Learning & Technology Roundtable  
Tuesday, December 4, 2007, 2:00-3:30 pm  
CSU-253/254

MINUTES

Announcements & Upcoming Events/Conferences (FYI)
- Meetings spring semester: Tuesdays at 2 pm: 2/5, 3/4, 4/1, 5/6  
- Local: Professional Development Day, January 9th, 2008  
- Conference: LabMan 2008, Minnesota State Mankato, June 2-4, (labmanconference.org)  
- Conference: MERLOT International Conference, Minneapolis, August 7-10 (MnSCU-sponsored)  
- Student Tech Fee Grant presentations: TBA  
- Teaching & Technology Conference: TBA

OLD BUSINESS
Approval of Minutes of 11/6/07 (draft attached)  
- [LTR Minutes: http://lib.mnsu.edu/ltr/ltrinfo.html] approved unanimously without changes or additions.

Update on Student Response Systems - aka clickers (Matt/Gary)  
- Clickers are now sold and bought back at the Bookstore and no longer at the computer store. ITS is considering having a number of clickers (30-50) to check out to faculty for their testing or to provide extra remotes during classes.

Update on SharePoint (Wayne)  
- SharePoint is a tool that allows multiple users to work on a single document. It is being used to develop the COOP plan. The software keeps people from overriding each other, prototyping to duty quickly; IE7 on a PC is highly recommended as it is a Microsoft product. Other applications are being explored.

NEW BUSINESS
1. Demo/discussion of new Web Curriculum approval process (Brenda F./Brenda Hanel)  
- Brenda Hanel gave an overview of this new process. Individual faculty can start the process. It is paperless with transparency and tracking; automated reporting consultation with many committees, Gen Ed, deans, IFO representations, graduate office. The tech ID will serve as electronic signature as the document moves along in the approval process. Implementation is targeted for next fall. Send comments to Brenda Flannery.

2. Student technology issues (Jared Grove)  
- Jared provided an update of the meeting of students in the Student Technology Roundtable with the LTR co-chairs and Vice President Delmont. The minutes of that meeting were distributed and included the following topics: clicker issues; D2L issues; video streaming
problems; D2L downtime problems; wireless problems in Gage; and the request for an additional COB printer in Library.

3. LabMan Conference (Wayne)
- The LabMan conference is scheduled for June 2-4. Sponsorships are being sought. Wayne is working on possible keynote speakers. More to come after the first of the year.

4. Working Group on Copyright Policies for Online Use of Materials (Joan Roca)
- Dean Blackhurst has put together a subgroup to work on procedures to implement the Intellectual Property policy in regards to the application of copyright. This affects the creation of materials by faculty and copyright processes in place to support use of other people’s creations; no written policy; the group will develop guidelines to help deal with these issues and figure out what is legal, what is not legal. The University is responsible for complying with the law.

5. MnSCU technology resources for teaching:
These announcements came via email from the MnSCU System Office:
- Minnesota Online Digital Exchange (MODE): http://lor.project.mnscu.edu/ This is an Object Repository database created by MnSCU with more than 1300 learning objects in the database, mostly in allied health field.
- Academic Innovations Grants: http://rfp5.project.mnscu.edu/ (12/20 deadline) $275,000 available to develop and further expand projects; not much has gotten out to campus; workgroup propose to bring to MnOnline and IFO for feedback; need for more faculty input. The need for better communication to the campuses was shared; work w/structural issues; whole of MnSCU; CIOs will discuss at the next meeting.

6. Web Accessibility Working Group (Gerry Schneck)
- Gerry distributed copies of the Web Accessibility for All Campus Capacity Building Toolkit and an accompanying DVD and bookmarks. He presented some of the concerns raised in technology implementation, as it relates to higher ed access to technology. The recommendation from the Extended Learning Sub Meet was to follow up on this issues and LTR could be the primary group to get things going. He and Julie Snow will work in this subgroup and will be seeking participation from other LTR members.
- Gerry mentioned that the MSU website is currently accessible. Julie Snow added that accessibility helps all learners not just those with disabilities. The Library is already buying videos and DVDs with captioning but it is important that faculty creating video streaming are also aware of these requirementes. Gerry will continue to work with the subgroup of LTR to develop recommendations in spring.

ONGOING TECHNOLOGY UPDATES
A. Student MSSA/STR (reported above)
B. Extended Learning (Pat L./Judy L.)
- Planning for conference, call out for presentation early in spring. The Conference will be sponsored by Extended Learning, ITS, and CETL.
C. Library Services (Peg L.)
- The Library will be conducting an extensive review of journals in the coming months
- Opens hours during winter interim are available on the web site.
D. ITS - VP/CIO (Marilyn D.)
- ITS is working on the instructional designer position; with enrollment management; and meet with marketing for web redesign needs.
A big concern among the MnSCU CIOs is the RDB conversion to Oracle that has a deadline of February. There are ongoing challenges to big databases like ISRS and it will be very complex. Large campuses will have a hard time meeting deadlines of conversion.

D2L and MODE is on the agenda of the next CIO meeting Dec 13/14. D2L had accessibility issues to be discussed at MNSCU level; MnSCU sites need to be more accessible. Registrar Dave Gjerde voiced his concern for access issues with the conversion as they have many macros that might not work later.

E. ITS - Networking/Systems (Bryan S.)
- We will be testing Microsoft Office 2008 beta for Macintoshes
- We helped Apple resolve a wireless problem with access points and it seems the fix is included worldwide!
- The new MavPrint will do duplex printing for students. Will develop instructions on how to print both sides of paper, maybe by default, working with ACC. Printing is up 16%, 3 million pages printed. There should be big savings in paper used.
- The MnSCU firewall will be replaced over break to provide better security and bandwidth; moving things in data center during winter break; there will be campus announcements in case of downtime.
- Working on integrating MavPrint and MavCash to increase allocations in bookstore, vending, dining, parking, and adding other services; there will be 3 new cash-to-card machines at 4 places on campus as well as online.
- The new Emergency text message testing will be coming tomorrow; tied into fire alarm systems.
- One of the innovative tech fee grant for faculty projects consisted in providing more power in classrooms and auditoriums: Wiecking, Armstrong 101 and 102 for laptops.
- A new upgrade to MavMail will be done during winter break; we will replace voicemail with new system to connect to email, calendar, create using voice commands; look up numbers.
- There is a new MnSCU licence to encrypt hard drives and does not slow down performance, everything is encrypted
- The student tech fee consultation process with faculty and students to develop priorities for tech fees, focus of money, etc. will start in spring semester. There will be one meeting per week for six weeks, learning about technology on campus in first 5 weeks, website design, labs, departments, what was funded by tech fees and what was funded by ITS; 6th week discuss priorities and recommendations; then to LTR need help from students and faculty for input; tentative schedule next week

F. ITS - ACC (Wayne S.)
- The ACC is very busy.

G. ITS - Customer Support (Gary M.)
- There are some compatibility issues with different versions of Microsoft Office; prior training by department or office is encouraged before migrating to 2007.

H. ITS - ISRS (Ted J.)

I. ITS - MSU Web & Portal (Ted J.)

J. ITS - COMET/METNET (Ted J.)
- Ted could not attend but Joan Klanderud announced that Comet has hired a new director housed at the University of Minnesota and will serve both Comet and Metnet. There is planning to purchase and distribute high def codecs.
K. ITS - D2L (Jeff H.) no updates over break

L. Other tech updates/announcements
Don Larsson provided an update from the state Meet and Confer on technology related issues. He mentioned the smarthinking.com program that outsources tutoring service and MSU’s usage low. There is a new web site “readyornotwriting.org” where high school students can send writing samples for evaluation for readiness. There are 6 joint IFO/MNSCU committees where the charges are unclear and there seems to be much overlap and contradiction. There is ongoing discussion about the flow of decision making and relationships and how communication happens. They are gathering data about online courses. MSU course completion rates for online courses are very high, in the 90th percentile. MnOnline is not envisioned as another campus.

TECHNOLOGY SHOWCASE/PRESENTATION
- Demo of Second Life (Tom Edwards, faculty at South Central College)