Learning & Technology Roundtable  
Tuesday, December 2nd, 2:00-4:00 pm  
CSU-238, Nickerson Room

Present: Queen Booker, Ronald Browne, Yvette Dulohery, Marni Dunning, Jan Eimers, David Gjerde, Jennifer Guyer-Wood, Jeff Henline, Linda Jacoby, Avra Johnson, Ted Johnson, Brian Jones, Joan Klanderud, Don Larsson, Peg Lawrence, Dawn Leech, Daniel Levin, Patricia Lipetzky, Judith Luebke, Gary McKinley, Danae Quirk Dorr, Murtaza Rajabali, Steven Robinson, Joan Roca, Bryan Schneider, Wayne Sharp, Steven Smith, Gary Urban, Steven Vassar  
Absent: Matt Clay, Marilyn Delmont, Terrance Flaherty, Catherine Hughes, Joel McKinzie, Jayme Pretzloff, Udeeb Shankhadev, Julie Snow

Steve Vassar welcomed the group to the final meeting of the semester. He and Joan provided refreshments. The dates for next semester’s meetings are printed on the agenda and invitations have been sent via Outlook. Please make sure that they are on your calendar.

Announcements & Upcoming Events/Conferences (FYI)
- LTR Meetings Spring semester: 1/13, 2/3, 3/3, 4/14, 5/5 (2 p.m. CSU-238)

The EDUCAUSE Midwest Regional Conference is a very good experience. There are more workshops. Wayne Sharp’s team (Wayne, Peg, and Joan) will be offering a poster presentation that has been accepted.

OLD BUSINESS
- Approval of Minutes of 11/11/08 (attached in PDF)  
  [LTR Minutes posted at: http://lib.mnsu.edu/ltr/ltrinfo.html]
  Ted Johnson made a motion to approve the minutes; a second was made by Murtaza Rajabali and the minutes were approved without change.

- MnSCU Enterprise Funding - Proposal Ranking (Bryan S.)
  Bryan Schneider distributed a document of proposals for the MnSCU IT funding and the current ranking of submissions by the subcommittee. A priority of these proposals was to improve course delivery with emphasis to online classes and delivering services to students. The “Line Item Veto” column showed dollar amounts that the committee felt should be funded by the department such as travel or, possibly, supplies.

  Eleven different proposals were recommended for funding for a total of $482,024. After Bryan described these proposals and answered questions, Steve Vassar made a motion to support the rankings submitted by the MnSCU Enterprise Funding Committee. A second was made by Queen Booker. The motion passed unanimously.

  The next step for these proposals is to move it forward to Academic Affairs, to the Cabinet, and to the IFO Executive Committee for final approval at Meet & Confer. Bryan would like to notify the selected contributors of their awards by next Tuesday. Bryan also explained that the funding does not have a time limit and will carry over to the next fiscal year if the allocation isn’t used up.

- Cell Phone Policy group - Update (Bryan S.)
Bryan Schneider is part of a group at the MnSCU level to try and come up with some reasonable guidelines for cell phone use. They are trying to identify a reasonable stipend for employees that use their own personal cell phones to conduct university business. A stipend is considered a benefit so this proposal will have to go through the bargaining units. This proposal will probably be considered next semester.

- **Telepresence technology - Update on planned trip (Bryan S.)**

Bryan Schneider informed the group that December 12th was not a good day for the faculty to attend the presentation on Telepresence due to finals. He is working on getting this rescheduled in January and will send information as it becomes available.

- **Oracle Migration and impacts - Update (Ted J.)**

Ted Johnson explained that there was no new news on the migration to Oracle. The last published end date for this project is February, 2009.

- **Energy Management - greening IT - Updates (Gary U., Murtaza R.)**

Murtaza stated that the committee is forming but there are no planned meetings this semester. He will be contacting the group to come up with plans. Murtaza will inform the LTR via email. It is hopeful that this group get rolling next semester.

- **Dial-in lines - Update & Discussion (Bryan S.)**

Bryan Schneider announced that cutting the dial in lines for faculty/staff and emeriti will save approximately $22,000 per year. We would plan to continue these lines for student use only, as they would be paid for from the technology fees. Emeriti would need to be informed of this decision prior to cutting it off. Bryan said that IT is able to get a list of users by user name. The President’s Office has a direct link with the emeriti and will need to be in the loop.

It was determined that there was not enough information to make a decision on this at this time. Bryan will gather additional statistics (i.e. who is using it and the percentages of time spent) and bring it to the next meeting.

- **Star Alert system - Update (Bryan S.)**

Bryan Schneider is working with Star Alert, a new text messaging system available to faculty, staff and students provided centrally by MnSCU. The system has some limitations in that you are not able to see the information that you have entered into the form. Another problem is that we are unable to track which cell phone number belongs to whom. Maintenance could be cumbersome.

The system will send a text message to users when there is an emergency declared. The messages would be sent for University closing related to severe weather or for any catastrophic emergencies. The Emergency Communications Committee is working on the procedures. Suzie Dugan and Rob McGinn are on this committee as well.

Bryan is recruiting people to trial this service. If you are interested, please email Bryan with a message that states your interest in helping to pilot the Star Alert System. Send to: bryan.schneider@mnsu.edu.
NEW BUSINESS

1. Winter Break Upgrades - Update (Bryan S.)
   Bryan said that most of the updates taking place over the December break will be behind the scenes type of issues. There is nothing major planned now. An email message will be distributed to all staff identifying the projected projects for winter break.

2. Tech Fee Subcommittee - LTR reps needed for spring (Bryan S.)
   As soon as the students return in January, we will be assembling the LTR subcommittee to review the Tech Fee structure. Dates and times for these meetings will be identified. If you are interested in assisting with this group, please contact Bryan Schneider. This has proved to be a very educational and informational group. The group will meet for about 6 weeks and discuss technology on campus. They will tour different areas and discuss the impact of the technology fees. It is very important to have faculty representation on this committee.

3. Other?
   None.

ONGOING TECHNOLOGY UPDATES

A. Student MSSA/STR (Students)
   Murtaza Rajabali said that the hot topic that the senate is facing right now is how Student Affairs is using Facebook entries to catch students on alcohol policies. The students feel that it is ridiculous.

   Bryan Schneider announced that the printer was almost placed in Armstrong Hall. They had narrowed the installation down to two possible locations but they ran into objections by the tenants nearby. They will continue looking for a good spot.

B. Extended Learning / 7700 France (Pat L./Judy L.)
   Judith Luebke encourages faculty to participate in the Peer Review of online courses that is coordinated by Extended Learning. Please contact her.

   Pat Lipetzky stated that everything is running smoothly at 7700 France.

C. Library Services (Peg L.)
   Peg Lawrence announced that 6 new study rooms are now available for student groups in the Library (on the third floor). A big thank you goes to Wayne Sharp and Matt Clay for making this a reality. All these rooms have computers and flat panel monitors. They will hold 6 to 8 students and can be booked at the Circulation Desk. Online booking should be available by January.

D. ITS - VP/CIO (Marilyn D./Bryan S.)
   No update.

E. ITS - Networking/Systems (Bryan S.)
   The Emergency Broadcast System will be tested again tomorrow with a tornado siren. The fire alarms should be tested in the Julia Sears Hall as well. Gage is not quite ready yet.

F. ITS - ACC (Wayne S.)
   Wayne said that there are no major happenings in the Academic Computing Center. They have been participating in the Trafton remodel and working with asbestos removal. Progress is being made to synchronize the display system. During the December break, the ACC will be dealing with prep work but nothing major is being planned.
G. ITS - Customer Support (Dawn L.)
   No report.

H. ITS - ISRS (Ted J.)
   Brian Jones spoke with Al Essa after the last LTR meeting. Al took an interest in the problems that we have
   identified with eApplication and relayed the questions back to MnSCU. The application fee payment seems
   to be the hang up. We hope to see improvements with this. At least they are paying more attention to the
   issues than in the past.

I. ITS - MSU Web & Portal (Ted J.)
   At the next meeting, Ted will share the usability test reports. It will be interesting to find out how the users
   react to the navigation and behavior of the site. An update will be rolled out after the test results are in.

   The stats are in on the web portal. For the first time, a dramatic increase in portal use has been recorded.
   There were 4,000 discreet users in October and that has jumped to 7,000 in November. As of a couple of
   weeks ago, 5,200 have stored their pin for a single sign on feature.

J. ITS - COMET/METNET (Ted J.)
   There was a board meeting a couple of weeks ago. Next year’s budget was approved. A proposal for new
   media rooms needs to be completed as soon as possible.

   Bryan announced that a proposal for funding a large streaming server is in the works by COMET/METNET
   the U of M and MnSCU. This is intended to be a repository for schools to save audio and video files. The
   large benefit is that someone else stores the information. There may be additional information available
   after next week’s CIO meeting.

K. ITS - D2L (Jeff H.)
   MnSCU has not yet given a date yet. Mid-December was originally planned. Jeff will send messages to all
   faculty that have signed on to D2L.

L. Other tech updates/announcements (Joan Klanderud, Don Larsson, ...)
   Joan Klanderud announced that SCC is working on improving their digital signage. They are replacing
   older TVs with flat screens. They are also working on the dead spots for wireless access. They also have
   new software that reflects the number of computer users in each room.

   Don Larsson announced that Human Resources is working with new software to allow departments to do
   more of the search process in an online format.

TECHNOLOGY SHOWCASE

A. Student video on "online security awareness" (Bryan)
   Bryan presented a demonstration of student-created videos on security awareness. This dealt with data
   protection and personal information being given online.

B. Demo of Echo360 - lecture capturing - see echo360.com (Wayne S.)
   Wayne Sharp demoed Echo360. MSU has purchased three of these units. They will be available in the
   T-n-T, AH 214 and MH 209 after the December Break. If you are interested in using this new technology,
   please contact Marni Dunning and Jeff Henline. The demo should be made available online to faculty. That
   may drum up interest.

Meeting adjourned.  -- Respectfully submitted: Julie Dornack