Learning & Technology Roundtable  
Thursday, September 2, 2004  
CSU 285  
2:00 p.m. – 3:30 p.m.

Present:  Don Descy, Corinne Dickey, Jan Eimers, David Gjerde, Jim Grabowska, Brian Groh, Mark Johnson, Timothy Kochery, Mark Kump, Peg Lawrence, Patricia Lipetzky, Angela Monson, Joan Roca, Warren Sandmann, Gerald Schneck, Gary Urban, Steven Vassar, Adam Weigold, Robert Zelin  
Absent:  Gregory Bednar, Ronald Browne, Daniel Cronn-Mills, Catherine Hughes, Joel Jensen, Joan Klanderud, Nina LeNoir, Henry Morris, Stewart Ross, Wayne Sharp  
Guest:  Gale Allen

GREETINGS

1. Joan Roca and Don Descy welcomed the group to the new academic year. All group members introduced themselves and identified which department/unit they were representing.

ANNOUNCEMENTS

2. EDUCAUSE:  October 19 – 22, 2004 in Denver  
   Don Descy announced that Vice President Olson will make some funds available from Academic Affairs for members of the LTR to attend the EDUCAUSE Conference in Denver, Colorado on October 19 – 22, 2004. If you are interested in attending, please inform Joan Roca or Don Descy as soon as possible. The pre-registration deadline is 9/21.

3. Other  
   Tim Kochery announced that the Wireless and Mobile Learning Technologies Conference 2004 will be held at MSU on September 23 – 24, 2004. This is a great conference that will feature MnSCU schools and vendors. Over 300 people attended this event last year. He added that many interesting projects have been already submitted. Attendance is encouraged.

OLD BUSINESS

4. LTR Update  
   Binders and nameplates were distributed to all members. Inside the binders are tabbed sections for agendas, meeting dates, members, the membership charge
from Vice President Olson, and the Technology Master Plan the LTR amended last year.

The purpose of the LTR is to have campus wide multi-representation to collect feedback on items and issues related to technology. Joan Roca reminded LTR members to feel free to use the website and to use the LTR list to send messages to the membership regarding events, conferences, or items of interest to the group. Information that is shared on this list can and should be shared with your constituencies.

**NEW BUSINESS**

5. **Greetings: Patricia Lipetzky, Dean of Extended Learning**
The group welcomed Pat Lipetzky, Dean of Extended Learning. Dean Lipetzky announced that she had received a wonderful welcome to this campus and feels engaged. She said that, even though the work can be overwhelming, the people are wonderful. Dean Lipetzky handed out a document that highlighted the various activities within Extended Learning. For additional information, please see [www.mnsu.edu/ext](http://www.mnsu.edu/ext).

6. **Charge to LTR: Document from Vice President Olson**
Vice President Olson was unable to attend today’s meeting. He sent the charge to the group in written form. He will be attending the meeting briefly on October 14th.

The charge that VP Olson gave to the group is set up in question format. This document was distributed to all members in the binders provided at the meeting. Items will be addressed at LTR meetings throughout the course of the year. It is important that the LTR be visionary and help move the rest of the campus forward with technology initiatives.

The Distance Learning Task Force will be addressing some of the same questions as the Learning and Technology Roundtable.

Question 2c. of VP Olson’s charge discusses incorporating Turnitin software into course use. The LTR recommended this software last year and the pilot will begin this year. We will be getting a campus license for this and faculty may use it if they wish but are not being forced to. Stewart Ross is interested in holding workshops on anti-plagiarism through the CETL.

7. **Online Accreditation Visit (September 14-15) Conference (Warren Sandmann)**
Warren Sandmann and Pat Lipetzky are working on the Online Accreditation visit scheduled for September 14 – 16. This is the first of many accreditation visits this year.
Warren distributed a handout that addressed Talking Points for the MnOnline Accreditation Visit in September. MSU is seeking blanket approval for online programs so that we can convert programs as needed without going through the accreditation process each time. Distance Learning is an integral part of our mission. The campus home page has been redesigned and is looking good. The Registrar’s pages are being updated too.

Warren stressed 3 points pertaining to student and faculty support and training.
1) We are doing a lot as far as ongoing workshops and teaching labs but we still need to do more.
2) We are doing more than people realize. Materials are available online and we have support services available.
3) There is a strong support system with I.T.

The RFP process will continue and will be the route for programs seeking to move to online status. The team will be looking at the process we have to see the quality of online programs.

The handout also showed the status of programs that have already received funding. The Institutional Change Request Self Study is located at: 
http://www.mnsu.edu/acadaf/pdfs/HLC/IRCOntline.pdf

Attendance at the open session during this visit is strongly encouraged. An agenda will be distributed next week.

UPDATES:

8. **ITS: Mark Johnson, V.P. for Technology and CIO**
Mark Johnson provided information on projects that took place on campus during the summer and early fall:

MavPrint is a process that will offer the campus a better way to control student printing. When “free printing” was offered last year, over 4 million pages were printed. If you were to stack the paper up into a pile, it would be as tall as a 54 story building. Instead of the “free printing” that was offered, students will be allotted 300 pages of printing per semester. If they go over that amount, they will be able to purchase additional pages for .05 per page. Students must now log on to all computers on campus and use release stations to print. The release stations are spread out around campus. A problem has been identified as when all students in a class want to print materials simultaneously. I.T.S. is working on options to address this problem.

The College of Business printing will be slightly different because of the Laptop program fee which includes printing.

MavNet wireless network has tightened up security. You will need to authenticate before you use the network.
MyMSU, the new portal, is up and running (see http://portal.mnsu.edu). It is very functional but more changes will be coming. Customization for the portal is available. The portal offers MavMail, MavDisk, and can be customized to college preference. It can also be accessed through the MNSU.EDU homepage by clicking on the "myMSU portal" link. There are news feeds, weather and maps available. The LTR will review the portal in an upcoming meeting.

New MavCards are being piloted which include a chip in it that will work with the new card access system that is being installed. Mark stated that I.T.S. will demo this system to the LTR at an upcoming meeting. Eventually all academic buildings will be equipped with this new technology and keys will be replaced with the cards.

MavDisk was upgraded this summer to 3 times the capacity. Students went from 100 to 250 megabytes and faculty are up to 2 gig. This is integrated with the portal.

The I.T.S. office designed the video that was presented at the President’s Convocation.

MSU bid for MnOnline to provide MnSCU wide support for D2L. We won the contract and now MnSCU is paying us to provide support. We are the place that people call and ask for help. An artificial intelligence knowledge database is being set up. As questions are answered, they remain so that others can view them. If questions are not answered, there is a phone number to call. It is then routed and logged to be sure that the issue is resolved. A demo of the “Right Now” software will be planned. This service has been open for two weeks. Over 300 contacts have been logged (about 20 to 30 per day). Of these, only 2 – 5 are telephone calls. We have a one-year contract after that it will be evaluated.

The ITS Help Desk has increased its hours of operation. They have been very busy and many people are visiting the office. They have set aside larger rooms for people to go to ask questions.

We will follow the same process for reviewing and recommending the student technology fees as last year. The new process proved very objective and offers students an opportunity to learn.

A contract has been established with Residential Life to provide Help Desk support for the Residence Halls. ITS is also taking over some responsibility for internet access.

9. OIT: Tim Kochery, Director
Tim Kochery acknowledged that there have been some problems with D2L. He said that these issues have been announced on several lists and he apologizes for the duplication. It is important that these announcements and status reports are
distributed to as many people as possible. There are many people working on this and the Office of Instructional Technology has been very concerned. Many of the problems deal with the data stream and data flow. There have been some behind the scenes problems identified as well. There was auto-enrollment problems where hand entering was the only way to get students enrolled. We were lucky to keep the U-Compass platform running at the same time. LTR advised the D2L contract and also recommended extending the license for UCompass. D2L is a good solid product and quite a bit of training was offered over the summer.

Thirty classrooms and three auditorium spaces were completely upgraded over the summer. The ribbon cutting for Wiecking Auditorium will be held at 9:30 on Friday, September 3. The biology lab in Trafton is the first in the State to have a state of the art scientific projection system installed.

Video production services have increased. Some of the projects included were the convocation, graduation ceremonies, and video streaming. This kind of service is available to all faculty and Jerry Anderson is heading that up.

The Office of Instruction Technology has been working with the CSU to outfit some rooms with technology. Because of the construction, progress has been limited but they now have two multi-media carts of their own.

The Training and Technology Center (TNT) is planning a grand opening on October 14, 2004. Please stop by the lower level of the Library next to the Math Lab to see the progress that is taking place. The TNT will have a modern classroom, a conferencing area, and a production studio. This location will be staffed all the time and an instructional designer will be available.

Some classroom lighting concerns have been addressed. If you know of areas where there is a lighting concern, please contact Tim Kochery. He is working with Facilities to address areas in need.

10. **Student LTR: Adam Weigold**

Adam Weigold said that the Student LTR is working on its agenda for the upcoming year. He stated that there is a Minnesota Statewide Student Association recommendation that may be against the Turnitin software.

11. **MnOnline**

Roland Nord is the MnOnline representative. He is currently on sabbatical but is welcome to attend LTR meetings and provide updates as necessary.

12. **Other**

13. **Adjourn**

Next Meeting: September 16, 2 p.m. – 3 p.m. CSU 284AB