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

Announcements & Upcoming Events/Conferences (FYI)
Conference: MERLOT International Conference, Minneapolis, August 7 – 10
Conference: EDUCAUSE 2008, Orlando, October 28 – 31, 2008: http://educause.edu/e08 need to plan NOW to attend EDUCAUSE

Old Business
• Approval of Minutes of 4/1/08 – A motion was made by Pat McKinzie to approve the minutes of April 1, 2008. A second was made by Ted Johnson. The minutes of April 1 were approved unanimously.

• 2008 Tech Fee Grant Awards – Update (Wayne)
The Tech Fee Grant Awards were sent out. There will be six projects funded for a total of $70,000. Those funded are: 1 in Math, 1 in the Department of Counseling and Student Personnel, 1 for Special Education, 1 for the Student Union and ITS, 1 in Aviation and 1 in the Library. Thank you to those that served on the Student Technology Fee Subcommittee. We will continue to use innovative technology.

• FY09 MnSCU Enterprise Funding – Update (Bryan)
Bryan offered thanks to the group that worked on this. $468,000 will be allocated next year. The information was mailed out to everyone. Proposals need to be turned in by August 29. Marilyn Delmont thanked the committee for working on this project and developing a good process to move forward. There will be 3 informational sessions. The selection process will be completed in September when the LTR reconvenes. The subcommittee will get together to rank the proposals.

• Response Systems (clickers) – Update (Matt)
Matt Clay has been working with other campuses to see what they have. The Response Systems Subcommittee will be reconvened in the fall.

New Business
• Tech Fee for FY2009 – Update (Bryan)
Bryan Schneider stated that the tech fee will remain at $7 with a cap of $84 for next year. The students were very supportive. The excess will pay for some paper costs. Computer replacement in the Library is needed because the public computers are failing at a high rate. Please think about serving on this subcommittee next year. It offers a good opportunity to learn how technology is used on campus. The meetings will be spread throughout fall semester.

• Campus Web Site Redesign – Update (Jeff Iseminger)
Jeff Iseminger shared designs of the website redesign project that the enrollment marketing group is working on. They will be testing designs and he will bring back data after the testing. Surveys will be sent out to test markets.

Two new versions will be demoed. Accessibility will be addressed as the templates will be used. This should not be an issue. The external website is critical to prospective students. Internal use is leaning more toward the portal.

The goal of the new design should have very little impact to each department. The content should roll into the new template.

The survey will be asking for feedback from current students as to the top five things they like about the website. The feedback received will help determine which features we will use. There will be a lot of data gathered in multiple ways. This data will support the decisions that will be made. The improved portal will be very important to faculty and staff.

The website redesign funds are coming from MnSCU. If you have comments or suggestions, please email them to jeffrey.iseminger@mnsu.edu.

- Draft Guidelines for Online Course Materials (attached) – Update (Joan/Judy)
  The draft of these guidelines was distributed with the agenda. Course materials are changing with electronic format. We need to be aware of some issues with the copyright law on the sharing of digital information. It is very easy to put things up on a webpage or on a D2L course page. The law was modified 10 to 15 years ago because of the new technology. It was more recently modified with the Teach Act. A sub group will be put together to establish guidelines that follow intellectual property guidelines of MSU and MnSCU. Templates will be established to help decide if an item needs copyright permission. This is the first step. The next step will be to educate more people in “Fair Use”.

  Al Essa stated that MnSCU is looking at the uploading of content into D2L for instruction. This is likely to change over time.

- Draft Policy for “Use of Institutional Webcams” – Update/Volunteers for fall (Ted)
  This topic has been tabled. Marilyn Delmont will be discussing this at the Cabinet level to see where it needs to go.

- Items for Fall 2008 – Brainstorming (see list below)
  If you have suggestions/ideas for fall semester, please send the information to joan.roca@mnsu.edu. Some topics mentioned are:
  - Project Management (How do we handle projects? What is the most effective way to handle problems?)
  - Response Systems
  - Website Redesign
  - Email Calendar

- Ongoing Technology Updates (see list below)

- Process for Technology Projects at the MnSCU System – Update (Jim Dillemuth, MnSCU)
  Project management information is available on the ITS website. http://its.mnscu.edu/
• D2L Upgrade and Issues – Update/Discussion (Al Essa, MnSCU)
  Al Essa said that MnSCU planned to upgrade to version 8.2 in the interim but the lawsuit intruded. We will have to go to version 8.3. D2L claimed that version 8.3 does not infringe on the Blackboard patent. A jury in Texas declared that D2L violates Blackboard’s patent. The jury awarded $3.1 million in damages up to that point. The D2L contract expires in August, 2008 with a five-year re-up option.

Ending Terms on LTR – Thank You!
Don Descy, Brian Groh, Steve Smith*, Steve Vassar*, and Robert Zelin
  *Reappointed to a new 3-year term

Items for Fall 2008
  • Response Systems
  • Website Redesign
  • Email Calendar

Ongoing Technology Updates
  A. Student MSSA/STR (Students)
     No report.
  B. Extended Learning (Pat L./Judy L.)
     Patricia Lipetzky continues to work on the 7700 France Building. She is also working with the Teaching with Technology conference on September 7th. Extended Learning is also working with online course peer review.
  C. Library Services (Peg L.)
     No report.
  D. ITS – VP/CIO (Marilyn D.)
     The Oracle conversion is scheduled for October. Testing will begin in July. Marilyn will send out information.
  E. ITS – Networking (Bryan S.)
     Bryan Schneider stated that there was an outage in the wide area network last night. They will be replacing a router on Friday or Saturday morning.

     The device has been received to connect the emergency broadcast system. There will be testing of the phone systems this week. Al Essa said that MnSCU is working on a project with ConnectEd. A pilot is being completed with 13 institutions and will come to a close the end of June. The RFP process for a system-wide process is scheduled for fall or late summer. It is likely to implement or make available something for the short-term and then more elaborate in the future.

     Air conditioning work is being done to solve a heat loop problem that is important for continuity of operations in the IT Computer Room.

     Bryan said that IT is working with networking equipment in the Julia Sears Building. They are also working with the Trafton remodeling project and Extended Learning for the 7700 France location.
The System Development Steering Committee has selected June 20 or July 11 to upgrade Uniface from 7 to 8. A new icon will appear on your desktop. Uniface 8 will work with Vista when Service Pack 1 is installed. Al Essa said that there is a combination of technologies that support Uniface. The situation is very unique and we are racing against the clock to support it.

Bryan stated that he attended a MnSCU conference and viewed an amazing presentation on redundant paths.

The RDB local project is about 75% complete. This is the highest priority project because so many depend on it.

IT will be working on two projects over the summer: the fire suppression system in the main fiber room and a Virtual Tape Library System which will be backed up to disc instead of tape. It is a new technology.

F. ITS – ACC (Wayne S.)
   No report.

G. ITS – Customer Support (Gary M.)
   The Help Desk will be open during summer hours even though the Library is closed.

H. ITS – ISRS (Ted J.)
   No report.

I. ITS - MSU Web & Portal (Ted J.)
   No report.

J. ITS – COMET/METNET (Ted J./Joan K.)
   There will be a meeting within the next 3 weeks.

K. ITS – D2L (Jeff H.)
   Jeff Henline has received several emails from instructors that don’t appreciate getting double messages.

L. ITS – Security (Kevin Thompson)
   Bryan Schneider said that faculty should be getting an email reminding teachers not to post grades outside of the classroom with tech IDs.

M. Other tech updates/announcements (Don Larsson, et al.)

Those leaving the LTR are Don Descy, Brian Groh, Steve Smith, and Steve Vassar. Those reappointed include Steve Smith and Steve Vassar. Also new to the LTR next year are Queen Booker (BUS), Ron Browne (EDU), and Danae Quirk Dorr (SET). Steve Vassar has accepted the position of co-chair.

Thank you all for serving and enjoy your summer!