Minnesota State University, Mankato
Learning & Technology Roundtable
Tuesday, September 9, 2009
2:00 – 4:00 p.m.
CSU 238

Present: Jane Baird, Queen Booker, Ronald Browne, Julie Bruggeman, Matthew Clay, Marilyn Delmont, Yvette Dulohery, Marni Dunning, Jan Eimers, David Gjerde, Jennifer Guyer-Wood, Jeff Henline, Catherine Hughes, Linda Jacoby, Avra Johnson, Ted Johnson, Joan Klanderud, Don Larsson, Peg Lawrence, Dawn Leech, Pat Lipetzky, Judith Luebke, Pat McKinzie, Danae Quirk Dorr, Murtaza Rajabali, Steven Robinson, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Julie Snow, Gary Urban, Steven Vassar
Absent: Sandra Eggenberger (resigned), Terrance Flaherty, Joel Jensen, Gary McKinley
Guest: Stewart Ross

The group convened and everyone introduced themselves and announced the areas they represented.

Announcement & Upcoming Events/Conferences (FYI)
- LTR meetings this semester: 9/9, 10/14, 11/11, and 12/2 (CSU 238)
  Important annual conference related to the uses of technology in higher education. Registration is still open. If you are interested in attending, please send an email to Joan Roca or Steven Vassar.

Old Business
- Approval of minutes of 5/6/08 available at http://lib.mnsu.edu/ltr/ltrinfo.html
  A motion was made by Pat McKinzie to approve the minutes. A second was made. The minutes of May 6th were approved unanimously.

New Business
1. Welcome to the LTR 2008 – 2009 (Co-chair Joan Roca)
   LTR Webpage: http://lib.mnsu.edu/ltr
   Joan Roca welcomed the group to the 11th year of the LTR and provided a general overview of how the LTR works. This roundtable format has worked very well for our campus over the years. Although it is not a Sub Meet, we make use of shared governance and forward technology recommendations to the Sub Meets or to the Faculty Association as appropriate. It makes sense that most LTR members are faculty. We must remember that the issues that we deal with are important in teaching and learning for our students. The LTR serves as an advisory to the Vice President for Technology and CIO. The LTR also has heavy participation from staff in ITS and other units (ex-officio). The LTR also includes students and works with the students roundtable in regard to the tech fee. The MSU Student Senate should be appointing a couple of students to the LTR. If you have questions or concerns, please send an email to Joan Roca, Steven Vassar, or Marilyn Delmont.

2. Introduction of new Instructional Designers (Stewart Ross/Wayne Sharp)
   Stewart Ross introduced Linda Jacoby to the LTR. She is filling a 2 year position in CETL (they are hoping it becomes permanent). She runs 3 groups: 1) Teaching & Technology Learning Committee – This committee has about 25 members and will be determining the appropriate tools to use. 2) Teaching Online Committee – This committee is comprised of 13 members and will be focused on converting
classes to online learning. 3) Virtual Reality – This committee is consists of 8 members and will explore theories and research other issues of SecondLife and gaming learning communities.

Wayne Sharp introduced Marni Dunning. This is also a 2 year position in ITS which they are hoping will become permanent. Marni has been training to become a clone of Jeff (in D2L) and an expert in Moodle.

3. ITS Summer Update & Ongoing Technology Projects (VP Marilyn Delmont)
Marilyn Delmont stated that ITS accomplished a lot over the summer and that she is looking forward to working with everyone this year. For specifics, see Bryan Schneider’s report below.

4. Changes to Cell Phone Policy (VP Marilyn Delmont)
MnSCU has established a new cell phone policy that will mean changes for those who use university cell phones. No personal calls are allowed on state owned phones or PDAs. MnSCU does not have a way of tracking taxable benefits. HR will be sending out additional information within the next few days. There will be no reimbursements to personal cell phone plans. We have 230 to 270 university cell phones in use on campus. The current MSU policy is available at:
http://www.mnsu.edu/acadaf/policies/CellPhonePersonalUsePolicy.pdf

5. Charge to LTR (Provost Scott Olson)
Vice President/Provost Olson joined the LTR and presented the charge to the group for FY 2008-09 and beyond. The LTR is charged with dealing with the following issues:

- Strategies for enhancing the campus vision and direction for the future use of information technology, such as integrating technology in the learning environment, encouraging faculty involvement in technology-oriented innovations, and improving campus communication by leveraging technology.
- Procedures and standards needed to support campus use of information technology, including the exploration of “green” IT practices.
- Improving communication internally and with the System Office about information technology issues.
- Ideas to support online learning at MSU.
- Other pressing IT issues as they come up during the year.

Provost Olson stated that he is very pleased with the recommendations and discussion that occurs within LTR. He stated that the ‘greening’ of technology on campus will be very important this year. The online only student population has far exceeded projected numbers. It is 30% above the stretch goal that we had.

Don Larsson had asked the Faculty Association Executive Committee to review Provost Olson’s charge and they endorsed this set of guidelines.

6. Tech Fee Grant Awards (Wayne Sharp)
Wayne Sharp explained that six Tech Fee Grant Awards totaling approximately $91,000 were awarded last April. The status of these grants and the award recipients are listed as follows:
A. Group Study Room Technology, Peg Lawrence, Library
   This project is in process.
B. Computer Algebra System Integration, Jonathan Harper, Mathematics
This project is complete.
C. AH 003, Technology Enhancement, Diane Coursol, Counseling & Student Personnel
   This project is complete.
D. Assistive Technology for Pre-service Special Educators, Karen Hurlbutt, Special Education
   This project is complete.
E. Emergency Notification Displays, Scott Hagebak & Wayne Sharp, CSU & ITS
   They are working on installation.
F. Airport Lab Kiosk, Pat McKinzie, Aviation
   This project is in design.

These projects allowed us to do things that we normally wouldn’t be able to do. Wayne stated that he is hopeful that this will continue again this year and that the process will begin earlier than it did last year.

7. MnSCU Enterprise Funding – Proposal Review Subcommittee (Bryan Schneider)
   ITS received 15 proposals that exceeded $700,000. There is $467,000 available to divide. Bryan needs the names of committee members that are available to review and make recommendations by the end of October. The first meeting of this group will be around October 1. Please submit your name to Bryan Schneider if you are interested in participating.

8. Phishing & Spam – Update/discussion (Bryan Schneider)
   Bryan Schneider explained that there have been email messages claiming to be from MSU saying we are upgrading our email system and encourage people to submit their personal information. DO NOT REPLY TO THESE MESSAGES! These are phishing messages and everyone should disregard them. ITS staff will be discussing how to educate people on what could happen if responses are given. ITS will never send out requests for personal information. They are working hard to figure out how to control and prevent these types of messages from getting through. A lot of technology dollars are spent on keeping spam away. The system does a pretty good job of catching these phony messages but it is not completely fail safe. It is possible that an educational presentation can be done to teach people how to make the best use of the things that we already have in place. Bryan will be sending out a message to campus constituents this week.

   A discussion occurred as to students who forward their MavMail to another system and then do not get important communications from their professors or university offices. It is very important that students receive messages that are sent out from the University in a timely fashion. This has become more challenging nowadays. A recommendation was made to have students use their MavMail accounts and not be able to forward mail. A possible option could be to block forwarding MavMail and his topic needs to be discussed at future LTR meetings.

9. MSU Website Redesign & Next Steps – Update (Ted Johnson)
   Ted Johnson announced that the new website was officially unveiled at the President’s Convocation. The “Undergraduate Admissions” page has been redesigned and will be deployed in the next day or two. The “Current Students” page is in beta form and students will be invited to give feedback on the design. The next step will be to create a web template in the new design for the rest of the Undergraduate Admissions site. Once the Undergraduate Admissions site has the whole new look and feel, it will be made available on the development server. There will be a template to change department format. Departments will be able to view how their old content will display in the new template. It will be a couple of weeks before other departments are invited to participate but it is hoped to have this available by the end of the semester.
The feedback received in the Free Press and the Reporter has been positive. There have been complaints from current faculty and staff on the use of the old links. The D2L link is missing on the new design. There will be a new faculty/staff page with an “A to Z” link menu to select from (this was implemented by the end of September). This faculty/staff page will be organized by what is determined to be the highest used links.

The homepage now has a significantly smaller news hole on it. We have a finite amount of space available which will hold 2 events and 1 news story. That is how it has been designed. The portal will have news and events available. The Campus Events will be a better reflection of what is taking place on campus. The faculty/staff page could also include news and events.

It was also suggested to get a more systematic way of reporting faculty accomplishments. We need to be flexible and think about that in new ways. The need for a good overall calendar system was also mentioned.

The former home page served the campus community quite well but the focus has turned to outside constituents.

10. Energy Management: Technology & Green (Gary Urban)
   This topic was delayed for discussion at a future meeting.

11. Ongoing Technology Updates

   A. Student MSSA/STR (Murtaza Rajabali)
      Murtaza Rajabali announced that the students are impressed with the technology advancements and love the new website design. The campus needs to inform students what is available. Ted Johnson announced that he would be willing to do a presentation at a Student Senate meeting. Murtaza will schedule a presentation for the Senate. He also stated that students have taken an interest in sustainable energy as it is good in the long run to help keep the fees down. He also mentioned that there is concern about computer upgrades in Trafton labs as they seem be way behind other areas.

   B. Extended Learning – 7700 France (Pat L./Judy L.)
      Pat Lipetzky extended thanks to ITS for all of their assistance with the 7700 France building. This facility opened on time with full services. It is a technology-rich facility. They are currently working on ITV capability. An open house is scheduled for September 25 at 1 p.m. Please partake in the ceremonies and then tour the building. If you are unable to attend the grand opening, the building is staffed from 11 a.m. to 8 p.m. during the week.

      Judith Luebke announced that the Teaching with Technology Conference will be held on-campus on November 7th. Announcements will be sent out soon. There will be 20 – 25 sessions offered. Barry Dahl, from Lake Superior College in Duluth, will be the keynote speaker.

   C. Library Services (Peg L.)
      Peg Lawrence announced that the Library’s textbook reserve project is off to a slow start but has received very favorable feedback. This project has placed selected textbooks on reserve at the Library for student use.
D. ITS – VP/CIO (Marilyn D.)
   No report at this time.

E. ITS – Networking/Systems (Bryan S.)
   Bryan Schneider reported that the Networking/Systems area of ITS had a very hectic summer. They
   were busy getting the new buildings (Julia A. Sears, Ford Hall, and 7700 France) up and running.
   The Julia A. Sears Residence Hall has MavPrint and wireless available. The Ford Hall will have
   everything and be set up for networking. At 7700 France, the ITV has also been tested. It is
   working but they need the permanent equipment.

   They have been working on the expansion of the Emergency Broadcast System and had hoped to
   have it working by the September 3rd test. There is equipment on order for this expansion.

   Much progress has been made on the remodeling projects around campus.

   A new underground fiber was installed at the Alumni Foundation building.

   Last year the uninterruptable power supplies were failing. A new transfer switch was installed so
   that we don’t have outages.

   We are now using Virtual Tape Technology which has shortened our back up time from 48 hours to
   12 hours. This has also made it much easier to restore data.

   ITS is going green. By installing virtual servers, we will save power on air conditioning. We will
   have one large server and 15 virtual servers. Many things can be done with this. The goal is to have
   this running by this fall.

   We will be getting a second alternative into campus for the Internet and the rest of the state. This
   will assist with the redundancy on campus.

   We are working with Blue Earth County to become an Emergency Operations Center. This will be a
   place where we can have key people in the event of a pandemic.

   The MSU copy cards have been updated. A new batch will be converted on September 24. Bring
   your old copy card in and ITS will transfer the value onto a new card for no charge. If you do not
   have an old card but would like a new one, the cost is $5.

   Several MavPrint printers have been replaced in another location in Armstrong Hall.

   The old Cisco voicemail system has been replaced with MavMail. 3,000 voicemail boxes were
   moved over. We get a lot more features and it saves about $30,000 per year.

   ITS is currently working with StarAlert, a new text messaging system. MnSCU is beta testing now
   with campuses and will be asking for people’s help in evaluating this.

   ITS is working on a system to make calls to the Twin Cities via the 7700 France location. This can
   be done using the Internet. We can route the calls through that location and not have to pay long
distance dialing fees.
MavDisk is backed up each evening with full updates being completed on the weekends. These tapes are stored offsite. MavDisk is the recommended location to store material because of the frequency of back up and the ability to access it from other areas.

F. ITS – ACC (Wayne S.)
Wayne announced that MSU hosted the LabMan conference in June. There were over 200 people in attendance from places such as: Purdue, Cornell, Illinois, and Michigan. They were unanimously impressed with our technology and took many pictures and videos.

Between July 23 and August 23 more than 500 new computers were installed around campus.

Classroom presentation equipment was upgraded in 11 rooms. There were also installations in 8 new rooms. Only 2 of these were outsourced.

The D2L upgrade to 8.3 went well.

Moodle training is up and running.

The 7700 France location has kept us very busy. A computer lab and 10 classrooms have been outfitted.

Ford Hall has 14 classrooms with projection equipment and several computer lab clusters.

There has been research and testing happening on Echo 360, an electronic capture system.

Duplex printers are available in the ACC.

Wayne reported that Shannon Jeffries could not be at the meeting today but she wanted everyone to know that the ITS training schedules will be out soon and there new classes have been added.

G. ITS – Customer Support (Dawn L.)
Dawn Leech said that Customer Support has been busy. They run the MSU Help Desk and the D2L Help Desk. The Help Desk is open Monday through Friday for faculty, staff, students and emeriti. The MSU Help Desk has a self-service site where you can check the status of your ticket. The typical turnaround time for assistance is 24 – 48 hours.

Last year, Marilyn Delmont mentioned having point people from ITS assigned to each college. There are a few set up now but this is still in the works.

Dawn stated that they assisted Mary Hadley with the set up of wireless Gateway tablets in Trafton.

If you office is in need of computer equipment, check with Dawn. Surplus machines are sent to ITS. If they are not used on campus, they are scrubbed and sold either on Ebay or the Surplus Sale.

H. ITS – ISRS (Ted J.)
Ted said that there are rumors of transition to the Oracle platform. The transfer of data is officially called “smush”. Getting all of the faculty and staff into a common database occurred last fall. There were challenging problems. It will be really interesting when the students are done. The upgrade to version 8 failed 3 times over the summer. A pilot was tried in the northwest because there are fewer
people. Compuware has come up with a finalized version and it should be happening next month. The pilot will be in Moorhead. On September 26, we are all moving to version 8. We don’t know exactly what will happen but we have to move. Gene Sellner is working with MnSCU to discuss an opportunity to do a preliminary pilot.

I. ITS – MSU Web & Portal (Ted J.)
   On September 24th, Academic Affairs will be launching the Curriculum Design Proposal. This will now be done online. A lot of work has been done to perfect this. The Graduate Submeet and Confer is addressing the possibility of placing dissertations and theses into a digital format as well.

J. ITS – COMET/METNET (Ted J./Joan K.)
   COMET will be meeting on September 25, 2008.

K. ITS – D2L (Jeff H.)
   The D2L upgrade to 8.3 went well. There haven’t been too many problems reported.

L. Other Tech Updates/Announcements (Don Larsson, …)
   None.

Meeting adjourned.
Respectfully submitted by: Julie Dornack