Minnesota State University, Mankato
Learning & Technology Roundtable

Tuesday, April 3, 2007
2:00 p.m. – 4:00 p.m.
CSU 285

Present: Gale Allen, Matt Clay, Don Descy, Sandra Eggenberger, Jan Eimers, Terry Flaherty, Brenda Flannery, Brian Groh, Jeff Henline, Ted Johnson, Joan Klanderud, Peg Lawrence, Pat Lipetzky, Pat McKinzie, Joan Roca, Gerry Schneck, Bryan Schneider, Steven Smith, Evan Trosvik, Gary Urban, Steven Vassar

Absent: Jane Baird, David Gjerde, Mary Hadley, Catherine Hughes, Joel Jensen, Kent Kalm, Stewart Ross, Wayne Sharp, Robert Zelin

Guest: Jerry Jeffries

Sabbatical: Jim Grabowska

(Minutes and documents are posted on LTR web page: http://lib.mnsu.edu/ltr)

Announcements & Upcoming Events/Conferences
1. Workshop: Faculty Peer Review for Online Course Design, May 24-25, Duluth
2. Conference: D2L International User Conference, July 8-11, Duluth
3. Conference: Integrating Technology into Teaching & Learning, October 4-5, Grand Forks, ND
5. WCET E-Learning in Higher Education, November 7-10, Atlanta

Old Business
6. Approval of Minutes of 3/6/07 (distributed)
   A motion was made by Gerry Schneck to approve the minutes of March 6. Second by Pat McKinzie. The minutes were approved without change.

7. Quick Report from Regional EDUCAUSE conference in Chicago (Wayne)
   Wayne Sharp was not present.

8. UPDATE: D2L issues (Bryan/Jeff)
   D2L will be updated after this semester. We are trying to get information on the new functionality and features that the update will offer. It is hopeful that we will receive this information within the next two weeks. Training will not occur until the fall. If possible, we will try to have a preview of the new features this semester. The main functionality of D2L will not change for the summer. As soon as MnSCU releases the list of new features, it will be shared. No problems reported or questions asked.

9. UPDATE: Technology Fee Grant Proposals (Wayne)
   Bryan Schneider reported that the Technology Fee Grant Celebration will occur from 2 – 3 p.m. on April 5, 2007 in ML3012. During this event, ITS will match up a representative with the grant winner to assist with the project. All LTR members are encouraged to attend.
10. UPDATE: Response Systems (Matt)
Matt Clay distributed a handout from the Audience Response System Subcommittee (ARS). This document described the process that the subgroup used to process a recommendation on the equipment for a standardized campus response system. The committee identified four vendors (PRS Interwrite, iClicker, eInstruction, and Turning Point Technologies) to come to campus to present demonstrations. After reviewing the demonstrations, the subcommittee identified PRS Interwrite as the best choice. The advantages of this vendor are pricing and a virtual clicker which offers a guaranteed way to download. There was discussion as to what publishers are handled by which companies. This was unknown. Members of the LTR that use PRS are Brian Groh and Steve Vassar. They have been satisfied with the performance.

Clickers can provide immediate feedback in classrooms and students seem to prefer this. Caution was made to be careful to use these devices for testing. The results could be harmful in regard to cheating. The use of these as polling devices should be emphasized.

PRS Interwrite offers free software as of now. This decision will not affect current users of other response systems. ITS will be able to offer support and it is hopeful that students will be able to use one clicker for several classes versus a different clicker for each class.

“The ARS subcommittee recommends that PRS audience response system as the system with which the campus should standardize. The ARS subcommittee also asks that IT develop and implement the process of sales, warranty, support and training in order to have this available to the campus by fall of 2007.” A motion was made by Terry Flaherty to accept the recommendation as written and a second was made by Gerald Schneck. The motion carried and was unanimously approved by the LTR.

11. UPDATE/DISCUSSION: Webcam Subcommittee proposal (Wayne/Don)
The Webcam Subcommittee made a proposal to the Executive Committee of the Faculty Association on March 22, 2007. The main feedback was that they would like to see a female representative on this subcommittee, a fourth tier added for faculty and staff, and more secure areas. It was also mentioned to use video clips instead of live shots to reflect campus activity to people outside of the University.

After discussion, it was decided that Joel Jensen should also be asked to participate on this subcommittee. He will be contacted for input. Peg Lawrence also volunteered as an additional representative. Wayne will reconvene the Webcam Subcommittee to discuss changes to the last draft. After revisions, this document will be distributed for discussion.

New Business
12. ACTION: Technology Fee Advisory Subcommittee - final recommendation (Bryan/Evan/Don) see: http://www.mnsu.edu/its/cio/techfee/
A handout reflecting the current priorities of the Technology Fee Focus was distributed to the LTR members. Ongoing commitments include: ACC, network infrastructure, core
technology services, classroom technology, instruction management software, technology orientation/communication; MSU Portal, and new technology initiatives.

The students would like to see a “Virtual ACC” server established to allow students to access specialized software anytime and anywhere. This will be reviewed with the LTR for implementation in 08-09.

The students are concerned with the number of satellite labs. They feel that there are currently enough. Students would like to be involved with changing spaces into labs. This excludes new buildings. The network infrastructure should include self-defending technology. ITS will also review the number of dial-in lines for potential reduction. Currently there are 96 and if these are not being used the number will decrease. We will be reviewing the MavPrint stations to see if duplexing is possible. This would reduce paper waste.

Clarification on the College of Business Laptop Program is necessary. Students would like additional information. Some students have majors in another area but take a number of classes through the College of Business. Bryan Schneider is discussing this topic with Dean Scott Johnson.

There is still need for clarification to the student body as to where their technology fee money is spent. Some are not aware of all that it provides.

The LTR Technology Fee Advisory Subcommittee (LTR: Don Desey and Peg Lawrence Student Representatives: Brett Fleck and Evan Trosvik) state that:

1. We support the current student technology fee ($7.00 per credit - $84 maximum per semester) and recommend staying within the 2007-2008 budget, as proposed in the attached worksheet, for a projected total of $2,300,000.

2. We support the priorities outlined by the administration (and appended to this document) and note that the priorities were originally drafted by the Student Technology Roundtable in 2003 and modified several times through the technology fee recommendation process.

   2.1 We recommend that Information and Technology Services (ITS) increase campus-wide use of computing and technology through effective promotion, documentation and training.

   2.2 We recommend that ITS continue to monitor all expenditures in order to best use student technology fee dollars in accordance with the attached outline of priorities.

Gerry Schneck made a motion to approve this recommendation. A second was made by Terry Flaherty. The recommendations from the LTR Tech Fee Advisory Subcommittee were approved unanimously.

The LTR appreciates the work of this committee and the Student LTR in this process.

13. DISCUSSION/ACTION: on Web and Electronic Document Accessibility (Gerry)
Gerald Schneck distributed a report of the Workgroup on Web and Electronic Document Accessibility Used in Instruction (and Research). The members of this workgroup include Gerald Schneck, Mary Hadley, and Paul Wyss. They provided a recommendation to the Extended Learning Sub Meet & Confer regarding efforts that should be made in order to increase the accessibility for students, faculty, staff, and community members of Web-based and electronic documents utilized in Instruction through Minnesota State University, Mankato.

Budgeting has proved to be difficult for these types of requests. The Office of Disability Services and individual departments did not have funds available. Accommodations can be costly but sometimes they are inexpensive. There are online alternatives available, as well as some software like Visual Communicator 2 Studio by Serious Magic (recently purchased by Adobe) that allows having closed captioning across the screen and also printing a copy of the text.

A motion was made to endorse the recommendations by Bryan Schneider and a second was made by Steven Vassar. The LTR accepts and approves the recommendations of this subcommittee and will move these forward to Information Technology Services, the Extended Learning Sub Meet, and Academic Affairs.

14. DISCUSSION/ACTION: WIDS Instructional Design Software (Gerry)
Gerald Schneck shared the report from the Workgroup on WIDS Instructional Design Software. The charge of this group was to evaluate the WIDS (Worldwide Instructional Design System) Software and determine if it would be an effective software tool for developing and documenting courses and academic programs at MSU, Mankato. To include on-campus, off-campus, and online course and program offerings.

A 60-day trial is available and Gerald encourages people to try it. It is available at: www.wids.org. He stated that a place, such as the T-n-T, could be used to coordinate the use of this software. A site license for this software would cost approximately $9,900 initially and about $2,500 per year for maintenance. Users could be rotated on this type of license.

The group appreciated the demo and agreed that this proposal was more appropriate for curriculum-related groups and should be sent to Brenda Flannery in Academic Affairs (for CETL), UCAP, and the General Education Sub Meet and Confer.

15. Call for IFO reps for next year (ending term: Allen, Baird, Grabowska, and Schneck)
A call for IFO representation to the LTR has been extended.

Updates

A. Student LTR (Evan)
   No update.

B. ITS/ETS (Bryan S.)
Bryan Schneider stated that IE 7 will be implemented this summer. Additional information will be sent out. St. Cloud has a nice map available and we may be able to request use of that information. See their web site for useful information on Explorer 7, Office 2007, and Vista at: http://huskynet.stcloudstate.edu/software/comingsoon.asp

Metro State has been contacted regarding the classified and unclassified UPD process. They have this available now and it might be possible to join with them to use theirs.

Security Awareness Training will be occurring yet this spring. The program is D2L based and is offered in three 15-minute modules. This is a good program on information security and privacy of student data.

ITS has hired a new web developer, Brenda Hamel from Midwest Wireless. They are also trying to get a second position approved.

The phone system is expected to be upgraded this summer. It may be tied into the Exchange System and provide extra capabilities. The Emergency Broadcast System (EBS) alerts should be available by April 15.

Next semester, IT will be reviewing MavPrint and tying it in with MavCash to allow vending, printing, food at MavAve, paylot fees, and purchases at Barnes and Noble.

Barnes and Noble now has ISBNs on textbooks.

The search for Vice President and CIO of Technology is ongoing. Interviews are targeted for early May.

ITS will be sending a team to Winona to look critically at ITV classes and how we can do a better job with it. There may be some initiatives available from the Office of the Chancellor. Off-campus classroom sites could possibly be at Owatonna and Shakopee.

C. MSU Web & Portal (Ted J.)
   No update.

D. ACC (Wayne)
   No update.

E. COMET/METNET (Ted J.)
   No update.

F. Extended Learning (Pat L. / Kent K.)
   Dean Lipetzky stated that this summer there are 105 courses with media code 03. Last year we had 93. The enrollment is at 1,200 compared to 650 last summer.

G. MnOnline (Mary H.)
   No report.
Other

Technology Showcase/Presentation
- New MavMail (Outlook 2007)
Jerry Jeffries presented the new MavMail to the LTR.

Meeting adjourned.