Minutes

Present: Jane Baird, Marcius Brock, Matt Clay, Becky Copper Glenz, Diane Coursol, Marilyn Delmont, Yvette Dulohery, Marni Dunning, Jan Eimers, David Georigina, Avra Johnson, Ted Johnson, Brian Jones, Chris Kaufman, Sarah Koenen, Don Larsson, Peg Lawrence, Gary McKinley, Roland Nord, Danae Quirk Dorr, Steve Robinson, Joan Roca, Bryan Schneider, Wayne Sharp, Kevin Thompson, Gary Urban

Absent: Evan Bibbee, Queen Booker, Ron Browne, Robert Dooley, Jennifer Guyer-Wood, Jeff Henline, Catherine Hughes, Joshua Kilvington, Dawn Leech, Murtaza Rajabali, Steve Smith, Julie Snow

Peg Lawrence called the meeting to order at 2:09 p.m.

ANNOUNCEMENTS & UPCOMING EVENTS/CONFERENCE (FYI)
- Last LTR meeting this semester: 5/4 (CSU 238)

OLD BUSINESS
- Approval of Minutes of 3/2/2010 (LTR Minutes posted at: http://mnsu.edu/ltr/ltrinfo.html)
  A motion was made to approve the minutes of 3/2/10 without change; a second was made by Diane Coursol. The minutes of March 2, 2010 were approved unanimously without change.

NEW BUSINESS
1. Tech Fee Advisory Subcommittee Update (B. Schneider)
   Bryan distributed a handout that reflects the directives from the Student Technology Fee Subcommittee and an IT report card as of March 4, 2010. This document reflects the recommendations made by students for the Technology Fee for 2010/2011. The list is prioritized. Some recommendations are new (highlighted in yellow). This will be voted on in the student senate and the final recommendation is sent to Vice President Delmont and the Cabinet. This document is very helpful for IT.

   Roland Nord suggested that in the future, support for distance learners should be addressed more directly. Distance Learners should also have MavPrint access. Bryan Schneider will work with Printing Services to figure out how distance students could send their files for printing on campus.

   A motion was made to approve the Technology Fee Focus for 2010/2011. A second was made by Chris Kaufman. The motion carried unanimously.

   It was brought up that Graduate students pay a higher fee but do not get the benefit of additional copying. It was clarified that Graduate students do NOT pay additional tech fees and printing is not a total reimbursement for the tech fee costs.

2. H2O.2010 (L. Duckett)
   Linda Duckett was not able to attend this meeting. Joan Roca explained handouts that were distributed in regards Healing, Hope, and Opportunities (H2O). This project is an effort to deal with the budget crisis and people losing their jobs. We are all affected and need to move forward and help others make transitions to their future. Marilyn Delmont met with Linda and there is a group working with her (comprised of faculty members) to address this and also provide technology support in capturing lectures and other issues. Practice interviews can also be set up and recorded. IT offers training on personal websites, so if you are interested in getting help, please feel free to contact them. IT will also help faculty remove content from the system and install it onto another system. It is important that you contact IT early to get on the schedule.
The Library is also accepting suggestions for materials that will support this effort. Chris Kaufmann mentioned that the MSSA has met with Linda and the students will be writing thank you letters for faculty and staff for all of their help. All of the people nominated for Excellence in Teaching will also receive a letter of thanks. It is hopeful that this will help with morale on campus during difficult times. We all play a very important role in supporting our colleagues.

Thank you to Linda for taking the leadership on this project. We are experiencing difficult times but we will survive.

3. MSSA Motion on Students First Initiative (Students)
The MSSA made a motion on the Students First Initiative that was shared with LTR via email. MSSA supports the Students First Initiative overall but requested some items be considered. Brian Jones stated that he works with a statewide group and he was grateful for this motion to include our students. Don Larsson also thanked the students for this and said that the IFO also noted areas where MSU differs from other campuses. We will try to pay special attention to the potential impact to OUR campus.

4. Amendment to MnSCU Board Policy 3.27: Copyrights (J. Roca)
Joan Roca provided some general background to these policies (on Copyright and Intellectual Property) under review for the MnSCU Board of Trustees and explained that the corresponding set of policies and procedures will need revision at the campus level next fall. The corresponding policy at MSU Mankato is named “Intellectual Policy and Copyright Protection” and is already scheduled for review in September 2010 (http://www.mnsu.edu/policies/approved/ipcopyright.pdf). MnSCU sent the proposed revisions to all campuses and bargaining units with a request for feedback by April 14th. Copies of these were emailed prior to the meeting and printed copies were also available. Don Larsson shared some of the revisions proposed by the faculty, including that the sharing through the creative commons licenses should be voluntary. The faculty questions some of the mandatory language in Part 4 that leaves out who will do it, who is responsible for the various parts, or when it is supposed to happen. The Copyright Compliance section in Part 6 should also include providing training and support to employees and students. Don added that the IFO will be sending their revisions directly through their counsel.

5. Proposed new MnSCU Board Procedure 3.27.1: Copyright Clearance (J. Roca)
Joan explained that the Procedure for Copyright Clearance addresses the proposed Copyright Policy 3.27. There were no comments to add.

6. Copyright compliance notification requirement (K. Thompson)
Joan Roca clarified that this procedure will address the recent requirement by the US Department of Education in implementing the Higher Education Opportunity Act signed by President Bush in August, 2008. According to the rules, the institution must “develop and implement written plans to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network, without unduly interfering with educational and research use of the network.” The steps to be taken by institutions include a written plan that will include technology deterrents, institutional mechanisms for educating and informing the campus community, enforcement, alternatives to illegal file sharing, etc. To comply with the law, this information will have be included in the student handbook as of July 1, 2010. Kevin explained that he will be drafting a draft procedure document to address the requirement in the short term, in consultation with Student Affairs, ITS, and the Library, that will be sent out to the LTR for feedback and the revised document will be up for discussion at the May meeting. Ultimately, when the whole Copyright policy is reviewed next fall, parts of these procedures should also be included in the revised policy, using the normal campus policy revision process.

7. Amendment to MnSCU Board Policy 3.26: Intellectual Property (J. Roca)
Discussion on this topic revolved about clarifications on some specific issues, like the fuzzy balance between Institutional Works and Scholarly Works. Several felt that the definition of Faculty (Subpart I) was not clear enough because it did not seem inclusive enough. There was also agreement that the original Subpart N defining Professional Staff should be retained, as there are parts of the Policy that relates to their activities. Several faculty
agreed that more education and training on these issues will be needed in order to understand potential ramifications. A general advice was to anticipate when an intellectual property item might have future value and make sure there is a written contract or agreement with the institution up front.

   There were no comments on the proposed Procedure.

ONGOING TECHNOLOGY UPDATES
A. Student MSSA/STC (Students) – Nothing new to add to their earlier report.
B. Extended Learning (Becky Copper-Glenz) – No report.
C. Library Services (Peg Lawrence) – Peg reported that there will be several activities during National Library Week (April 11 – 17, 2010). The Lincoln Exhibit “A Man of the Times, A Man for All Times” will be on campus beginning April 19th. Information on all of these events is available at http://lib.mnsu.edu.
D. ITS – VP/CIO (Marilyn Delmont) – Marilyn reported that the three proposals submitted by MSU totaling approximately $1.1 million to the MnSCU BTOP (Broadband Technology Opportunity Program) are moving forward. These were combined submissions from the College of Education, ITS, Institutional Diversity, and Library Services. A request to include TelePresence was turned down by MnSCU. Notification will be in August. Marilyn reported about the last quarterly CIO meeting where the issue of regionalization of IT services was brought up and caught most by surprise. MSU Mankato is already doing some of this with the ImageNow product that is used by several campuses. She commented on the recent announcement that the MnSCU office will be dropping Webex and it would cost $1,000 per user license. There will be a new RFP in this area. A result of the internal audit of MnSCU is a possible review all the IT consultant contracts. Another issue of concern is communication between the campuses and the Project Management Office in MnSCU. Another issue brought up by the audit was the security of financial records and there will be a group looking into that.

Marilyn mentioned that several student groups wanted to have a group in D2L but it seems that, other than MSSA, it may not be good practice to include non-academic use. ITS will look into using SharePoint for those groups.
E. ITS – Networking/Systems (Bryan Schneider) – Bryan Schneider acknowledged the recent problem with the major web server, when a power strip burned out and took it down. Staff noticed the smoke and handled the event before the fire suppression system kicked in. Once the “continuity of operations” system is fully operational (it is only at 80% currently) we will have full redundancy and it will be easier to handle these situations. The next step will be upgrading the central air conditioning units this summer. There have been problems with the card readers on the vending machines and they will be taken off line. Unfortunately the solution may have a cost of $50,000 to $80,000 and we may have to consider an RFP for a better system.

We are considering more Service Level Agreements for ImageNow use on campus and beyond and to host email for the Office of the Chancellor. We continue to work with the Alumni Office on email for life. The Vikings plan to stay at Sears this summer: the phone lines there will be dropped and wireless access will be enhanced. The new VPN service will have a new license model and we will have about 100 concurrent users. Most users will not need to use the VPN and highest usage has been in the 40s.
F. ITS – ACC (Wayne Sharp) – Wayne Sharp announced that MnSCU will discontinue funding for the lockdown browser capability this summer. Contact Jeff Henline if you are using this feature.
David Giorgina announced that the Technology Seminar over spring break was a great success and another one will be offered after spring semester.

G. ITS – Customer Support (Gary McKinley) – Gary McKinley announced that Vickie Larson is no longer in the Computer Store as she has transferred to the Registrar’s Office. There will be many demonstrations of new products in the coming weeks.

H. ITS – Applications and Web Services (Ted Johnson) – Ted stated that ISRS continues to have some problems with replicated data and the production version and the system is slow. Ted announced that the Identity Bar is now showing at the bottom of all our web pages (except the main home page). This feature allows individuals to check their MavCash, Library materials and access MavDisk all in one location. After consulting with students the new name will be “MyMnsuToolbar”.

I. ITS – D2L. No report

J. Other Technology Updates/Announcements (Don Larsson …) – No new items

TECHNOLOGY SHOWCASE
None

Meeting was adjourned at 3:57 p.m.

Respectfully submitted by: Julie Dornack / Joan Roca