Co-chairs Joan Roca and Don Descy welcomed the group to the LTR and all members made brief introductions. Provost Olson will be presenting the charge to the LTR at the next meeting. Don Larsson thanked the Administration for allowing input from the Faculty Association into the process.

Announcements & Upcoming Events/Conferences
- Conference: WCET E-Learning in Higher Education, November 7 – 10, Atlanta
- New (redesigned) web sites at MSU:
  - Graduate Studies & Research http://grad.mnsu.edu/
  - Extended Learning http://www.mnsu.edu/ext/

Ted Johnson announced that both websites are pioneering efforts and offer a slight variation from the template while complying with basic requirements. Brenda Flannery announced a new link to “Undergrad Majors” from the Quick Links on the main home page. There is relevant information about programs, requirements, advising, and links to the department. Please review and provide suggestions.

Old Business
- Approval of Minutes of 5/1/07 (available at http://lib.mnsu.edu/ltr/ltrinfo.html) Terry Flaherty made a motion to approve the minutes of 5/1/07, a second was made by Steve Vassar. The minutes were approved.

New Business
1. Co-chair Don Descy welcomed the new members: VP & CIO Marilyn Delmont, Faculty members Jane Baird, Judith Luebke, John Solis. LTR membership roster is available online at: http://lib.mnsu.edu/ltr/ltrinfo.html. Student reps will be added as they are appointed.
2. Update: System Outage (Bryan)
   Bryan Schneider handed out a document that described what happened during the recent power outage on campus. It was a high demand day and Xcel energy removed the campus from the power grid. Normally that isn’t a problem for us but on this day the generators could not handle the load. The batteries were drained by 2 pm and all power was dropped to all computer center servers. ITS ran extension cords and power strips from wall outlets to the critical servers to enable as many critical services as possible. Facilities manually started the emergency generator at 3:30. The decision was made to keep the servers down until we were back on Xcel grid to reduce corrupted data. ITS and Facilities staff are reviewing engineering documents to see if it will be cost effective to add a fourth generator. We don’t have a huge draw in the computer center but the equipment is more sensitive. We need to look at other services to review for continuity of operations.
3. Update: D2L Problem (Bryan)
There were three major problems this year with D2L. The storage area network was a problem and there were other difficulties with patches and updates. There is still a problem with the number of users. We have been working with Microsoft and D2L to resolve the issues. Overload is a primary problem. MnSCU IT is looking at partitioning D2L into different servers to ease the problem.

D2L got off to a shaky start due to issues with the server. We are the largest installation of D2L anywhere. There is a list of issues that will be addressed soon. This list will be sent to the co-chairs to be shared with the faculty.

4. Update: Emergency Broadcast System
Security has been testing the broadcasting system on the telephones. It is working as of today. There will be testing tomorrow and at 1:00 on Wednesday. There were 200 telephones installed in classrooms over the summer and it is difficult to check them when people are not around. A lot of cabling was done in the classrooms but it may be redone if necessary. If faculty want to have on/off campus calling on emergency phones, they should contact their department as there will be a charge to the department for these phone lines. Some of the telephones have the capability to tie in with fire alarms. The Taylor Center, Highland Center, Carkoski Commons, McElroy and the Student Union have a P.A. system.

5. Update: MavPrinting Duplex (Bryan)
Upgrades have been made to MavPrint. Students now have the capability of duplex (back to back) printing. Almost all printers are capable of printing duplex but we have to check with students and faculty to see if this should be the default. We would save about 6 million printed pages per year. This is a huge paper savings but no toner (which is the big cost).

6. Update: Blackboard Transaction System (Bryan)
This system to keep track of MavCash using the MavCard is being used heavily. More services have been added over the past couple of years. We are trying to tie in MavPrint with this. The vendor did not deliver. There will be cash to card machines in Wiecking and by Ostrander. We will also be adding another station in the Library. Guest Cards will also become available. We were able to speed up the transaction time at Mav Ave. The authorization of credit cards over the Internet is now much faster.

7. Update: Security Awareness Training (Kevin Thompson)
All institutions in the MnSCU system will have to take Security Awareness Training. This is being offered in D2L in 3 different modules. It is very important that all faculty and staff take this training session. It will help to define what is private data. There is a pilot project going on now with ITS, HR and Facilities. You log in on D2L and it will show up as a class. More information will be coming from Human Resources when it is available to the rest of the University. The TnT will offer assistance to users because not everyone has access to computers and D2L. Different modules of this training will be added over time. Some 2-year institutions have completed this training.

Ongoing Updates
1. Student MSSA/STR
Chris Frederick said that the MSSA has met twice and are in the process of forming committees.
2. ITS/ETS
Marilyn Delmont said that she is delighted to be here and she looks forward to providing assistance in technical needs and business processes. Bryan Schneider distributed a handout that reflects the projects that ITS has completed during the summer of 2007.

Jeff Henline distributed a list of issues pertaining to D2L. He would like to demo the software “Respondus Lockdown Browser”. This is available at no cost until the end of the year. This tool will lock down a browser while a student is taking a test. More information is forthcoming.

3. MSU Web & Portal
Ted Johnson stated that the portal has been updated and you can now manipulate the data to show only what you want to show up. There is a MavDisk window in the portal too. Please send your suggestions or comments to portal@mnsu.edu.

4. ACC
The summary of updates was included in the previous handout.

5. COMET/METNET
Ted Johnson stated that he went to Winona in June with Bryan Schneider, Matt Clay and Jerry Anderson to view how they used ITV. They had interesting conversations and noted significant improvements for those people using ITV. We need to identify what faculty want and what we can deliver. One conference room will become a test model for ITV. There will also be ITV installed in AH322 as a test for high definition ITV. Please contact Matt if you have faculty in your college that are ready to use this.

6. Extended Learning
Pat Lipetzky stated that we have the highest enrollments for media code 03 this year. We are up 300 from last fall. The number increased for summer sessions as well, it was either 1100 or 1200. Extended Learning is growing at a tremendous rate. As President Davenport announced, Extended Learning will be in the process of transforming into a college. They will continue to work in collaboration with ITS to promote online education to the faculty.

Other Technology Showcase/Presentation
- Ted Johnson walked the group through the MNSU Portal Demo (available from the main home page. Please send comments and reactions to him: ted.johnson@mnsu.edu.)