Minutes

Present: Evan Bibbee, Marcius Brock, Matt Clay, Diane Coursol, Marilyn Delmont, Yvette Dulohery, Marni Dunning, Jan Eimers, David Georgina, Jennifer Guyer-Wood, Jeff Henline, Ted Johnson, Sarah Koenen, Peg Lawrence, Gary McKinley, Steve Robinson, Joan Roca, Bryan Schneider, Julie Snow, Gary Urban
Absent: Jane Baird, Queen Booker, Ron Browne, Becky Copper Glenz, Robert Dooley, Catherine Hughes, Avra Johnson, Brian Jones, Chris Kaufman, Joshua Kilvington, Dawn Leech, Danae Quirk Dorr, Murtaza Rajabali, Wayne Sharp, Steve Smith
Guests: Dave Esping, Linda Jacoby (for Becky Copper Glenz), Bryan Hoffman (for Wayne Sharp)

Joan Roca called the meeting to order at 2:13 p.m. There were no additions or changes suggested for the agenda.

ANNOUNCEMENTS & UPCOMING EVENTS/CONFERENCE (FYI)
- Fall LTR Meetings: First Tuesday of the Month

OLD BUSINESS

- Approval of Minutes of 3/30/10 (sent separately)
  LTR Minutes posted at: http://mnsu.edu/ltr/ltrinfo.html
  A motion was made and seconded to approve the minutes of March 30, 2010. The minutes were approved unanimously without change.

- Copyright Compliance Procedure – Kevin Thompson shared the 4/22/10 draft of the Copyright Compliance Procedure. This was shared with the Cabinet and the response was enthusiastic and positive. This is a written plan to deal with copyright violations. In July, 2009 the federal rules came out mandating colleges to set up policies by July 1. The proposed procedure will go into effect on July 1, 2010. This document puts our existing practice into a formal procedure. One question remaining is who has ownership of this? Academic Affairs? ITS? Student Affairs? The document will be shared with the Meet & Confers on Thursday. This procedure will also be reviewed again in September as part of the regular review cycle that occurs. The Campus Copyright Policy will need to be reviewed and revised as well.

Kevin stated that it is not clear what should happen when faculty/staff violate this procedure but it seems logic that HR will have to handle the complaints against faculty/staff, if there are any, in order to comply with the various bargaining agreements. He receives approximately 30 complaints a year but so far, none have been faculty/staff.

There was a question about the use of network images or how to use video clips in the classroom. Kevin stated that typically, he has not received any complaints about images. The complaints have been mostly related to illegal file sharing of copyrighted music or movies. He stated that it would be desirable to establish a FAQ page on the website dedicated to copyright and fair use. There is a lot of information available, but is out there in small pieces. The FAQ webpage will consolidate that information and make it available in one place. Joan Roca informed people that for classroom use of journal articles the best way is to just have the direct link to the article rather than place a copy of the article to be shared (see Persistent Links: http://lib.mnsu.edu/distlearn/persist/persistent.html). Normally it is not legal to place pdf copies of articles on a web site or email them. Please contact your Library liaison for additional information. Joan added that there are shared repositories of images such as
Creative Commons (http://creativecommons.org) or databases to share learning objects such as MERLOT, where they undergo peer review (MnSCU has a site license – see http://merlot.org).

NEW BUSINESS

1. **IT Excellence Awards** – Marilyn Delmont distributed a document that explained the ITS Excellence Award Nominations. There were approximately 90 submissions and of these 22 were awarded. ITS staff from Minnesota State University, Mankato received 8 awards! We were very well represented. Congratulations!

2. **Computer Workstation Management** – Gary McKinley distributed a handout that solicits feedback and participation from the LTR to work with an IT group for testing and verification of computer configurations supporting workstation management concepts. With the current configuration, individuals are able to delete the IT administrator account and disable the computer. There should be a limit to user rights on campus and we should have standard user privileges. This does not pertain to faculty computers. Peg Lawrence volunteered to work with Gary on the testing/verification process. If you are interested in assisting with this process, please contact Gary McKinley.

Marilyn Delmont stated that many campuses have already set these types of restrictions. It would be more secure and prevent lost productivity due to computer downtime. It is hopeful to have this in place by fall semester and also offer D2L training for employees dealing with access rights and permissions.

3. **Need for Larger Classroom Labs (50+) for Redesigned Courses** – With the redesigned courses, there is a need for larger classrooms. Yvette stated that Nursing has a need for room for 60 students. Please check within your college to see if you have a specific need for labs that seat more than 50 students. Contact Marilyn Delmont with the details. There may be a design issue to have space available for those that have their own laptops versus space with actual computers available. We need to identify needs for upcoming courses. We must make sure that classrooms are equipped with enough electrical outlets and also provide table space for laptops. This project gets more complicated as we discuss software issues for computers provided. We will solicit for volunteers to work with this initiative. Marilyn Delmont will discuss this issue with the Provost and also get the topic onto the Chair’s agenda.

4. **Love Your Computer Week** – Bryan Schneider distributed a proposal to hold a “Love Your Computer” Week on campus at MSU. This idea was brought forward from the LabMan Conference. The idea would be to have this event in a large room and have several displays dealing with computer issues such as phishing, cleaning your cache, etc. Stations would be set up to explain a variety of topics relating to computing. We expect faculty/staff/student participation. It will bring people together and help us educate them on safe computing. The goal would be to provide informative activities, showcase technology that is available and provide an opportunity to have fun with technology. Sarah Koenen expressed interest and thought that it would be a good idea to include some of MSU’s technology students in the presentations. Bryan explained that we would need a lot of help from faculty, staff, students and possibly the IMPACT team. This topic will be revisited in the fall.

ONGOING TECHNOLOGY UPDATES

A. **Student MSSA/STC (Students)** – Sarah Koenen reported that the students are happy that the College of Business Laptop proposal passed. This proposal was set up so that students did not have to purchase new equipment but they must meet specifications set by the College. Information will be distributed to new students as well and is available at the COB web site: http://cob.mnsu.edu/notebook.

B. **Extended Learning (Becky Copper-Glenz)** – Linda Jacoby reported on behalf of Becky Copper Glenz. She said that there are a lot of courses available online but most current users are familiar with campus. However, there is a growing number of students enrolled that have never physically been on this campus. We need to provide learner support for these types of students and make services accessible to them. It
might be possible to put something together in a course module to provide students with information. A solution or recommendation to have online learners self identify might benefit the entire system.

C. Library Services (Peg Lawrence) – Peg reported that the Library is developing a collection of books and materials in support of the H2O.2010 project (Hope, Healing, and Opportunity). There will be resources available near the Best Sellers on the 1st floor of the Library. An informational note will also be placed on the Library’s website.

D. ITS – VP/CIO (Marilyn Delmont) – Marilyn attended the MnSCU ITS Conference. There were 82 sessions offered and 11 of them were offered by MSU ITS staff. One session that she attended was “Looking for Opportunities: A View to the Future” and this detailed on 3 basic campus issues: 1) Communications, 2) Quality Assurance and Testing; and 3) IT Governance (project management and project funding).

Darrel Huish, the new MnSCU Vice Chancellor for IT, has agreed to come to MSU in the fall and talk with the LTR and others. That will help us understand his vision. It will be nice to have everyone meet him. We will see if he is available in October.

E. ITS – Networking/Systems (Bryan Schneider) –

• Student Tech Fee recommendation for FY11 - sent to Marilyn Delmont, President Davenport and Chancellor McCormick.
• Replacing air conditioning units in ML Computer Center.
• VPN ready to deploy May 17th
• Live@edu for alumni e-mail for life - Contracts and liability
• COOP update - EOM DR center in McElroy
• Student Printing will surpass 5.6M pages this year. 17x taller than Gage Tower. Duplex printing reduces sheets by 34% 3.6M sheets 10x taller than Gage.
• SLAs for hosting ImageNow and e-mail
• Testing of Office 2010
• Increased Internet bandwidth
  • @7700 France 10Mbps to 100Mbps (before fall)
  • @MSU

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• SiAM - StarID - pushing along campus integration - TECH ID will NOT go away. MnSCU Faculty and staff application integration in December, Students e-student services, etc. by July 2011.

Summer Projects:

• Toll Bypass to twin cities
• ImageNow upgrade this summer - Windows 7 capabilities plus new features
• MavPRINT upgrade
• SharePoint 2010
• Resident Hall - Removing room telephones, adding Wi-Fi wireless - Crawford / McElroy, Julia Sears, but not Gage.
• Looking into enhanced patch management products
• Complete COOP project. Including redundant core and Internet connection.
• MavDISK rebuild - one of few remaining systems to fit into COOP with redundancy.
• Increase Internet bandwidth @7700 France
• Blackboard Transaction System upgrade
• Enhancements to MavMAIL - Archive folders - Outlook 2007 as well. Themes. Hopefully some bug fixes that we've submitted.
• Electronic Faxing
• Planned enhancement to STARS (Systemwide Training and Registration Site)
• TelePresence

F. ITS – ACC (Wayne Sharp) – No report.
G. ITS – Customer Support (Dawn Leech) – No report.
H. ITS – Applications and Web Services (Ted Johnson) – There are no major updates on ISRS or the website. Things are quiet now.
I. ITS- D2L (Jeff Henline) – Jeff Henline announced that D2L will be upgraded on June 4 and 5, 2010. An email was sent on April 16 that listed the features. There are not a lot of changes in the look or the functions but there will no longer be frames around the content.
J. Other Technology Updates/Announcements (Don Larsson …) – Kevin Thompson reported that the VPN will go live 2 weeks from yesterday. There should be no change noticed. The portal will have some changes. Information is available on their webpage.

Congratulations to Marcius Brock on his new appointment as Registrar!

Thank you to everyone in the LTR for an incredible year even through all of the challenges we faced. We look forward to working with you in the future. Special thanks to Peg and Joan for chairing this committee.

Have a safe summer!

TECHNOLOGY SHOWCASE
Dave Esping did a brief demonstration on the iPAD. iPads were passed around so that individuals could try them out. They are lightweight and e-Textbooks are less expensive to purchase. Dave explained that there are 30 – 40 of these on campus now. Health Sciences and Upward Bound have purchased these. Apple sold one million of these in 8 days. There were 300,000 sold on the first day. The iPAD will work on the MSU network. There are a lot of nice features.

There was a demonstration via WebEx on CourseSmart. This is a provider of college textbooks in E-textbook format. There was a favorable response from the LTR members after this demo.

Meeting was adjourned at 4:00 p.m.

Respectfully submitted by: Julie Dornack