Present: Matt Clay, Marilyn Delmont, Don Descy, Yvette Dulohery, Jan Eimers, Terrance Flaherty, Brenda Flannery, David Gjerde, Brian Groh, Catherine Hughes, Ted Johnson, Joan Klanderud, Peg Lawrence, Judith Luebke, Gary McKinley, Pat McKinzie, Steven Robinson, Joan Roca, Stewart Ross, Bryan Schneider, Wayne Sharp, Gary Urban, Steven Vassar

Guests: Jeff Iseminger, Don Larsson, Kevin Thompson

Absent: Jane Baird, Sandra Eggenberger, Jeff Henline, Joel Jensen, Patricia Lipetzky, Steven Smith, Julie Snow

Don Descy welcomed the group to the meeting.

Announcements & Upcoming Events/Conferences (FYI)

2 LTR Meetings left this semester: Tuesday, 2 p.m.; April 1st, May 6th

Conference: LabMan 2008, MSU Mankato, June 2 – 4, (labmanconference.org)
Conference: MERLOT International Conference, Minneapolis, August 7 – 10
Conference: EDUCAUSE 2008, Orlando, October 27 – 31, 2008: educause.edu/e08

Marilyn Delmont, Bryan Schneider and Wayne Sharp will be attending the EDUCAUSE Midwest Regional conference.

Stewart Ross will be attending the San Francisco EDUCAUSE Conference.

Welcome to Steven Robinson, from the Department of Special Education. He has been appointed as IFO At Large representative.

Don Descy, Brian Groh, Steven Smith and Steven Vassar’s terms on the LTR will be expiring at the end of spring semester, 2008. We appreciate their hard work and dedication. They are welcome to run again.

Old Business

• Approval of Minutes of 2/5/08
  Steven Vassar moved to approve the minutes of 2/5/08. A second was made by Brian Groh. The minutes were accepted as written.

• Technology concerns by MSU Faculty - Update (VP Delmont)
  Marilyn Delmont reported on the meeting of LTR faculty, Glen Peterson, Don Larsson with her and the directors of ITS. This was held to discuss services and support that ITS provides. It was also used to discuss possible ways to improve communication between ITS and the colleges. Some concerns were discussed such as confusion about services and fees that IT provides. A lot of good information was shared at the meeting. One of the suggestions was designating an IT person to each college. Application problems such as D2L were discussed. Many felt that ITS should send out reminders when training sessions are being held. There are two new Instructional Design positions in process. One vacancy is in ITS and the other is in the CETL. The Teaching and Technology Center has been and will be very involved in assisting faculty with Instructional Design.
ITS needs to promote the use of the online Outlook calendar, as it becomes more useful as more people use it. This is a very convenient way to plan meetings and check other’s availability.

One of the concerns was that there seemed to be a large disparity over the various types of services and support that different areas receive. We will talk about specific models at the next LTR meeting. There will also be time to ask questions.

Another meeting like this will take place on Monday, March 31 at 10 a.m. in ML3105. Attendance is encouraged by LTR faculty members.

- Web Accessibility Working Group – Update (Joan Roca)
  Members: Gerry Schneck (chair), Don Descy, Jeff Henline, Ted Johnson, Peg Lawrence, Aleksey Lazar, Pat Lipetzky, Judy Luebke, Bryan Schneider, Julie Snow, and Gary Urban. This group will be meeting at noon on Thursday, March 6 in CSU 204. Gerry Schneck will provide updates to the LTR.

New Business

1. Web Site Redesign Project – Update (Jeff Iseminger)
   Jeff Iseminger introduced himself and stated that externally, he is responsible for marketing the campus such as billboards, the bus wraps, etc. Internally, he and a team of others have created 65 marketing plans. He discussed the branding project on campus and said that it has helped us gain recognition. There were 500 random households called in a survey and that showed that the University had a 14% increase in name recognition in the last two years in the metro area.

   A more powerful, engaging web presence will bring better, brighter students to our classrooms. Discussions are taking place with a consultant. They have been instrumental in our success so far. Billboards will now direct people to the website. All pages that are currently using the web template will be updated with the new design. The web offers all types of assessment devices. The flame will continue to be an important icon in the design. A draft presentation will be made to the LTR when it becomes more finalized. Jeff would appreciate feedback. This new design will be implemented during the summer. Jeff hopes to have the design by May and they will be shared. This is an aggressive timeline but it is realistic. As before, faculty web pages are exempt from using the template. It is the plan to go live with the new template in August.

2. Request to Add a “Library Services” Button on D2L – Action (Peg Lawrence)
   The Library solicited feedback on adding a “Library Services” button on D2L courses beneath the D2L Help Desk button as it would provide one-click access to library services and resources and hopefully increase use of the electronic journals and databases. Terry Flaherty made a motion to approve the addition of a button for Library Services; seconded by Steven Vassar; approved unanimously by the LTR.

3. Overview of Information & Technology Services (ITS) Organization (VP Delmont)
   Marilyn Delmont distributed the organizational chart for ITS. The Directors in IT are as follows: Bryan Schneider, Director of Technical Services; Gene Sellner, Director of Applications; Ted Johnson, Director of Web & Video Services; Wayne Sharp, Director of the Academic Computer Center; and Gary McKinley, Director of Customer Services. A PowerPoint presentation depicting each area within IT was shown to the group and the services that IT provides was explained. The ITS org. chart is available at: https://www.mnsu.edu/its/cio/links/its-org.png

4. FY09 MnSCU Enterprise Funding Proposal – Charge & Call for Volunteers (VP Delmont)
Marilyn announced that she would like some faculty members to work with her to put together a more formalized proposal for funding requests. Terry Flaherty volunteered to assist. If you are interested, please send an email to Marilyn.

5. **Overview of Social Networking for MSU Mankato – Update (Ted Johnson)**
   MSU has several departments that have presence in MySpace and/or Facebook. A few examples are the LGBT Center and the Impact Team. If you are interested in learning more about social networking, please go to [http://www.youtube.com/watch?v=6a_KF7TYKVc](http://www.youtube.com/watch?v=6a_KF7TYKVc). If for some reason the link does not work, please go to YouTube and search “social networking plain English”. This offers a very clear description. There may be a possibility of adding information on these items to the IT webpage or having it linked on a separate page for faculty.

6. **Call for Proposals for Tech Fee Grant 2008 – emailed (Wayne Sharp)**
   Call document and template available at [http://mnsu.edu/grants/techfee](http://mnsu.edu/grants/techfee)
   If you are interested in assisting on the Tech Grant Fee Proposal subcommittee, please contact Wayne Sharp. Terrence Flaherty expressed interest and will assist.

**Ongoing Technology Updates**

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

B. **Extended Learning (Pat L./Judy L.)**
   Judith Luebke announced that the 169/494 corridor is moving along. They are continuing with online course peer review sessions. The next meeting will be held in the T-n-T Lab on Wednesday at 12 p.m. and another session will be on Thursday at 10 a.m. Community of Practice is meeting today at 4 p.m.

C. **Library Services (Peg L.)**
   The Library has developed a web form for faculty to get articles on course reserve for electronic reserves.

D. **ITS – VP/CIO (Marilyn D.)**
   The Oracle Reporting database conversion has been pushed back to April 30, 2008.

   The main Oracle conversion has been pushed back to June, 2008.

   Monthly Meetings between MSU/MnSCU have been set for every 2nd Thursday, 11:30-1:30. The purpose of these meeting is to discuss issues, plans, and strategies for improving campus communication between System IT staff and MSU ITS staff. Others are welcomed to attend as appropriate.

E. **ITS – Networking/Systems (Bryan S.)**
   Bryan Schneider announced that there have been some MavMail problems showing up intermittently. Patches were applied yesterday.

   MavCash has not supported online deposits for about one week. This problem should be resolved soon.

   Service Pack 1 for Vista should be out soon.

F. **ITS – ACC (Wayne S.) – No report.**
G. ITS – Customer Support (Gary M.) – No report.

H. ITS – ISRS (Ted J.)
Ted stated that a lot of work has been happening with the ISRS Seamless Core Data Project. Donna Marzolf would like to have the opportunity to present this information to the LTR. If you are interested, please contact Ted.

I. ITS – MSU Web & Portal (Ted J.)
Ted said that as of today, the online application for admission has been pulled because we are transferring over to the MnSCU e-Application. There have been some issues with it. Ted was not sure who to contact if problems arose but stated that he would find out and then let the LTR know.

J. ITS – COMET/METNET (Ted J. / Joan K.)
Joan Klanderud announced that she attended a board meeting in Austin. She was amazed at the technology in Austin’s nursing lab. It was awesome!

K. ITS – D2L (Jeff H.) – No report.

L. ITS – Security (Kevin Thompson)
Kevin Thompson reminded everyone to take the Security Awareness Training being offered on D2L. This does not take a lot of time and it offers very important information on data security. You can reach this material by accessing the D2L page and then clicking on “Security Awareness Training”.

M. Other Tech Updates/Announcements
Blackboard was awarded 3 million dollars in the D2L lawsuit but the impact of this award is not known. D2L does not seem to be concerned.