Minnesota State University, Mankato
Learning & Technology Roundtable
Tuesday, April 1, 2008
CSU 238

Present: Matthew Clay, Don Descy, Yvette Dulohery, Jan Eimers, Terrance Flaherty, David Gjerde, Brian Groh, Jeffrey Henline, Catherine Hughes, Ted Johnson, Joan Klanderud, Don Larsson, Peg Lawrence, Judith Luebke, Gary McKinley, Pat McKinzie, Steven Robinson, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Gary Urban
Absent: Jane Baird, Marilyn Delmont, Sandra Eggenberger, Brenda Flannery, Joel Jensen, Patricia Lipetzky, Stewart Ross, Julie Snow

Joan Roca thanked the group for attending this meeting. He stated that the patents that Blackboard was claiming have been thrown out in the D2L/Blackboard lawsuit but it is expected that Blackboard will appeal. For now it is business as usual. On 3/21 an announcement from Al Essa was shared with LTR members stating that we are on track to upgrade from D2L v.8.1 to v.8.2.3 during the weekend of June 6th. D2L asserts that version 8.3 does not infringe on patents. Jeff Henline added that there has been no further official word from the Office of the Chancellor.

Announcements and Upcoming Events/Conferences (FYI)

• 1 LTR Meeting left this semester: Tuesday, May 6 @ 2 p.m., CSU 238
• Conference: LabMan 2008, MSU Mankato, June 2 – 4 http://labmanconference.org/
  Wayne Sharp announced that the LabMan conference has a full vendor track and the registrations are coming in. It is hopeful that we will have between 125 and 150 attendees.
• Conference: MERLOT International Conference, Minneapolis, August 7 – 10
  There have been about 700 proposals so far for EDUCAUSE. It may be a better opportunity to present papers at the regional meetings.

Old Business

• Approval of Minutes of 3/4/08 (available at http://lib.mnsu.edu/ltr/ltrinfo.html)
  Steve Vassar moved and Pat McKinzie seconded to accept the minutes of 3/4/08. The minutes were approved without change.
• Update: Proposals for Tech Fee Grant 2008 (Wayne Sharp)
  Call document and Template available at http://mnsu.edu/grants/techfee
  Wayne Sharp informed that several proposals were received requesting approximately $100,000 worth of funding. Copies of these proposals will be distributed to the committee members. Last year, the grant recipients were awarded approximately $100,000 in funding.

New Business

• Tech Fee Advisory Subcommittee report and recommendation – Action
  Bryan Schneider reported that every spring ITS works with a subset of LTR students and faculty as part of the consultation process for setting any changes on the amount of the tech fee and recommend uses of that funding. They go over the priorities and learn about the technology used on campus. This year the sub-committee showed the group all types of technology on campus
including the infrastructure. It is an excellent opportunity to learn about the many uses of technology across campus and it would be great to have more LTR and student participation next year.

Bryan distributed a handout outlining the priorities for 2008 – 2009 that were identified by the Technology Fee Subcommittee. This list is not prioritized because all of these need to be addressed. This document is a product of the LTR and the Student LTR. There was very strong input on behalf of the students.

This document was reviewed and discussed and minor suggestions were offered. Some rewording is necessary in the ‘Support for the Distance Learner’ section of the handout. This will be addressed and updated. The Technology Fee must be marketed to both on-campus and off-campus students. Bryan said that the student study areas identified as important by the students were the first floor of Memorial Library and the Minnesota Room as well as the lower level corridor. Students would like to see better laptop access in these areas. They also mentioned that they would like additional MavPrint printers.

After discussion, the LTR feels that these are good priorities and are in favor of supporting the Technology Fee Focus: 2008 – 2009.

A motion was made by Terrance Flaherty to approve the Technology Fee Focus: 2008 – 2009 recommendations made by the subcommittee. A second was made by Pat McKinzie. There was unanimous support by the LTR.

Bryan announced that the students strongly supported leaving the Technology Fee at its current level of $7 per credit hour with a cap of $84.

A motion was made by Terrance Flaherty and a second was made by Pat McKinzie. The LTR voted unanimously in leaving the technology fee the same as the previous year.

• **FY09 MnSCU Enterprise Funding Subcommittee – Update/Discussion (Bryan)**
  Members of the committee are: Matt Clay, Marilyn Delmont, Don Descy, Terrance Flaherty, Jared Grove, Patricia Lipetzky, Pat McKinzie, Stewart Ross and Steven Vassar. Thank you for serving. We will be using the same model as we have for the Student Tech Fee Grant process. A meeting will be held on Thursday, April 3\textsuperscript{rd} from 9 – 10 a.m. in ITS to put together the process. If you are interested in attending, please do so. The group will work to discuss and identify how to divide up the $700,000 award from MnSCU. A draft will be sent to the LTR via email for their vote.

• **ITS Service Levels Agreements and other services – Update (ITS Directors)**
  The ITS Directors made brief presentations regarding their areas and the levels of services that they provide.

  *Bryan Schneider – Technical Services*
  This area of ITS has expertise in the STARS system that is used for registering for professional development sessions and it also keeps track of which sessions that you have attended. This is now a MnSCU-wide system resource.
Technical Services also covers information security. Kevin Thompson helps with the MnSCU system storage space. Some programs that need large amounts of storage space, such as GIS and the Weather Lab, have to purchase it.

Technical Services manages the ImageNow software. Originally there were 4 campuses that were using this technology. Now, there are 20 institutions on board and an additional 4 or 5 are expected this year. $5,400 is collected from each institution to participate in this endeavor. The annual campus licensing and renewal is paid out of the funds collected. Excess money from this is used for hardware upgrades and additional products. Some campus offices that are using ImageNow software are Student Financial Services, College of Graduate Studies and the Registrar. Currently there is no charge to departments to use the ImageNow software. The licensing fee is low. The maintenance cost for this is based on the purchase price of the software. Dave Gjerde stated that the Registrar’s Office has over 200,000 images on the software. This has helped significantly with paper reduction.

Ted Johnson, Web Services & Application Development
This area of ITS offers service level agreements to departments and units across campus. Normally departments pay students to do maintenance on their website. The service agreements are based on an hourly wage of $15 and students are hired directly by ITS. Charges are made on a pay-as-you-go basis depending on the use. In some cases where more intensive work is needed, ITS has hired a tech position and charged departments. Graduate Studies and Allied Health and Nursing have preferred using this system and they each funded 50% of the staff person. There may be others on campus who are interested in this option. It is possible that they may be able to hire additional people and have the funding come from other departments. If you are interested in this arrangement, please contact Ted.

Gary McKinley, Custom
Gary McKinley, Customer Service
Gary said that there are several service level agreements within the Customer Service area of ITS. The College of Business laptop initiative funds two full-time staff people and several student assistants. The D2L support help desk has 2 people with staggered hours offering 16 hours of service per day/7 days per week. There are two people available at the ResNet depot from Sunday to Thursday and it is hopeful that this will continue. There haven’t been any decisions made as far as support for the new residence halls.

Gary provided a short presentation for the LTR members that demonstrated how to place work orders for technology requests and track its resolution. It is available at: http://www.mnsu.edu/its/help/helpdesk.html

• Global issues on D2L (VP Delmont)
Vice President Delmont could not attend the meeting but Bryan and Jeff Henline covered this topic. Jeff said that MnSCU was working on some issues with the D2L server as it went down recently. For some reason, two options were not working. The issue seemed to be cosmetic and not critical. He said that there were some time last week when the server was not available for approximately 30 minute. Jeff will send out an announcement when it has been repaired.

Jeff brought up that when courses are created, D2L defaults them to “inactive”. Students do not have access to these courses until the instructor has made them active. This has created problems in the past. Jeff thought that having the default of a newly created course switched to
“active” would be much better than what we have been doing. Historically, the beginnings of the semester have been bad. A motion for the LTR to support the changing to course active by default was made by Terrance Flaherty and a second was made by Steven Vassar. This was approved unanimously by the LTR.

Jeff would also like to see that instructors be given the ability to add students to a course once the semester begins. He said that he has to do many manual enrollments and this could be alleviated. After discussion, he decided to hold off on this enhancement and wait for broader discussion later. He will provide an update to the LTR once it is further studied.

Upgrading of D2L is scheduled to occur over the summer. We will change to version 8.2.3 in May or June and then update to 8.3 after that. The purging of data is crucial to make the change to version 8.3. Jeff explained that the new versions act the same but will now look more uniform. Buttons will be located in the same place on each page. It will be more user friendly.

Jeff announced that there have been a lot of small bugs in D2L that have been frustrating and will not be fixed until we upgrade to the next version. These are being remedied.

**Other**
Steve Vassar reopened the discussion of clickers. The sub-committee will be reconvened by Matt Clay. It was suggested to get representation from the Barnes and Noble Bookstore on this committee, since part of the problem seems to lie within the sale/resale/buy back of these units. Their input is very important. If you are interested in serving, please contact Matt Clay or Steve Vassar. An update will be provided to the LTR at the next meeting.

Matt said that if you are interested in trying clickers in a class, there are 2 sets of 30 available for use. He is also the contact if you are interested in getting a room set up for clicker usage. Please contact him if you are interested.

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

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

C. Library Services (Peg L.)
   The Library will be open on Saturdays from 10:00 – 4:30 pm during the summer sessions, as there are several classes that meet on Saturday.

D. ITS – VP/CIO (Marilyn D.)
   Byran Schneider attended the CIO Conference where it was learned that the migration from RDB to Oracle has slipped. There were concerns about the common start date and how it could impact the system. Holding off on the conversion until December will be helpful. This is good news!

   Byran Schneider reported that an email to campus for those using Uniface has been sent out. The upgrade has been put on hold. It is unknown at this time when we will be upgrading to version 8.
We will be working with Microsoft to develop a program that will allow the ‘message waiting’ light on the telephone to work with our software. Currently this is not supported by Microsoft but they will help us work with companies that can assist.

E. ITS – Networking/Systems (Bryan S.)
Microsoft has been informed that features are still missing for non-I.E. users (ex. Firefox or Mac). We have been assured that the next version of MavMail will have the features available.

Entourage has been a disappointment because you cannot create and edit distribution lists. Microsoft will help with that too.

We have been contacted by the Office of the Chancellor requesting that we hold off on text message notification of emergency announcements. ConnectEd will be piloted. Another product by Honeywell will also be visited.

F. ITS – ACC (Wayne S.) – No report.

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

H. ITS – ISRS (Ted J.) -
Ted Johnson announced that the Office of Admissions made the transfer to MnSCU e-Application. Challenges have been encountered. Discussions will continue with MnSCU regarding additional support for this endeavor.

I. ITS – MSU Web & Portal (Ted J.)
Ted Johnson stated that the portal will now offer the opportunity for everyone to use their own RSS feeds on their page. This uses Web 2.0 features. He will demo this for the LTR at the conclusion of the meeting.

J. ITS – COMET/METNET (Ted J./Joan K.)
No report.

K. ITS – D2L (Jeff H.)
Discussed earlier.

L. ITS – Security (Kevin T.)
No report.

M. Other tech updates/announcements (D. Larsson, et al.)
Don Larsson announced that MnSCU has set aside money for a textbook pilot project. There were 6 submissions from the system. MSU submitted a very modest program that will be funded. The Library is cooperating in this project. The proposal was submitted by a student group.

**Technology Showcase/Demo**
Ted Johnson demonstrated the use of RSS feeds on an individual’s own page for the MSU portal.

Meeting adjourned.
Respectfully submitted by: Julie Dornack