Minnesota State University, Mankato
Learning & Technology Roundtable
Tuesday, February 3, 2009
CSU 238

Present: Queen Booker, Ron Browne, Matt Clay, Kevin Clement, Yvette Dulovery, Marni Dunning, Terrance Flaherty, Dave Gjerde, Jeff Henline, Linda Jacoby, Ted Johnson, Brian Jones, Joan Klanderud, Don Larsson, Peg Lawrence, Judith Luebke, Gary McKinley, Danae Quirk Dorr, Murtaza Rajabali, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Gary Urban, Steve Vassar

Absent: Marilyn Delmont, Jan Eimers, Jennifer Guyer-Wood, Catherine Hughes, Avra Johnson, Dawn Leech, Dan Levin, Patricia Lipetzky, Jayme Pretzloff, Steven Robinson, Udeeb Shankhadev, Julie Snow

Steve Vassar welcomed the group to the meeting and introduced Gene Sellner, ITS, and Kevin Clement, graduate student representative.

LTR Meetings Spring Semester – 3/3, 4/14, 5/5 (2 p.m. CSU 238)
EDUCAUSE Midwest Regional Conference, 2009 – Chicago, IL March 23 – 25, 2009: http://net.educause.edu/mwrc09 (need President’s approval)
Telepresence demo @ 7700 France and Cisco: planned for end of March

Old Business

Approval of Minutes of 1/13/09 (posted at: http://lib.mnsu.edu/ltr/ltrinfo.html)
After a motion and second, the minutes were approved without changes.

MnSCU Enterprise Funding (status update) – Bryan S.
Bryan Schneider announced that there is nothing new regarding the status of the MnSCU Enterprise Funding awards. The Cabinet and the President are sitting on these until the budget situation is more definite. He expects that 1 or 2 projects may be funded. Most likely the funding will go to areas that demonstrate a positive impact on the learning communities.

Cell Phone Policy Group (Update) – Bryan S.
Bryan announced that there is nothing new. The policy information was presented to MnSCU’s Technology Leadership Committee. Matt Clay said that this issue was also taken to Meet & Confer and MnSCU by MAPE as the policy doesn’t concur with State law.

Telepresence Technology (Update on planned 1/27 trip) – Bryan S.
Bryan said that the Telepresence demo is being rescheduled for the end of March. It is hoped that this can occur on the same day as the Open House at 7700 France (on the afternoon of March 25th). He is waiting for confirmation from Cisco.

Oracle Migration and Impacts (Update) – Ted J.
Gene Sellner reported that he has pulled data from the merged data and the old database to check for differences. Bryan Schneider reported that Marilyn Delmont has received a message that the conversion scheduled for February 13th and 14th has been delayed and additional information will be forthcoming soon. When the conversion is completed, a lot of data will be slightly different. Gene is aware of some of the differences that will occur due to going through the information
from the faculty/staff data merge. He stated that there are inconsistencies in how names and addresses are ported to the new system.

There are rules in place now that when a student is attending two institutions, the place where he/she is taking the most credits becomes the “keeper” institution. Information on identifying which institution will be the keeper is not known. There are criteria differences and the horrendous task of sorting them. Postponing the migration is good because of these issues.

MnSCU has been doing pre-tests of the merge and Gene has been discovering some quality assurance issues. Winona State and St. Cloud are also viewing the data now.

**Energy Management – Greening IT (Updates) – Gary U. & Murtaza R.**
Murtaza Rajabali shared that the Environmental Committee met last week and reviewed the President’s recommendations. They are busy reviewing these and will be making recommendations on them.

**Star Alert System (update) – Bryan S.**
Bryan Schneider announced that the sign up for staff and students is available but they are still working on issues such as being able to send different types of messages to those that are enrolled. (ex. Students receive one type of message, parents of students receive a different type of message.) By the next LTR meeting, Bryan expects to be able to do a demo for the group. He stated that we need better control of the phone numbers and addresses of those who are enrolled. They are continuing to work on this issue.

**New Business**
**Tech Fee Subcommittee – LTR reps needed asap (Bryan S.)**
Joan Roca forwarded Bryan’s message requesting participation from LTR members on the Technology Fee Subcommittee. This committee is very beneficial to those attending. It provides an excellent opportunity to learn about and see the technology in place on campus. Wayne Sharp announced that these meetings were tape recorded last year. The committee will meet on Fridays from 2 p.m. – 3 p.m. beginning on February 13th. The committee will draft proposals and distribute feedback received from students. Budget discussions will occur and the committee will identify how the numbers impact the technology services that are available. The committee will also be responsible for recommending the tech fee and setting priorities for the coming year. If you are interested in participating, please contact Bryan Schneider.

**MavPrint Changes & Savings (Bryan S.)**
Bryan said that MavPrint has now been set to print double-sided as the default. Just in January, we saved 36% on paper or approximately 158,000 sheets. We continue to encourage the use of two-sided printing.

The change in drivers made printing slower but now it has been changed back to a faster driver.

Two older printers in Trafton and the Student Union have been upgraded with better printers.

**ITS Budget Reduction Planning (Bryan S.)**
Bryan distributed a handout that outlines how IT proposes to reduce their budget by 3%. The 6% and 10% projections have not been determined yet.

**Management of Tech Changes in ITS – Update (Bryan S.)**
The MnSCU IT money plays a role in this and it is not certain as to the impact of the cuts to the initiative fund. There is no time to consult with the LTR but when a clear idea of budget is available, the information will be sent out.

**Digital Signage (Matt C.)**
Matt Clay demonstrated the digital signage that will be available. In order to use this technology, departments need to purchase a TV and a channel box. The channel boxes cost approximately $3,000. If you have a TV in your department that could be used, please contact Matt and he will see if it can be used.

The process for posting information to these televisions needs to be identified. It is the goal to have an assigned person from each department that handles the updates.

**Ongoing Technology Updates**

A. **Student MSSA/STR (students)**
   Murtaza Rajabali said that there have been student complaints that some faculty are not aware of how to use the SmartBoards. Matt will follow up and see if training is needed.

B. **Extended Learning/7700 France (Pat L./Judith L.)**
   Judith Luebke said that online enrollments are increasing.

C. **Library Services (Peg L.)**
   Peg Lawrence said that the Library is continuing a project that was started last year to review paper subscriptions. A survey is being sent to faculty in the College of Allied Health and Nursing and the College of Social and Behavioral Sciences asking to identify materials necessary for their classes. Please urge everyone in those Colleges to participate as it will impact the Library’s collection.

D. **ITS – VP/CIO (Marilyn D./Bryan S.)**
   Our own database conversion for those that are using ImageNow will occur on Friday, February 13th.

E. **ITS – Networking/Systems (Bryan S.)**
   Over spring break, power will be installed in the auditorium seats in the College of Business for laptop/cell phone chargers.

   Please remember to have everyone shut down their computers at the end of the workday. This will save us dollars in power use.

   Bryan mentioned that ITS is working on a summary report of the effects and risks of leaving student accounts open for an additional year after they leave campus. The impact comments will be reviewed by the LTR at the next meeting. This has been discussed at the Alumni Association as well.

F. **ITS – ACC (Wayne S.)**
   Wayne announced that the lab in Wiecking has been upgraded with used equipment. There are two computer labs in Ford hall and the study area has been well received by the students. A kiosk has been installed at the airport that looks like an airplane.

G. **ITS – Customer Support (Dawn L.)**
Dawn Leech was not present so Gary McKinley reported. He said that there will be an HP and a Toshiba presentation in the future. Details will be forthcoming.

H. ITS – ISRS (Ted J.)
Ted Johnson reported that there is not a firm idea of the timeline. When information becomes available, he will share.

I. ITS – MSU Web & Portal (Ted J.)
Ted is in the process of working with departments to get their websites transferred to the new template. Allied Health and Nursing and Graduate Studies are expected to roll out their new template this week. Graduation and Campus Rec have already released theirs. By spring break, 85–90% of the departments should be out on the new template.

J. ITS – COMET/METNET (Ted J.)
Ted reported that the committee will be meeting the first week in March. There is nothing new to report at this time.

K. ITS – D2L (Jeff H.)
Jeff Henline stated that there isn’t too much going on at this time. The Office of the Chancellor has stated that two schools will be moving forward with the purge but have not released the names of the institutions. Don Larsson asked why complete the purge now? Jeff was unsure of the answer because he has not received information.

L. Other tech updates/announcements (Joan K., Don L, …)
Joan Klanderud reported that 4 labs at SCC have been upgraded with Dell computers. SCC has also been using digital signage for announcements.

Don Larsson announced that the first State Meet and Confer of the semester will occur next week.

Don said that the IFO faculty members are discussing the possibility of moving forward with a faculty academic technology group.

Technology Showcase
Class Schedule Builder (Ted J.)
Ted Johnson demo’ed the class schedule builder software available to students. If you would like to view it, please go to the Registrar’s website, select the Registration page, and then Class Schedule Builder.

Desktop Conferencing Software (Jeff H.)
Jeff Henline and Marni Dunning demoed the desktop conferencing software. Jeff will send information to the LTR on how to set up an account.

Echo 360 (Marni D.)
Marni Dunning showed a presentation that was created in Echo 360. She will send the URL to the LTR members. Echo 360 is available in the T-n-T, MH 209 and AH 214. These are ready for use now.

Meeting adjourned.

Respectfully submitted by: Julie Dornack