Welcome and Introductions
Joan Roca welcomed the group to the first meeting of the semester. He stated that Don Descy wishes everyone here a great semester! Introductions were made by all participating members. A special welcome was extended to Bryan Schneider, Interim Vice President and CIO of Information Technology and to Steve Vassar, who is co-chairing the LTR in Don’s absence.

There were no additional items added to the agenda. Joan reminded the group that all members of the LTR are welcome to bring topics to the agenda as long as they are relevant to learning, teaching, and technology. LTR members are representing areas and units at this table and it is important to share minutes and announcements with the different groups and constituencies we represent. We will always try to make sure that announcements go through the appropriate newsgroups on campus.

Announcements & Upcoming Events
1. Meetings this semester (all at CSU-285):
   Tuesday 10/3 2pm // Thursday 11/2 2pm // Tuesday 12/5 2 pm

2. EDUCAUSE and AECT conferences: October 9-13, Dallas
   Vice President Olson will be providing some funding for EDUCAUSE as in previous years. If anyone else is interested in attending, please submit your name to Joan Roca as soon as possible. Since this happens very soon in the fall semester every year, it would be good to start planning for next year if you are interested: EDUCAUSE 2007 – October 23–26, 2007 in Seattle, Washington.

Old Business
3. Approval of Minutes of 4-13-06
   A motion was made by Gerald Schneck and a second was made by Peg Lawrence to approve the minutes of May 4, 2006 which were accepted without change.
Updates

4. **Student LTR (TBD)**
   
   A student representative has not been named yet.

5. **ITS/ETS: Summer updates, etc. (Bryan S. and Wayne S.)**
   
   Bryan Schneider announced that there haven’t been too many new happenings on campus through the summer months. Most of the work has taken place behind the scenes. Some of the updates include: 10 Gbps fiber backbone; cabling/re-cabling and de-cabling; remodeling labs; Residence Hall Network equipment replacement; T-n-T Video Production updates; MavCash Online Card System; Server Shuffle; new Information Security Manager hired; Gateway/Sony hardware is now available for sale at Campus Computer Store.

   Bryan mentioned that ITS will continue to offer demonstrations to showcase equipment and technology to the LTR: MavCash today and later the T-n-T video studio. He would also like the LTR review the Information Security policies.

   Some upcoming projects ITS staff will be working on include: improved spam filtering; VoIP Phone System Emergency Broadcast System (allow broadcasts/alerts over phone system – should be having a demonstration within the next couple of weeks); and Meeting Place web/audio conference – the telephone system has audio conferencing capability but it does not seem that secure. It will also allow us to see who logs into these calls. This will integrate with Outlook and also has web presentation capabilities. This would also be demonstrated to the LTR.

   There has been some problems with the wireless control system and how it works with WiFi phones. The back end of the system will be replaced to make a more reliable/robust system. The MARS system is also being monitored.

   Wayne Sharp reported on several changes that occurred over the summer months. 200 new Dell computers were purchased. The State IT had negotiated their best pricing but Wayne saved approximately $66,000 below the best price negotiated by the State. 35 Macintosh computers were purchased and we saved approximately $20,000 off of the State contract pricing.

   The Library has 8 more pods (40 computers) in the Library Commons area on the first floor. There are now more than 100 computers in that location and it is a busy place. Upgrades have been made in the Casual Learning Lab and computer replacements have also been implemented in the Global Learning Lab. Nelson Hall 202 has been remodeled, including new furniture. The Nelson Hall Art Bistro is now colorful and exciting and is now used as a place for students to “walk to” rather than “walk through”. NH106 used to be a chemical darkroom and now has been turned into a computerized digital darkroom. Upgrades in the Hub include 4 additional computers for a total of 12. These computers are used heavily and are standing room only machines. In the lower level of CSU, 20 computers were removed and the “pod
concept” used in the Library was implemented. This now looks more open and inviting and houses 30 computers.

Wayne stated that the normal computer rotations were made: 21 computer in the Library; 54 computers in Engineering; 37 computers for the Alumni Phone Bank along with other upgrades to be shared across the campus for administrative needs.

Classroom Instructional Technology has been upgraded as well. AH 3 has been upgraded for counseling/faculty/observation. 7 new classrooms were installed with Instructional Technology. 12 PCs for instructor machines in multi-media classrooms were upgraded. Trafton C121, the biggest and oldest technology classroom, has been updated: there is a huge presentation module with dual projection. It is a very nice upgrade long overdue.

Wayne announced that there have been too many last minute requests from faculty for software installations. He would like to know how this can be improved.

There is a search in progress for the Instructional Designer position. This is the second search process and the position will cover some of the responsibilities previously held by Tim Kochery and Elena Ivanova. Interviews will take place next week.

6. MSU Web (Ted J.)

Ted Johnson is responsible for coordinating web development across the campus. An editing feature has been made available to offices that have used the campus web template. This is Phase III of the rollout and provides the ability to manage the website. They are now in the process of final tweaking where individuals can manage all of the office website with a tool that does not require special downloads or specific skills. There will be a major campus-wide announcement in the next couple of weeks but right now they are working with a pilot group. Training will be offered after issues are identified by the pilot group. The goal is a one hour orientation for site management and a five minute orientation for page maintenance. Training on web development will be offered during Professional Development Day. This will be offered in the T-n-T Seminar Room.

MnSCU webmasters are dealing with the promised new look and feel available for MnSCU institutions. Progress is being made and resources are being pooled.

During the winter break, it is expected that the next version of the web template will be released. They are working in conjunction with the Office of Integrated Marketing to finalize this version with the campus branding.

Ted announced that they are currently working on a new version of the portal. This will supply the users with the ability to personalize and manage the content that they view. It will offer a “My Homepage” type of feature.

7. COMET/METNET (Ted J.)
The first meeting will be on September 29\(^{th}\). This will be to formalize the relationship between COMET and METNET. COMET coordinates ITV services to a consortium of higher education in Minnesota and includes 2 year and 4 year institutions. COMET shares a director with METNET.

8. Extended Learning (Pat L. & Kent K.)
Patricia Lipetzky announced that the major focus of Extended Learning is to recruit new students. They are looking for greater online student expansion. Dean Lipetzky announced that Extended Learning is pulling away from Friday/Saturday courses because they have found that too many of the students are on-campus students and the aim is to recruit new students for these classes. Departments are still free to offer Friday/Saturday classes but they will not be offered through Extended Learning.

Dean Lipetzky spoke of the celebration on September 22\(^{nd}\) which will reaffirm the partnership with Normandale.

Judith Luebke will now be working with Kent Kalm as faculty fellows in Extended Learning for 2006-2007.

Extended Learning is very involved with MnOnline and has served on a digital object repository commission.

Kent Kalm distributed a handout regarding the eTeachMSU Program for 2006-2007. The first faculty exchange session was held on September 7\(^{th}\) at noon and there were 9 faculty in attendance. This session dealt with an online peer review discussion. If you have ideas that you would like presented at these sessions, please contact Kent Kalm.

There will be some eBrownBag Presentations and Discussions using Breeze Meeting. These will address delivery techniques for online courses. A blog will be established for communication purposes.

An online faculty peer review program will be discussed. These will be faculty helping faculty work on developing a plan to help assure a high level online program.

9. MnOnline (Mary H.)
Mary Hadley is a faculty representative to MnOnline. She is also the representative for Science, Engineering and Technology on the Extended Learning Submeet. She could not attend the meeting due to time conflict.

10. Other

New Business

11. Attendance at EDUCAUSE: MSU Poster Session (Joan)
Wayne Sharp, Lynnette Engeswick, David Esping, and Todd Pfingsten, and Joan Roca will be attending EDUCAUSE and presenting a poster session about technology beyond the classroom. The theme is collaboration and innovative processes in
creating computer labs and they will be showcasing innovative technology use at MSU in the areas of Campus Recreation, the Department of Dental Hygiene, and the Library. If you are interested in attending EDUCAUSE, please contact Joan Roca as soon as possible.

12. D2L issues: Tools, Security, Communication, Changes (Jeff H.)
During the summer series, 18 classes were taught and 110 faculty were registered. For fall 2006, 954 classes are activated compared to 856 last year. During the first 8 days of the semester, 13,263 sessions have occurred compared to 9,784 last year.

There have been 3 major on-line projects. Anthropology Online has captured video from 16mm to video for an online course. Health Sciences scanned hundreds of photos and online videos that are now available to view online instead of having students travel to areas outside of the United States to study health. Kent Kalm has videotaped lectures and PowerPoint presentations that can be offered as Podcasts for future class offerings.

If you are interested in creating or converting a course to online, please feel free to contact Jeff Henline for additional information.

Jeff Henline stated that they are working on a list of little issues that turn into bigger issues. Bryan Schneider will be taking this information to MnSCU. One problem is that the Tech IDs of past instructors cannot be removed centrally. This must be done at MnSCU. Study Mate for D2L is still being supported. Integration is scheduled to run every night but is not updated until midnight. They are having trouble with courses that are not being taught by instructors from MSU. As of now, we cannot get them into D2L because they are neither students nor employees.

Please let Jeff Henline know if you have issues with D2L. Jeff stated that the Navigation Bar has been locked and will not allow changes. The group agreed that it was important to preserve a common navigation bar that would stay constant across different courses and would look familiar to students no matter where they were.

Gerry Schneck shared information on a packet of materials available (by request) that pertains to web accessibility. Additional information will be distributed later to LTR members via the list. The group agreed that it is important that D2L is up-to-speed for users with disabilities but it still non-compliant in this area.

Jeff asked if faculty members on the LTR would serve as an advisory subgroup for D2L issues and it seemed a good idea. Faculty members include: Gale Allen, Jane Baird, Sandra Eggenberger, Terrance Flaherty, Brian Groh, Kent Kalm, Richard Kiefer-Odonnell, Peg Lawrence, Joel McKinzie, Gerald Schneck, Steven Smith, Steven Vassar, and Robert Zelin.

13. MnSCU IT Initiative from Office of the Chancellor (Bryan)
A handout was distributed that summarizes the goals of the MnSCU IT Strategic Investment Plan. This is a follow-up to what Mark Johnson had been informing about in the spring about the underfunding of IT in the MnSCU system. Campus allocations have been adjusted and MSU’s contribution this year is $620,000. In the coming session MnSCU is intending to request special funding from the legislature for this purpose.

14. MnOnline's Online Tutoring proposal and RFP (Bryan)
   Topic tabled and carried forward to the next meeting.

Technology Showcase/Presentation

15. Presentation: "Online Card Office" (Mike McLaughlin)
   Mike McLaughlin presented the capabilities of the new MavCash system that will allow to load balances via a credit card. This is no longer dependent on the cash stripe since the system is maintained online and everyone will be able to review their account and purchases. For more information, see:
   http://www.mnsu.edu/mavcard/mavcash/