Learning & Technology Roundtable
Tuesday, May 1, 2:00 pm CSU-285

Present: Gale Allen, Jane Baird, Matt Clay, Don Descy, Sandra Eggenberger, Jan Eimers, Terrance Flaherty, Brian Groh, Jeff Henline, Ted Johnson, Kent Kalm, Peg Lawrence, Pat McKinzie, Joan Roca, Gerald Schneck, Bryan Schneider, Steven Smith, Evan Trosvik, Gary Urban, Steven Vassar, Robert Zelin
Absent: Brenda Flannery, David Gjerde, Mary Hadley, Catherine Hughes, Joel Jensen, Joan Klanderud, Patricia Lipetzky, Stewart Ross, Wayne Sharp
Guest: Scott Page

Don and Joan welcomed the group to the last meeting of the semester and provided refreshments. The work of those that are ending their term on the LTR is greatly appreciated. These people include Gale Allen, Jane Baird (reappointed), Jim Grabowska, Kent Kalm, Gerald Schneck and Evan Trosvik.

Announcements & Upcoming Events/Conferences (FYI):
1. eLEARNING: GAMES & SIMULATIONS WORKSHOP, May 24, 2007
   Normandale Community College, Bloomington, MN
   <http://www.mngts.org/elearning07games>
2. Workshop: Faculty Peer Review for Online Course Design, May 24-25, Duluth
3. Workshop: Web Accessibility Training, June 20-21, Logan, Utah
   http://webaim.org/training
4. Conference: D2L International User Conference, July 8-11, Duluth
   D2L Early Bird registration deadline is May 4, 2007.
5. Conference: Integrating Technology into Teaching & Learning,
   October 4-5, Grand Forks, ND
   Mark your calendar now and begin planning. There are usually funds available for this conference.
7. WCET E-Learning in Higher Education, November 7-10, Atlanta

Joan Roca announced that the Quality Matters program has generated widespread interest and received national recognition for its peer-based approach to quality assurance and continuous improvement in online education. It has created a set of review criteria based on the research literature and national standards, incorporated these criteria into an interactive web-based rubric with annotations, and developed training and a process for conducting team course reviews. For more information see http://qualitymatters.org.

Old Business
8. Approval of Minutes of 4/3/07
   [Minutes available at: http://lib.mnsu.edu/ltr/ltrinfo.html ]
   A motion was made and seconded to approve the minutes. Minutes were approved without change.

9. Report from Regional EDUCAUSE conference in Chicago (Wayne)
   Wayne was not present. No report.

10. UPDATE: D2L issues (Bryan/Jeff)
    Jeff Henline reported that the IMS Advisory met and updated the production and testing server to version 8. There have been a lot of problems. May 17th is the go or don’t go date. If we go, we will be down from 10 p.m. on May 31 until Sunday, June 3 at 3 p.m. Bryan Schneider will assist Jeff with sending out updates to everyone using D2L.

11. UPDATE/DISCUSSION: Webcam Subcommittee proposal (Wayne/Don)
Evan Trosvik objected to bringing draft 3 of the proposal into the discussion stating that the students have not been involved in the development of the latest revisions to draft 3. Discussion followed trying to identify the differences between draft 2 and draft 3 and rather than focusing on the details of one or the other the group eventually agreed that, even though they may be good for security reasons and in protecting technology, the web cameras have raised more broad concerns related to privacy and safety that should be addressed at the institutional policy level and are beyond the scope of what LTR can recommend. Evan Trosvik made a motion to move draft 2 of this proposal forward to the Cabinet for their review and decision on the proper action. Terry Flaherty seconded. This motion carried.

New Business

12. (2:15) ACTION: Differential Tuition Proposal (Scott Page) [document attached]
[document: http://lib.mnsu.edu/ltr/docs/ED200-4.4.07.pdf ]
Scott Page joined the group and reviewed the proposal on Differential Tuition. This proposal is similar to the one prepared last year for KSP that was approved. The College of Education is requesting that school districts participating in the purchase of professional development be able to offer a reduced rate of $500 for participants. Kent Kalm made a motion to approve. A second was made by Sandra Eggenberger. The LTR voted to approve this proposal and send it forward to the Extended Learning Sub Meet & Confer. It was also noted that the approval form will need to be reviewed and the EL Sub Meet included.

13: ACTION: Information Security Incident Response and Notification Procedure (Bryan)
[document: http://lib.mnsu.edu/ltr/docs/Incident-Response.doc ]
Bryan Schneider reminded everyone that Kevin Thompson has been hired in ITS as the new Security Manager. He was hoping to attend the LTR meeting today but unfortunately he is out of town. The procedure under review will be sent out to the bargaining units for further review and input. Basically, this procedure announces who to contact in case of things happening on campus. Gerald Schneck made a motion to approve this procedure and a second was made by Pat McKinzie. This motion was carried and the procedure shall be moved forward to the Meet & Confers.

14. UPDATE: Emergency System (Bryan)
Bryan Schneider stated that the Emergency Broadcast System is being installed over the next several days. This will allow a broadcast to be sent to all Cisco phones. ITS will continue to add telephones in classrooms. After the installation, testing will occur and procedures will be put into place pertaining to building evacuations, lock downs, etc. Additional discussion will occur in the fall.

The campus can also distribute emergency messages to people via cell phone text messaging. If you would like to sign up for this feature, please go to: www.mnsu.edu/password, enter your TechID and PIN and fill in the item for emergency notification. Examples of text addresses for many major cell providers are provided.

15. UPDATE: Security Awareness Training (Bryan)
Bryan Schneider said that the Security Awareness training will be rolled out during the summer months for staff. More information will be available for faculty in the fall. This is a D2L course and 3 modules are ready to go. Assistance and training will be available in the T-n-T Lab for this course.

16. UPDATE: MavPrinting back-2-back (Bryan)
Bryan has spoken with the Print Shop to discuss back-to-back printing on printers around the campus. This would save money by forcing duplex printing to cut down on paper use. They are currently working with HP to figure out how to do this. Students have also requested that the price of color printing be reduced. This will be dropped to .40 per page and quite possibly .30 per page in the future.
**Updates**

A. Student LTR (Evan)
   Evan Trosvik announced that the students have approved the $7 Technology Fee. The President has also endorsed this.

B. ITS/ETS (Bryan S.)
   Bryan reported that he received a legislative update from Ken Niemi. Funding is the best that it has been in recent years. MnSCU hopes to receive a 30 million dollar increase in funding for technology.

   Bryan stated that ITS will be completing many projects over the summer. These include a storage upgrade and a new version of MavMail. The MavCash will also be integrated with MavPrint and allow purchases at MavAve, vending machines and the pay lot. This will also be integrated with Barnes & Noble so that students will be allowed to purchase their textbooks with the MavCash.

   Meeting Place was reviewed again and we have backed out of the deal. It will be reevaluated next fall.

   We are now testing the statewide application for Professional Development. There was difficulty in accessing Human Resources data but this seems to be solved.

   ITS is very excited to begin working on the Technology Fee Grant Proposals. There are projects that promise to be interesting.

   We are working with Metro State to manage electronic documents. They have developed this and we will be integrating it into our environment.

   Vista and Office 2007 will be installed in computer labs over the summer. I.E. 7 will also be rolled out.

   Last week at the MnSCU IT conference, there was very much interest in Podcasting as a means of providing instruction to students. St. Cloud is using this very actively. Our staff is working with St. Cloud to raise the level of awareness. This is very simple to use and people are encouraged to try it.

   The interviews for the VP/CIO will be happening next week. Please participate if you are available.

   Winona uses ITV very heavily. We are working with them to figure out how we can improve the use of ITV on our campus.

   The Instructional Designer position description is being developed. There is hope to advertise for this during the summer months.

C. MSU Web & Portal (Ted J.)
   Ted Johnson stated that the portal prototype is not ready to go yet. The CSU has received the RSS information feed and that will be taken campus-wide. There isn’t enough buy in yet but it will be out to beta within a couple of weeks.

D. ACC (Wayne)
   No report.

E. COMET/METNET (Ted J.)
   The executive director has left for a position in Canada. There is a sense of uncertainty but there is a strong desire to maintain the collaboration. COMET has appointed interim co-directors.
F. Extended Learning (Pat L. / Kent K.)
Gerry Schneck stated that they are working with Graduate Studies to further develop their portal and webpage within the template requirements.

G. MnOnline (Mary H.)
No report.

Other
-- NEW Faculty reps for next year: Judith Luebke, Jane Baird, John Solis

Bryan Schneider announced that IT now has laptop encryption software available for $40. There is not a Mac version available at this time.

The WIDS software will begin to be used for a field test in General Ed this fall.

Web access to electronic documents will be discussed at the next Faculty Association Executive committee meeting and possibly go to Meet & Confer before the end of the year.

The LTR thanks Bryan Schneider for providing leadership to ITS over the past year.

The LTR extends special thanks to Evan for serving on this committee, he has done a great job of serving the student government. Best wishes to Evan as he continues his studies in North Dakota next year.

Meeting adjourned.