Present: Gale Allen, Matthew Clay, Don Descy, Sandra Eggenberger, Jan Eimers, Terrence Flaherty, Brenda Flannery, Brian Groh, Jeff Henline, Kent Kalm, Joan Klanderud, Peg Lawrence, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Evan Trosvik, Gary Urban, Steven Vassar, Robert Zelin

Absent: Jane Baird, David Gjerde, Mary Hadley, Catherine Hughes, Joel Jensen, Ted Johnson, Patricia Lipetzky, Joel McKinzie, Stewart Ross, Gerald Schneck

Guests: Gael Mericle, Tracy Pellet, Jason Westman

Announcements & Upcoming Events
1. Meetings spring semester (all on First Tuesday, 2-4 pm at CSU-285):
   March 6, April 3, May 1
2. EDUCAUSE 2007: Seattle, October 23-26, 2007 ← plan ahead

Old Business
3. Approval of Minutes of 12/5/06 (distributed)
   The minutes were approved by consensus without change.

4. D2L issues (Bryan S. & Jeff H.)
   Jeff Henline distributed a handout that describes the upgrades that took place over winter break. The summaries of competencies, rubrics, email, and reporting tool are included. We are currently not using the email tool but the demo was impressive. The email does allow one to copy messages to Yahoo and will integrate with the system here. Jeff stated that the Reporting Tool is kept separate from the main database. Running this will not affect the D2L performance and will have a low impact on the server. Training will be available as soon as MnSCU offers it. The look is the same from Version 7 to Version 8 but has many internal improvements. It is also possible to create our own accounts. As far as copying courses from version 7 to 8, there is a nice feature that allows you to copy only certain portions rather the all or nothing.

5. Mail forwarding by students to other providers (Bryan)
   Follow up with the Student Senate is needed to identify possible fixes for this problem.

6. Response Systems Subgroup and demos (Matt)
   Matt Clay said that 3 vendors were here 1½ weeks ago and we have had 1 this week. Approximately 30 people attended the first demo and 8 the second. Of the four vendors that demonstrated, two stood out because they had an option that would allow users to respond numerically. The two vendors that offered this capability will be coming back to do an in-depth demo and answer questions that we have. If you
have questions, please send them to Matt, Brian Groh, Wayne Sharp or Steve Vassar. The demonstrations will be publicized to encourage faculty attendance.

7. **Scantron update (Bryan)**
   Bryan Schneider stated that we still have to import existing material. The old program used FORTRAN and it needs rewriting. Faculty have been notified that not all of the statistics that they have used in the past will be available. ITS has asked departments if they can move the scanners to copy shops. ITS is willing to take over the maintenance of these units. If the scanners are centrally located, such as in the Copy Shops, they will be available for others to use rather than only a specific department.

8. **Technology Fee Grant Proposals (Wayne)**
   The Tech Fee Grant Proposals are due February 16, 2007. Please help spread the word. There are some exciting projects that have already been submitted. The subcommittee will be working with these to determine selection or award recipients. The Student LTR will also be a part of the selection process. On March 9th, we will announce who was selected. On January 15, 2008, we will receive a report from the individual describing the technology purchased and the effect that it has had on the classroom. For more information, see: [www.mnsu.edu/grants](http://www.mnsu.edu/grants)

**New Business**

9. **Technology Fee Advisory Subcommittee (Bryan-Don)**
   see: [http://www.mnsu.edu/its/cio/techfee/](http://www.mnsu.edu/its/cio/techfee/)
   These meetings began on Friday. These are needed to begin to put together a plan for the technology fees. There will be five sessions held on Friday afternoons. The LTR and the Student LTR will meet on the 6th Friday to reach an agreement. It is very important to have faculty representation on this subcommittee. It is an excellent opportunity to learn about technology and ask questions. The Student LTR has opened the membership up to a wider group from the MSSA. On April 3rd, the LTR will make its final recommendation regarding the Technology Fee. The next agenda for the Technology Fee Advisory Subcommittee will be sent out to the entire LTR. If you are able to attend, it would be greatly appreciated.

10. **Webcams, stolen computers (Wayne)**
    Wayne Sharp told the LTR about several incidents on campus where computers have been stolen. The latest occurred at the Computer Store and webcams captured the thieves on tape. The incidents have increased since the webcams have been taken off line. There is now a request form available on the web to request access. So far 300 requests have come in and only 2 were granted. Some of the reasons brought up for requesting access are: checking to see who is in the establishment before going; construction project process; comparison between campus security offices; reflecting options for college choice; and viewing people that they are talking to on the cell phone. We will need to define public areas and check on privacy issues before putting any cameras back online. Terry Flaherty and Don Descy agreed to work with Wayne to create a recommendation on how to do this. The Student Senate will also be asked for their feedback.
11. Extended Learning - PSOL, online (Tracy Pellett)
Tracy Pellet distributed the Priority Survey for Online Learners (PSOL) from MSU 2005/2006. This measures importance and satisfaction based on five different scales: academic services; enrollment services; instructional services; student services; and institutional perceptions. The summary states that MSU is strong in its delivery platform (D2L); registration and billing are convenient; instructional materials are appropriate, viewable, useable and accessible, and there are high faculty expectations of work/quality. Some challenges include: the faculty responsiveness to needs; program requirement clarity and offerings; course goals and procedures need clarity; faculty feedback about student progress; quality of instruction and tuition paid as it relates to the investment.

The group agreed that there is a need for more training to faculty to teach them how to offer online courses. There are already a number of funding opportunities available to faculty. The data in this report provides good arguments to include in funding requests.

12. SmartThinking (online tutoring) (Brenda & Jason Westman)
SmartThinking is an online tutoring service. We have been allocated a number of free hours of use from MnSCU. We cannot be reimbursed for unused hours. We have not used these hours and need to figure out how to make use of this service. Gael Mericle stated that community and technical colleges use these more often because the work at these locations is more developmental. If we use more than the allotted hours, we are charged $35 per hour. This charge can either be charged to the institution or to the student. The cost may be decreased to $29 per hour through negotiation. As of now, the hours of availability are not being restricted. Limits could be set so that students do not go over the allotted number of hours. It may be beneficial for us to set up our own online tutoring system. SmartThinking will let you use their platform for a price. We must also investigate other options such as peer-to-peer tutoring.

Updates
A. Student LTR
The Student LTR consists of Evan Trosvik, Ryan Anderson, Brett Fleck, Kathryn Pase. MSSA President Gabe Afolayan and Vice President Chris Frederick also attend some meetings. They did meet last week but there is nothing to report at this time.

B. ITS/ETS (Bryan S.)
- Microsoft: Vista, Office 2007, IE-7
Bryan Schneider said that ITS is not encouraging the use of Vista at this time. There is still a lot to learn about the software. Exceptions include new laptop buyers, where the software is likely to be pre-installed. The plan is to adopt MS Office 2007 by next fall. The change to IE7 will be held off until the end of the summer. Information will be forthcoming. St. Cloud has a nice site that reflects the changes between IE6 and IE7 (see: http://husky.net.stcloudstate.edu/software/ie7changes.asp).
- New MavMail
The new version of MavMail integrates features of Outlook 2003 and 2007. It adds functionality such as being able to tie in to voicemail. This will allow users to retrieve email messages over the phone. If you are interested in becoming a part of the pilot project, please send your name to Jerry Jeffries and let him know that you wish to opt in.

- **Emergency Broadcast**
  The Emergency Broadcast Service (EBS) for the telephone system is not complete. This demo began last October and the vendor still has not completed it. We are investigating speakers for hallways and need to know how loud the broadcast will be. Security will also have 1-touch notification to alert areas with important information.

- **Instructional Designer positions**
  This is still in progress.

- **Paperless processing**
  We are still looking to identify alternatives so that the search process for personnel can be done in a paperless format. Human Resources staff have reviewed the system that Metro State is currently using. They were very impressed and MSU may have a chance to partner with them. We may host a pilot project over the summer. This could take up to 3 or 4 years for full implementation.

- **Misc. IT Issues**
  There is a D2L-based Security Awareness Program that will be available this spring. This demonstrates some obvious things and teaches people how to respond to them. It will include information on passwords, incident awareness and public vs. private data. This is a good program that is intended to be used by faculty and staff.

  IT has a new wireless controller. It has an increased ability to monitor for problems in the wireless network and map the locations. It is working well. IT has added 16 access points in high density areas and has ordered 30 more to expand. They will work on areas that have marginal capabilities.

  The intent to tie in MavCash with MavPrint has been stalled due to timing issues. It is also being discussed to tie in Barnes & Noble with this system. There hasn’t been time to test this but the possibility may arise this summer.

  The MavDisk drop boxes have been fixed.

  There were 100 emergency telephones installed in Trafton over the winter break. These will be used for warnings and EBS use.

  There is no update on the CapServer. It is moving slowly.

  MnSCU is moving forward with putting on an idle timeout on Uniface. This would prevent MnSCU from spending approximately $130,000 on more workstation licenses.

C. **MSU Web & Portal (Ted J.)**
   No report.

D. **ACC (Wayne)**
E. COMET/METNET (Ted J.)
   No report due to time constraints. Bryan Schneider will send information to the LTR group electronically.

F. Extended Learning (Pat L. & Kent K.)
   No report.

G. MnOnline (Mary H.)
   No report.

Other

Technology Showcase/Presentation
- Demo of Microsoft Vista (Jerry Jeffries & Shannon Villwock)
  Jerry Jeffries showed the group a demonstration of Microsoft Vista and Office 2007. Training will begin for Office 2007 within the next two months and the rollout is expected early summer. One nice feature of Vista is that it is able to encrypt the hard drive. For Office 2007, Excel charting is a little more difficult with the new program. Call the Help Desk if you would like to have this software installed before the rollout. Microsoft Vista is not compatible with the ISRS system at this time. It might better to wait until ITS is ready to support these programs before installing them.

Future Presentation Topics
- RSS capabilities and implementation (Ted J.)
- Video Capabilities (Jerry A.)
- Information Security
- Assessment tools
- Online learning tools