Minnesota State University, Mankato
Learning & Technology Roundtable
Tuesday, February 5, 2008
2:00 p.m. CSU 253

Present: Harshdeep Bhasin, Matthew Clay, Marilyn Delmont, Don Descy, Yvette Dulohery, Sandra Eggenberger, Brenda Flannery, David Gjerde, Brian Groh, Jeff Henline, Catherine Hughes, Ted Johnson, Patricia Lipetzky, Judith Luebke, Gary McKinley, Pat McKinzie, Joan Roca, Stewart Ross, Bryan Schneider, Wayne Sharp, Steven Smith, Gary Urban, Steven Vassar

Absent: Jane Baird, Jan Eimers, Terry Flaherty, Joel Jensen, Joan Klanderud, Julie Snow.

Guests: Penny Dickhudt (Director MnSAT), Al Essa (MnSCU Assoc. Vice Chancellor), Jerry Jeffries (ITS), Don Larssson (FA), Glen Peterson (FA unit rep), Rollie Rowe (Institutional Research)

Don Descy welcomed everyone to the first meeting of the semester and thanked those in attendance. The membership roster was circulated for review and corrections.

Don Descy passed around a newspaper article pertaining to the recent lawsuit between D2L and Blackboard.

Announcements & Upcoming Events/Conferences (FYI)

- LTR Meetings spring semester: Tuesdays, 2 pm: 3/4, 4/1, 5/6
- Conference: MnSCU CTL iTeach, Minneapolis, Feb. 28 - March 1, 2008 (Free registration, by February 21)
- Conference: LabMan 2008, MSU Mankato, June 2-4, (labmanconference.org)
- Conference: MERLOT International Conference, Minneapolis, August 7-10
  (MnSCU-sponsored, Proposal deadline: February 15)
- Conference: EDUCAUSE 2008, Orlando, October 28-31, 2008: educause.edu/e08

OLD BUSINESS

- Approval of Minutes of 12/4/07 (sent out earlier)
  [LTR Minutes available at: http://lib.mnsu.edu/ltr/ltrinfo.html ]
  The minutes of 12/4/07 were approved unanimously as distributed.

- Tech Fee Advisory Subcommittee
  Don Descy, Peg Lawrence, Joan Roca, and Steve Vassar have volunteered as members of the Tech Fee Advisory Subcommittee. This committee will meet from 9 – 11 a.m. on Friday mornings. If you have time to participate with this group, please send an email to Joan or Don.

- Web Accessibility Working Group:
  The Web Accessibility Working Group will be looking at websites to identify how we provide services to those with disabilities. A representative from each of the following areas is needed: ITS, Registrar, Extended Learning, Library, Residential Life, teaching faculty, and Finance. Joan will contact members representing different areas.

NEW BUSINESS

1. Technology concerns by MSU Faculty (general discussion)
   Don Larsson stated that he is not aware of complaints that are being made locally. He said that the IT staff does a good job of informing every one of things that are occurring. There have been some glitches in the web-based email but explanations have been received in a timely manner.
Don announced that we appreciate the helpfulness by Al Essa and others at MnSCU. A “Cross-functionality Advisory Committee” is being formed to review investment management, project funding, and to identify how proposals go through for approval. It will be spearheaded by Academic Affairs, Student Affairs, Human Resources and Information Technology. There is a concern among faculty as to whether these 4 areas will be operating alone of if they will be working together. Faculty members are encouraged to apply for this committee. The representation choice will go to the State IFO for validation. A volunteer from the LTR is strongly encouraged.

Glen Peterson stated that he was attending this meeting as unit representative to the Faculty Association for his College (Allied Health & Nursing) to share with LTR a number of topics/issues that have been brought up by faculty at his College. Glen said he hears there is a need for a more formal or systematic approach to help faculty communicate with the experts in ITS who have the knowledge and resources they need. Faculty are not clear about the structure of ITS in order to identify who should be contacted for information or specific assistance.

Concerns have also been expressed about the fees or charges to departments for specific web services. Since there is no fee schedule, departments are not sure of what the costs will be and it is hard to budget for this expense. Having a basic fee schedule would be very useful in planning. There is also confusion about who can make changes and update web pages. Glen suggested a more formal, systematic mechanism for faculty in the classroom to have access to ITS staff for assistance.

V.P. Marilyn Delmont agreed that communication with faculty needs to improve and suggested conducting regular meetings just with LTR faculty to hear their concerns and suggestions and discuss solutions. Co-chair Roca stated that he would call this meeting and also invite Don Larsson, Stewart Ross, and Glen Peterson to attend.

Stewart Ross announced that the CETL will be adding a full-time instructional technology person on staff (funded by ITS). Faculty will be able to contact this person directly for assistance. This is a great step in helping faculty with technology issues.

2. **D2L issues: updates, changes, concerns (Jeff Henline)**
A transition to two new levels of service in D2L is in the works. There are many old files in the system that are very difficult to remove but this is being handled centrally and should help to speed up the system. Version 8.3 is a much more efficient version. The D2L online help is very good.

Jeff Henline announced that D2L got off to a smooth start this semester. There was a problem when students were also instructors, because they needed to have two identities in D2L. This created big problems. Jeff mentioned that the instructor’s ability to add students was disallowed because of ISRS. There was a MnSCU licensing concern. Jeff would like this to be reviewed because if instructors could add students, it would alleviate pressure on ITS staff time.

Pager Access does not seem to be used regularly. Jeff thought that we should revisit this to see if it would benefit MSU to turn the pager feature off.

Course assignments in ISRS assigned to staff do not flow into D2L. ITS will work with departments to assign them to instructors.

Jeff will be sending this summary report electronically and will collect feedback from the colleges.

3. **Update Reports from 2007 Tech Fee Grants (Wayne Sharp)**
Wayne Sharp said that three of the six reports from the awarded Technology Grants were received. Joan will send out a reminder to the recipients to remind them that the reports were due in January.
Wayne asked if the LTR thought this program should be repeated. There was unanimous approval in recognizing the benefits of this initiative and unanimous recommendation for these grants to be continued.

4. **MnSCU/ITS Funding for FY-2009 (Marilyn Delmont)**

Marilyn Delmont said that MnSCU ITS is increasing the amount of technology funding to be distributed to the campuses to $7.5 million for 2009. This is wonderful because there will be more money for technology. Last year was the first year for us to draft our request. We did not have a formal process in place. This year, we have plenty of time to complete the project request and prioritize. There are a couple of funding models available as a starting point. Al Essa stated that these guidelines are not available yet but the money must be used for IT-related projects. The deadline for submission has not been announced by MnSCU yet.

**ONGOING TECHNOLOGY UPDATES**

A. **Student MSSA/STR (Students)** – No report.

B. **Extended Learning (Pat L./Judy L.)** – Pat Lipetzky announced that the spring enrollment is at 1,410 students in Media Code 03. There are 116 summer sessions being offered as online courses.

Judith Luebke announced that the Teaching with Technology Conference Planning Committee has been making headway. John O’Brien will be the main speaker. Parking arrangements for the conference have been confirmed.

C. **Library Services (Peg L.)** – Peg Lawrence announced that a second College of Business printer has been set up in the Library. They are now available on the first and second floors.

D. **ITS - VP/CIO (Marilyn D.)** – Marilyn attended the Statewide CIO meeting where outsourcing email to Google or Livemail is being discussed. Some campuses are already doing this for student accounts. We need to evaluate the cost and benefits. Findings will be shared with the LTR.

E. **ITS - Networking/Systems (Bryan S.)** – Bryan Schneider distributed a hand out which summarized the technology installed over the winter break. (attached to minutes)

F. **ITS - ACC (Wayne S.)** – Wayne Sharp said that there are updated Sonys available in Tech Rec. Go over and check out the exercise bikes!!! The equipment that was there went to the Geography department.

G. **ITS - Customer Support (Gary M.)** – No report.

H. **ITS - ISRS (Ted J.)** – Ted announced that MnSCU is migrating to new Oracle databases. They will be working with a number of people to help with the migration. Challenges have been identified. MnSCU pushed back the cutoff date that was originally scheduled for the first of the year. This will now be in June which is good because of the problems that have arisen. There have been some data migration security issues. It is hoped that we do not experience that across the system when we migrate.

I. **ITS - MSU Web & Portal (Ted J.)** – A couple of security issues were addressed during upgrades. These were fixed in under a week. The upgrades should simplify access and features.

J. **ITS - COMET/METNET (Ted J./Joan K.)** – Comet has given MSU 3 new high definition CODEX. These allow users to do video conferencing with much better quality. One of these units is available on portable equipment.

K. **ITS - D2L (Jeff H.)** – See above.

L. **ITS - Security (Kevin Thompson)** – Bryan Schneider announced that Kevin Thompson is being certified for Disk Encryption Software. We will benefit.
L. Other tech updates/announcements (Don Larsson ...) – Don Larsson discussed the Intellectual Property issue of repository for learning materials that is being discussed at the State Meet & Confer. There is a subcommittee on campus working on this issue.

Textbook Pricing Policy Pilot Project (may or may not include access to online materials).

TECHNOLOGY SHOWCASE/PRESENTATION (at around 3 pm)

- **MavMail Voice System Demo** (Jerry Jeffries)
  Jerry Jeffries demonstrated the MavMail voice system. This will be attempted at another meeting due to the complications caused by amplifying the telephone voice.

- **MnSCU IT - D2L** Presentation by Al Essa, MnSCU Assoc. Vice Chancellor, Deputy CIO: "MnSCU Instructional Management System: Current State and Future Direction"