter school connections installed during the BTOP grant project. For a more detailed breakout, please refer to Tab 7, Attachment A.
- Second Priority – New School Network Connectivity. UEN estimates that 12 to 15 new public education and charter schools will be built and become operational annually. In order to be consistent with other schools connected to the UEN network, ongoing monthly circuit charges would be funded annually through an incremental appropriation by the Legislature to UEN. We therefore are proposing that \$36,000 be included in the UEN FY 2013 budget request to cover the circuit charges for 12 new public education and charter school facilities scheduled to operate in FY 2013.
- Third Priority – Statewide Filtering Service. The Children's Internet Protection Act (CIPA) addresses concerns about access to offensive content over the Internet on school computers. UEN hosts the Internet safety filtering applications for all Utah public and charter schools. Because of favorable contract negotiations over the past 5 years, the efficiencies generated by a centrally hosted statewide filtering application, and from economies of scale, UEN has spent \$100,000 annually to provide filtering services for all public schools statewide. The equipment costs to support district-level and charter school filtering have increased, therefore we are proposing that \$150,000 be allocated by the Legislature to offset these higher

costs. These one-time funds would allow UEN to help lower the burden for the districts and charter schools.

- An additional priority was suggested after discussion among the Steering Committee members. This fourth priority would be to ask the Legislature for flexibility on budget allocation. In addition it was recommended that a detailed cost breakdown be provided that outlines the actual costs of bringing elementary and charter schools up to the same connectivity levels.

A motion was made and seconded to approve our requests for ongoing funds to pay network after E-Rate expenses for BTOP elementary and charter schools, additional information on actual costs for elementary and charter schools to have same level of connectivity, new school network connectivity and one-time funds to offset districts' equipment expenses to filter the Internet and to update connectivity costs and request flexibility on budget allocation. THIS MOTION CARRIED.

Tab 8 – IVC Support for Governor Herbert's Rural Tour of Utah

Louie Valles shared the successful UEN IVC support of the Governor's tour of Utah with the Steering Committee. This event was the first of its kind and demonstrated the interactive capabilities that instructors and students use daily on the system. It also highlighted the extent of UEN broadband improvements in the most remote regions of Utah. Although logistical and technical demands were great conducting an event of this magnitude, it was judged to be a success by the Governor's office.

The Governor's address can be viewed at www.uen.org, Utahfutures.org and Utah.gov. Excerpts of the news conference can be viewed at http://www.utah.gov/governor/news_media.

Tab 9 – New Children's Internet Protection Act (CIPA) Compliance

Rick Gaisford reported to the Steering Committee on the New Children's Internet Protection Act (CIPA) Compliance Requirements. UEN must obtain certification of CIPA compliance from all consortium members annually via the FCC Form 479 (Certification of CIPA Compliance) and Utah E-Rate applicants must certify compliance themselves annually on FCC Forms 486 (Notification of Service Delivery). To assist Utah entities in complying with the new rules, UEN has distributed to UEN members via our E-Rate mailing list and the TCC mailing list, a checklist. It is also posted on the UEN website at <http://www.uen.org/e-rate/cipa.shtml>. These new requirements go into effect July 1, 2012. For more details on the CIPA Policy Compliance Checklist and CIPA Compliance Resources, please refer to Tab 9.

Tab 10 – CPB Bandwidth Optimization Proposal

Laura Hunter gave a report on the CPB Bandwidth Optimization Proposal that UEN, KUED and KBYU are in the process of preparing. This document will include formal agreements on how we will share and also differentiate our services. In addition to programming, the collaborative agreement will include formal arrangements for fund-raising, staffing, community engagement, technical coordination, and other factors.

This proposal will replace the program differentiation fund which is being retired. If successful, the grant will result in an additional \$250,000 per station for three consecutive years. Each station's board will be asked to formally adopt the agreement prior to CPB submission in January. A final draft of this proposal will be presented to the Steering Committee for adoption in the December 2011 meeting.

Tab 11 – Strategic Communication Report

Rich Finlinson updated the Steering Committee on the exhibitions in which UEN participated during the last few months. Rich also shared that UEN has submitted a report to NTIA for possible inclusion in an addendum to the Stakeholder Outreach and Sustainability Toolkit for BTOP recipients. The addendum provides tactical guidance, examples, tips, and best practices in several areas of outreach and communications. To see the list of recommendations and exhibitions, please refer to Tab 11.

Tab 12 – UEN In A Nutshell Video

Laura Hunter reported to the Steering Committee that UEN has made a video that clarifies our services to public education and higher education. The online video called "UEN in a Nutshell," was shared during the meeting and can be found online at <http://www.uen.org/ueninfo/>. It was suggested that this video also be made available in a Powerpoint format, be posted on the UEN homepage, and made accessible as a mobile download.

Tab 13 – Professional Development Policy Recommendation

Laura Hunter and Victoria Rasmussen shared with the Steering Committee a recommendation to start billing for in-person professional development classes at the U of U and online. Due to slowly increasing operations expenses with no funding increases in the past 10 years, they now find it necessary to begin assessing a modest fee for the classes for which credit is available. Victoria reported that extensive research has been done regarding the charging practices of other professional development organizations and districts, as well as assessed responses through our Public Education Advisory Committee and other colleagues. The response has been either neutral or positive with many understanding the current economic challenges, and others recognizing the benefits charging will have on attendance and engagement in class.

It was suggested that a customer survey be sent out to previous class attendees to gauge their responses to a fee for UEN's Professional Development classes. Since this Item was listed as a discussion topic, no decision can be made during this meeting. The matter will be reintroduced at the December Steering Committee meeting for more discussion and/or approval.

Tab 14 – Web Conferencing RFP

Scott Allen and Laura Hunter reported to the Steering Committee that our licensing agreement for the Wimba Collaboration Suite ends on August 31, 2012 and that UEN is beginning the process to select a replacement web conferencing service. A committee consisting of representatives from higher education, public education and

state libraries areas will make a recommendation on the replacement, and that report will be shared at the December Steering Committee meeting.

Tab 15 – BTOP Infrastructure Improvement Grant

Dennis Sampson reported to the Steering Committee that UEN is making excellent progress on the Broadband Technologies Opportunities Program (BTOP) project called Utah Anchors. UEN is currently on schedule for completing broadband connections to approximately 95 institutions by the end of the second year of this project. Dennis also shared that the NTIA approved allowing the addition of 40 Community Anchor Institutions. A list of the approved CAI additions is included in this report which can be found in Tab 15, Attachment A.

Tab 16 – UEN Infrastructure RFP for Backbone, Internet

Dennis Sampson shared with the Steering Committee that UEN has issued an RFP to address expiring contracts with the state Wide-Area-Network core ring backbone and Internet access services and examine future technologies to implement in the core network at Points-of-Presence (POP) Locations. UEN held a pre-bidders conference in October and UEN expects to receive a number of competitive proposals in response to the RFP. Dennis will have an update during the December meeting.

Tab 17 – Recent Awards for UEN

Steve Corbató reported that The University of Wyoming, Brigham Young University, The University of Utah and Utah State University partnered successfully for a collaborative research award from the National Science Foundation called CI-WATER, Cyberinfrastructure to Advance High Performance Water Resource Modeling. The award is just over 3.4 million dollars for the three-year project.

UEN also received three awards from the National Educational Telecommunications Association (NETA): the Promotion Award for Online and Social Media - UEN Climate Science; the Community Engagement Award for Community Impact - UEN Climate Science; and the Community Engagement Award for National Project - Put a Lid On It.

Tab 18 – UEN Performance Report

Troy Jessup discussed the UEN Performance Report. The report data is under Tab 18.

Tab 19 – Steering Committee Minutes

A motion was made and seconded to approve the minutes as written with a correction to remove M.K. Jeppsen from the attendee list. THE MOTION CARRIED WITH THIS CORRECTION.

Tab 20 – Other

The next Steering Committee meeting will be held on December 16, 2011 at 10:30 a.m. at the Dolores Doré Eccles Broadcast Center.

COMMITTEE OF THE WHOLE

T A B **31**
OTHER

