Minnesota State University, Mankato  
Learning & Technology Roundtable  
Tuesday, March 3, 2009  
2:00 p.m. – 4:00 p.m.  
CSU 238

Present: Queen Booker, Ronald Browne, Marilyn Delmont, Jan Eimers, Terrance Flaherty, Jennifer Guyer-Wood, Linda Jacoby, Avra Johnson, Tedmund Johnson, Brian Jones, Donald Larsson, Peg Lawrence, Dawn Leech, Gary McKinley, Pat McKinzie, Murtaza Rajabali, Steven Robinson, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Gary Urban, Steven Vassar  
Guest: Mare Fitcher

Absent: Matt Clay, Yvette Dulohery, Marni Dunning, David Gjerde, Jeff Henline, Catherine Hughes, Joan Klanderud, Daniel Levin, Patricia Lipetzky, Judith Luebke, Jayme Pretzloff, Danae Quirk Dorr, Udeeb Shankhadev, Julie Snow

Announcements & Upcoming Events/Conference – FYI

• LTR Meetings spring semester: 4/14, 5/5 (2 p.m. CSU 238)  
• EDUCAUSE Midwest Regional Conference, 2009 – Chicago, March 23-25, 2009  
• Telepresence Demo @ 7700 France and Cisco, March 25, 2009 @ 1 p.m.

Old Business

• Approval of Minutes of 2/13/09 – A motion was made by Avra Johnson, a second was made by Ronald Browne to approve the minutes of February 13, 2009. The minutes were unanimously approved without change.

• MnSCU Enterprise Funding – Status Update (Marilyn Delmont)  
Marilyn stated that the MnSCU Enterprise Funding is still on-hold pending decisions by the Cabinet on budget reductions. This will probably be on-hold for quite awhile as we may have to return the $490,000 as part of our cost saving strategy.

• Telepresence Technology – Update on planned 3/25 trip (Bryan S.)  
Bryan announced that the demo of Telepresence will occur on March 25, 2009. There will be a meeting at 1 p.m. at the Cisco headquarters (directly across from the International Airport). After this meeting, the group will go to 7700 France to attend the Open House. Bryan will send out an agenda for this trip. He is working on getting an expert on education from Cisco to take part in this and he is also trying to get a school that is currently using this technology to report on their system and whether they like it and how it could improve. As soon as he puts the content together, he will send it out to the LTR members. This demo will be opened up for any faculty members who are interested in attending. Bryan stated that several C.O.B. members are interested in attending. Bryan will be reserving two state vans and will send out information when it becomes available.

• Oracle Migration (March 5th) and impacts – Update (Ted J.)  
Ted emailed an update to all faculty/staff. The migration is still on for Thursday, March 5th. Everyone that uses the ISRS feeds is urged to complete their work ahead of the shut down. It is hopeful that the system will be up and running again at 8 a.m. on Monday,
March 9, 2009. Systems will not have feeds from ISRS database during the shut down. D2L should not be affected and there is no need to do a backup before the shut down.

- **Energy Management – Greening IT Update (Gary U., Murtaza R.)**
  Gary Urban announced that the committee has been reviewing the Sustainable Energy document and checking out green links. A subcommittee will be named to look at funding and climate commitments. He will share documents electronically with the LTR.

**New Business**

- **Tech Fee Subcommittee (Bryan S.)**
  The Student Tech Fee Subcommittee has met twice. LTR members are encouraged to participate. The meetings are held on Friday afternoons from 2 – 3:00 p.m. Next week, the group will be meeting at the T-n-T and then traveling into the tunnels.

- **ITS Budget Reduction Planning (Marilyn D.)**
  Marilyn Delmont provided additional information on how ITS plans to deal with the budget reduction. In addition to cutting training, travel, cell phones, and reducing the use of printed materials, ITS is considering extending equipment replacement schedules to 4 or 5 years. They are also looking at doing more in-house work rather than contracting it out (ex. Phone system upgrade). They will continue to consolidate servers, buy a large server and there will be cost savings in maintenance and support. ITS is also looking at purchasing multi-year service contracts at a reduction of 15 – 20%.

  Another way to save is to purchase computers at a volume discount. This could save thousands of dollars. This strategy would need to be coordinated across the University. It will take more than the LTR to implement this.

  ITS will also be reviewing redundancy and purchase of applications. Individuals may be able to purchase just a license for software rather than the whole software package.

  ITS will continue to identify versions of the same software and begin to standardize. Some new versions cause incompatibility with older versions and that leads to frustration.

  Please encourage everyone to post materials online rather than print them out. This saves paper and energy!

  ITS is also looking at an environmentally friendly paper and power management plan and considering other power saving strategies.

  If you have comments or suggestions, please contact Marilyn Delmont or one of the other ITS directors with your ideas.

  Marilyn stated that at this time it is hard to predict the impact of budget cuts on services. An impact analysis statement will be shared with the LTR later.

- **D2L Issues and Changes (Jeff H.)**
Wayne Sharp reported on behalf of Jeff Henline, who was unable to attend. He stated that there are some new tools that MnSCU is looking at. The first one is an attendance tool and the second one is an intelligent agent. This will monitor activity (ex. How many times a student logs in.) Training will be offered as soon as Jeff Henline is proficient.

**Other**
Wayne Sharp announced that the AAC is beginning to get requests for advertising widgets. These are placed on the desktops of public computers and provide a ‘hotspot’ that takes users to a specific URL when clicked. They have been prioritizing these requests as there is only so much room available. Some individuals are willing to pay to use the space. Wayne will formulate a draft policy/process for selection and bring it to the LTR for discussion. Also, there have been requests for advertising on the big screen TVs that are placed in the CSU. Should this be rolled into the same policy as the desktop widgets? This topic will come back to the next LTR meeting for discussion and advice.

**Ongoing Technology Updates**

**A. Student MSSA/STR (Students)**
Murtaza Rajabali announced that the students are happy to hear about newsfeeds being offered on “Current Students” webpage. The students are looking forward to working with the group to identify which news is posted and where it comes from.

Murtaza stated that the Student Tech Fee meetings have been very interesting.

MSSA is preparing for elections. They are trying to advertise in a non-paper way.

**B. Extended Learning/7700 France (Pat L./Judy L.) – No report.**

**C. Library Services (Peg L.)**
Peg reported that a national survey on Library service will be sent to a random sampling of people on campus. If you receive this, please complete it as it will help the library gain valuable input on services.

The Library will be holding an MSU Author’s event on April 24. If you have published a book, please contact the Library to get your name added to the list of honorees.

The Library has also opened up 6 new study rooms on 3rd floor. A handout was distributed that reflects the layout of the rooms. Students seem to be very happy with these rooms and they are in use every day. To use them, students reserve them at the Circulation Desk.

**D. ITS – VP/CIO (Marilyn D. /Bryan S.)**
Marilyn announced that MnSCU ITS has created a new committee, “The ITS Academic Technology Committee”. This committee will report to Ken Niemi and Linda Baer. She isn’t sure of specifics yet because they have not met. She will share information as it becomes available. The committee will be looking at academic technology that is being used and try to come up with ideas to streamline it and make it more efficient.
Marilyn has another MnSCU CIO meeting on March 19\textsuperscript{th}. She will provide detailed updates at the next LTR meeting.

E. **ITS – Networking/Systems (Bryan S.)**
Bryan Schneider said that they have begun beta-testing Windows 7. They are trying to figure out what it does and what improvements are necessary. The Networking/Systems group is also working on monitoring servers at MSU.

The StarAlert system is coming along. They have been working with the developers to develop a game plan. This will be demoed at the next LTR meeting.

Bryan has been working with the next version of MavMail with Microsoft. All features should be available to all users, no matter which platform they are using.

The phone system upgrade will occur over the summer. The new system will allow users to receive faxes via their desktop. This will save paper. As of now, there isn’t a way to send faxes out this way, so fax machines are still needed.

F. **ITS – ACC (Wayne S.)**
Wayne announced that the AAC will be doing the typical spring cleaning during spring break.

The H.P. salesman came in and demonstrated a machine for Tech Rec. The numbers seem good.

Last year, the Tech Fee Grant allowed a kiosk at the airport to be built in the shape of an airplane. This is very creative and should be featured in a Reporter ad or story.

G. **ITS – Customer Support (Dawn L.)**
Dawn Lech said that a representative from Toshiba will be here tomorrow to demo laptops and tablets to the campus. This demo is taking place from 9:30 to 11:30 in CSU 201. HP and Minolta will be offering demos on campus in the spring.

The Help Desk is seeing about the same number of requests as last year. The COB requests have increased some.

H. **ITS – ISRS (Ted J.)**
No updates at this time.

I. **ITS – MSU Web & Portal (Ted J.)**
Allied Health and Nursing and Science, Engineering and Technology have rolled to the new portal. It is hopeful to have most of campus on the new template by mid-to-late March.

A webpage prototype was created for current students that will offer a news feed on it within the next month. Students will participate (along with Michael Cooper and Laurie Woodward) to identify what type of information is provided here.
The portal advancement with the course schedule builder is now free standing. A single sign on will allow students to register with one button. They will register and confirm the classes in their course cart.

J. **ITS – COMET/METNET (Ted J.)**  
   This group will be meeting this coming Friday, March 6. Ted will provide an update at the next meeting.

K. **ITS – D2L (Jeff H.)** – No report.

L. **Other tech updates/announcements (Joan K., Don L. etc.)**  
   Don Larsson announced that the IFO met last week at the state level. It is a relief to know that our budget situation is staying at it’s current awful level but not getting worse. Everyone is encouraged to rollout budget savings programs.

   Faculty from academic areas are being asked to participate in an “academic issues with technology” forum to draw up priorities and issues that need addressing.

Meeting adjourned at 3:00 p.m.

Respectfully submitted by: Julie Dornack