

Utah Education Network Steering Committee

June 24, 2005

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

JUNE 24, 2005

9:00 a.m. -
10:00 a.m.

Committee of the Whole

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Please place these materials in your Steering Committee Binder.

FY 2006 UEN STRATEGIC PLAN - ACTION

Issue

Goals 2-7 of the FY 2006 Strategic Plan have been reviewed by subcommittees and are recommended for approval. A working group has been meeting to develop Goal 1 (technical projects), and a Technical Services Subcommittee retreat is being held on July 20-21. Based on the outcome of those activities, Goal 1 will be presented for Steering Committee review and approval at the August meeting.

Background

The FY 2006 Strategic Plan for goals 2-7 is included under this tab. The plan is very similar to last year's plan, with revisions for specific goals and projects. The plan has been reviewed by both the Public Education and Higher Education advisory committees and recommendations from those committees have been incorporated. In addition, the plan was reviewed and discussed during the Instructional Services planning retreat on May 25th, with 46 attendees.

Readers will note the UEN plan focuses on seven goal areas:

1. Technical Services (this goal is in draft form and will be presented in August)
2. Content Resources
3. Distance Learning Systems
4. Broadcast Services
5. Professional Development
6. Governance and Coordination
7. Accountability and Reporting

Two years ago, the UEN Steering Committee adopted Mission, Vision, Organization, Values, and Need statements. These statements govern the work of all UEN staff, and continue to be appropriate. The Needs section of the plan has been updated to reflect the current environment in which the plan goals will be implemented.

The introductory organizational statements and Goals 2 through 7 of the 2006 Strategic Plan are included under this tab.

Recommendation

It is recommended that the Steering Committee reaffirm the Mission, Vision, Organization, Values, and Need statements and approve Goals 2-7 of the Strategic Plan for fiscal year 2006.

TAB 7 ATTACHMENT A

FY 2006 STRATEGIC PLAN - DRAFT

Mission

Our mission is to provide Utah students and educators access to statewide electronic networks and systems for the delivery of educational services that improve the quality of student achievement, communications and efficiency of services.

Vision

High quality educational services will be delivered, regardless of location or time, through seamless, technology rich networks linking schools, colleges, universities, libraries, world-wide information networks, businesses and homes.

Organization

The Utah Education Network is a consortium of public education partners, including the Utah System of Higher Education and its ten universities and colleges and Utah Electronic College; the Utah State Office of Education, local school districts and the Utah Electronic High School; and the state's Library system.

Values

- We value access to high quality education experiences, regardless of location or time, for all Utah citizens.
- We value strong educational leadership.
- We value cooperation, collaboration, and working together as partners.
- We value fiscal responsibility and providing cost effective services.
- We value accountability for the quality of service we provide, and we measure and report that accountability.
- We value innovation, and make decisions based on research.
- We value integrity, and only make promises we can keep.
- We value honest, open, and clear communication among all parties, and encourage expression of differing opinions that lead to mutually acceptable unified actions.
- We value talented educators and staff members and support training needed to maintain and increase their competence.

Need

Utah's public schools, colleges, and universities depend on the UEN educational wide area network to perform their missions. The Network provides the connective links over which mission critical communications and services pass, and it must be reliable, secure, and capable of carrying a growing volume of traffic. The demand for increasing network capacity in public and higher education is proven by the fact that UEN network traffic has been doubling every 18 months to 2 years since the network was first established.

The Internet is the data and communications distribution system used to deliver hundreds of administrative, academic and student support applications affecting every student, educator, and staff member countless times each day. For thousands of Utah students and educators, it is their school, classroom, meeting place, and library. The Internet must be accessible to every educator, student, administrator, and staff member from any location and at all times. UEN must provide a single point of access for educators and students to easily and reliably gain access to those Internet resources that support educational needs identified by our stakeholders to be provided at a statewide level through www.uen.org.

Providing technologically delivered classes and programs for thousands of students and hundreds of educators every day is an increasingly important responsibility of Utah's schools, colleges, and universities. In the Utah System of Higher Education, enrollment in online, EDNET, satellite-delivered, and KUEN classes has grown dramatically for the past several years. About one in five college students now enrolls in at least one technologically-delivered course each term. Enrollment in the Utah Electronic High School has also increased enormously. There are now approximately 30,000 enrollments in the Utah Electronic High School.

UEN is taking advantage of new, yet proven, technologies such as DTV multichannel broadcast, datacast, optical networks, digital videoconferencing, video streaming and voice services provided over the UEN backbone and wireless networks to provide greater Network capacity at lower costs.

Because of the trends described above, educators, public and higher education staff members, and UEN employees must be technologically competent. UEN must play a key role in providing training to its own staff members, and to teachers, faculty members, and technology staff members in educational organizations throughout the state.

UEN is driven by the needs of education. As it responds to more diverse needs, it grows in complexity, and supports more services at more locations. The result is increased pressure on all of us to coordinate, plan, and make decisions collaboratively for the mutual benefit of all regions of the state and all levels of education. Improved coordination of IT policies and backbone infrastructure will guarantee effective sharing of resources, lower prices through joint purchasing, and more efficient use of technical support and training as UEN staff members work collaboratively with their public and higher education colleagues. Gaps in effective coordination, planning, and governance must be identified and eliminated.

There are tremendous challenges facing us during the coming year, as we respond to growing Network bandwidth demands and meet the need for essential, technology-based educational services. The economy of Utah is sound, but state financial resources

are limited because of the numerous compelling needs that compete for modest state resources. UEN must achieve the greatest value possible from limited state resources, and continue to aggressively seek grants and other revenue sources to augment state funds. And we must carefully prioritize Network projects to gain the greatest benefit from the dollars we spend.

Strategic Goals

Goal 2. Aggregate and deliver a suite of high quality educational resources for students, educators, staff, and administrators that are determined by our stakeholders to be best provided at a statewide level.

2.1 Objective 1. Conduct ongoing Web design and maintenance.

- 2.1.1 Expand and maintain core curriculum resource database.
- 2.1.2 Coordinate lesson plan development and publishing with USOE.
- 2.1.3 Support UTIPS.
- 2.1.4 Collaborate to develop and host partner content.
 - 2.1.4.1 NewsByte.
 - 2.1.4.2 WWII Oral History.
 - 2.1.4.3 Teaching American History Grant.
- 2.1.5 Support USOE Web pages in coordination with Specialists.
- 2.1.6 Integrate services with my.uen log-in.
- 2.1.7 Support all UEN Department Web page needs.
 - 2.1.7.1 Professional Development Management System.
 - 2.1.7.2 UEN Technical Summit.
 - 2.1.7.3 Security resources for effective digital citizenship.
 - 2.1.7.4 Adult and Community Education.
 - 2.1.7.5 UEN-TV Spanish programming on 9.3.
 - 2.1.7.6 IVC Web Page.
- 2.1.8 Provide graphic and design support as requested.
- 2.1.9 Conduct Web site and link clean-up.
- 2.1.10 Maintain What's On broadcast database and Utah ITV Web page.
- 2.1.11 Promote new and existing UEN Web services.
- 2.1.12 eMedia.
 - 2.1.12.3 eMedia special events.
 - 2.1.12.2 Statewide demos.
- 1.1.13 Newsletter and uen.org news section promotion.

2.2 Objective 2. Launch new Web projects and resources.

- 2.2.1 Implement eMedia general release.
- 2.2.2 Meet with UALC to discuss eMedia project, determine complimentary ways to support DAM efforts.
- 2.2.3 Identify and add resources to eMedia.
 - 2.2.3.1 Telecourses.
 - 2.2.3.2 Nathan's Story & No Safe Place.
 - 2.2.3.3 Utah History Encyclopedias (UCME).
- 2.2.4 Collaborate with UVSC on Digital Media Service for video on demand.
- 2.2.5 Support ePortfolio solution.
- 2.2.6 Rewrite my.uen into java portlets.
- 2.2.7 Investigate the development of a Unit Plan Tool.
- 2.2.8 Develop and launch WebQuest Tool.
- 2.2.9 Modify What's On to automate program features for UEN-TV and KUED.
- 2.2.10 Investigate RSS syndication of UEN news and other UEN resources.

2.3 Objective 3. Increase awareness and use of Pioneer Online Library.

- 2.3.1 Increase awareness and utilization through series of events and tactics keyed to Pioneer Library 10 year anniversary.
- 2.3.2 Pioneer Public Relations team develop and coordinate full anniversary promotion plan with Pioneer Library Committee and partners.
- 2.3.3 Build the Pioneer advocate program.
- 2.3.4 Assist in the redesign of pioneerlibrary.org

2.4 Objective 4. Create positive impact for learners through TECH CORPS partnership.

- 2.4.1 Plan for sustainability.
- 2.4.2 Administer the Intel Utah PC Refurbishing Program.
- 2.4.3 Report program data and accomplishments.

Goal 3. Deliver distance learning classes and programs offered by public and higher education that use reliable, real-time, and broadcast quality videoconferencing technologies.

3.1 Objective 1. Expand IP Video.

- 3.1.1 Continue to support the EDNET end site migration plans and schedule.
- 3.1.2 Implement a remodel and redesign of the EDNET TOC to better support IP video services.
- 3.1.3 Promote awareness, support and a delivery of a consistent message regarding IP video services in both public and higher ed. through stakeholder forums.
- 3.1.4 Work towards more cooperative and cross-departmental coordination with the IP Video project.
- 3.1.5 Increase HUB and end site visits for both technical and administrative coordination, orientation and training for IP video services, standards and operational practices.
- 3.1.6 Develop and deliver faculty and site facilitator training.
- 3.1.7 Develop operational practices, procedures and policy to manage and efficiently utilize IP video resources on the network.
- 3.1.8 Further development of the IVC Web site and other tools and tactics for IP video promotion, information and stakeholder services.
- 3.1.9 Explore tools and tactics to effectively measure and monitor IP Video quality and reliability throughout the network.
- 3.1.10 Install IP Video equipment in UEN MBH Lab, and all UEN conference rooms in EBC.
- 3.1.11 Continue the IVC Tripperships program, evaluate educator response to this service.

3.2 Objective 2. Coordinate and support statewide Course Management System with USHE and Institutions.

- 3.2.1 Support participating institutions with Course Management System User Group.
- 3.2.2 Provide automated enrollment for participating institutions.
- 3.2.3 Develop consortium shared faculty and student training materials.
- 3.2.4 Provide institution administrator training.
- 3.2.5 Continue to plan for K-12 uses for Course Management System.

3.3 Objective 3. Administer Distance Learning Delivery.

- 3.3.1 Revise UEN facilitator policy.
- 3.3.2 Develop a plan for finalizing the IP Video Steering team role as the planning and policy stages of the project wrap up.
- 3.3.3 Identify stakeholder forums to better promote new Distance Learning technologies such as IP video.

3.4 Objective 4. Support UENSS plan and associated activities.

- 3.4.1 Continue to support the current 3 year plan for UENSS satellite system services and operations.
- 3.4.2 Explore with institutional providers better ways to effectively coordinate the scheduling and operational practices of these systems.

3.5 Objective 5. Expand UEN outreach and promotion.

- 3.5.1 Influence stakeholder use of UEN resources through electronic, print, public relations, media relations and special events.
- 3.5.2 Launch a branding campaign for the Utah Education Network.
- 3.5.3 Develop public relations/ media relations and ad campaign around 21 anniversary of UEN.
- 3.5.4 Conduct a comprehensive public relations campaign promoting Utah's distance education collaboration.
- 3.5.5 IP Video.
 - 3.5.5.1 Newsletter and uen.org news section promotion.
 - 3.5.5.2 IP video collateral as needed.

Goal 4. Build the vitality and scope of UEN broadcast services.

4.1 Objective 1. Increase programming in high need areas.

- 4.1.1 Acquire and schedule for key programming blocks.
 - 4.1.1.1 Adult Basic Education (ABE).
 - 4.1.1.2 Financial Literacy.
 - 4.1.1.3 Workforce Education.
 - 4.1.1.4 Information Literacy.

- 4.1.1.5 English Language Learning.
- 4.1.2 Develop locally produced programs in high need areas:
 - 4.1.2.1 Financial aid and college advising.
 - 4.1.2.2 Technical Training from UEN Professional Development.
 - 4.1.2.3 Weekly education calendar.
- 4.1.3 Working with USU, multicast Spanish Language programming on 9.3.

4.2 Objective 2. Research, Branding, and Outreach.

- 4.2.1 Expand UEN-TV on-air promotion campaign.
- 4.2.2 Conduct targetted outreach to stakeholder groups.
- 4.2.3 Conduct needs assessment and implement findings for key high need audiences.
 - 4.2.3.1 Adult basic education.
 - 4.2.3.2 Adult prisoner education.
 - 4.2.3.3 Community education.
- 4.2.4 Provide support for Utah Association of Adult, Community, and Continuing Education.
- 4.2.5 Develop printable PDF viewer listings.
- 4.2.6 Coordinate and Produce hard copy and electronic versions of the Instructional Television Program Guide.

4.3 Objective 3. Administrative.

- 4.3.1 Develop UEN TV / cable TV relations plan.
- 4.3.2 Continue monthly management meetings.
- 4.3.3 Develop convergence delivery models between broadcast and digital distribution resources.

4.4 Objective 4. Technical.

- 4.4.1 Install Nave IIc Encoder for Nielsen Ratings.
- 4.4.2 Purchase Harmonic DTV Encoder for 3rd DTV Channel.
- 4.4.3 Install Media Server Client for Kyle Anderson.
- 4.4.4 Expand Server Archive.
- 4.4.5 Add DVC Pro VTR's for air control.
- 4.4.6 Begin License Renewal for KUEN.

- 4.4.7 Increase Cedar City translator power to 100W.
- 4.4.8 Participate in the Summit county Microwave from Lewis to Woodland.
- 4.4.9 Purchase Hot spare boards for Analog and Digital TX.
- 4.4.10 Install an ISP Radio for Mt Vision Remote Control.
- 4.4.11 Purchase and Install Remote Control Software and Hardware Mt. Vision.
- 4.4.12 Monroe Peak DTV Preparation.
- 4.4.13 Barney top DTV Preparation.
- 4.4.14 Participate in the Lewis Peak DTV Booster.
- 4.4.15 Participate in the Pisgah Peak DTV Booster.

Goal 5. Provide professional development opportunities to improve the quality of K-20 instruction and assure effective implementation of technology in education.

5.1 Objective 1. Deliver a suite of high quality classes based on user needs, best practices, and requests.

- 5.1.1 Support training on new services and updates.
 - 5.1.1.1 eMedia.
 - 5.1.1.2 my.uen.
- 5.1.2 Update courses.
- 5.1.3 Create professional development learning objects and online tutorials.
- 5.1.4 Support institutions with core skills training / develop training for Course Management System.
- 5.1.5 Update distance learning training materials to include IP video.
- 5.1.6 Deliver and conduct follow-up for 30 3-day ITC workshops.
- 5.1.7 Develop resource material, provide outreach, and offer training for preservice teachers and teacher education faculty on UEN resources.
- 5.1.8 Support Technology Integration Academy program.
- 5.1.9 Create and implement resources for end user training on Security issues.
- 5.1.10 Develop online course for facilitators.
- 5.1.11 Working with Institutions, establish a learning community for faculty technology trainers and instructional design support staff. Conduct regular meetings and help provide resources as defined by this group.
- 5.1.12 Working with UALC, convene a copyright resources workshop with ongoing support materials for campus personnel. Use this as a model for other topics from the higher ed committee.

5.1.13 Conduct PBS Teacherline and Intel Teach to the Future grant activities.

5.2 Objective 2. Increase awareness and use of UEN Web Resources.

5.2.1 Present at conferences.

5.2.2 Promote UEN Professional Development.

5.3 Objective 3. Effectively administer and report on UEN Professional Development programs.

5.3.1 Implement professional development management system.

5.3.2 Investigate workshops with equipment and cost recovery model.

5.3.3 Upgrade training lab equipment.

5.3.4 Report stats.

5.4 Objective 4. Build skills and knowledge of UEN staff.

5.4.1 Ensure UEN staff have the necessary training and tools to support IP video users; identify industry driven training opportunities with an emphasis on IP video networks.

5.4.2 Participate in professional conferences and workshops to build capacity.

5.4.3 Attend required personnel and management training from University of Utah Human Resources department.

5.4.4 Increase knowledge of best practices and current research through memberships in professional organizations and associations.

Goal 6. Strengthen educational technology governance at the state, regional and local levels through improved coordination and cooperation among UEN's stakeholders.

6.1 Objective 1. Improve coordination with UEN Steering Committee, subcommittee, and advisory committee members.

6.1.1 Develop and coordinate improved Steering Committee materials announcements and RSVP.

6.1.2 Develop e-newsletter targeted at stakeholders.

6.2 Objective 2. Request new state funding for the highest priority needs of the Network, and maximizing the benefits of state tax funds through increased support from external grants and other revenue sources.

6.2.1 Develop support materials, briefing papers, information and data sheets, maps, videos, and other information in support of funding requests.

6.3 Objective 3. Lead a statewide effort to build awareness of the importance of eRate among congressional and state leaders.

6.4 Objective 4. Increase revenue from grants and E-Rate reimbursement.

6.4.1 Develop support materials, briefing papers, information and data sheets, maps, videos, and other information in support of funding requests.

Goal 7. Be accountable to our stakeholders by measuring, tracking, and reporting performance and satisfaction with UEN-provided services.

7.1 Objective 1. Report on plan progress with quarterly updates to the UEN Steering Committee.

7.2 Objective 2. Report monthly statistical analysis of use of uen.org, my.uen, Pioneer Library, EDNET, UENSS, and other UEN programs and services.

7.3 Objective 3. Report on pilot-tests of new delivery systems, technical experiments, and product trials.

7.4 Objective 4. Solicit and report findings from informal and formal feedback on services.

7.5 Objective 5. Research and disseminate white papers on timely issues.

7.6 Objective 6. Use existing, secondary and primary research to establish baseline for PR audience awareness, usage, and perceptions.

7.6.1 Develop an employee e-newsletter.

FY 2006 UEN BUDGET - ACTION

Issue

The FY 2006 UEN Budget reflects extensive work by our staff and thoughtful feedback and suggestions from our stakeholders. Based on that process, it is now ready for final review and approval by the Steering Committee.

Background

The FY 2006 UEN budget reflects significant growth in state appropriations. We are confident that the financial plan outlined in the budget will allow UEN to maintain the statewide network with increased capacity and improved reliability. We propose to use those additional resources to complete additional network expansion projects at secondary schools, continue conversion of the EDNET system to IP-based technology, and expand the role UEN plays in delivering enterprise-level, Web-based applications.

Detailed information about the FY 2006 budget is provided in Attachment A following this memorandum. The attachment summarizes revenue sources used to fund the budget, and expenditures by detailed areas.

Policy Considerations

Major FY 2006 policy considerations focus on (1) revenues that are available and restrictions that limit the uses of particular revenue sources, (2) major expenditure choices, and (3) priorities shown by the recommended budget choices.

1. Income

Total revenues on which the FY 2006 budget will be based are projected to be \$27.573 million. That is an increase of \$2.585 million above FY 2005 revenues. A detailed listing of all revenue sources in the UEN budget is in Attachment A.

State appropriations will be \$2.19 million higher than in FY 2005, and total \$18.2 million. Most of the increase is one-time appropriations totaling \$2.3 million allocated to provide increased network capacity, convert EDNET to IP-based technology, and to support new enterprise-level Web applications. The remaining new state funds will pay salary and benefit increases for UEN employees and provide ongoing funds for telecommunications contracts funded this year with one-time revenues.

In addition to state appropriations, UEN will receive revenues from grants and E-Rate reimbursement for telecommunications services, revenues carried forward from this year, and other miscellaneous sources. Grants will continue to be aggressively pursued, although the budget assumes that grant income will be similar to last year's amounts. An important income source in the budget is the Community Service Grant (CSG), which must be used to support KUEN and related services and personnel. We are projecting the CSG to be slightly higher than it is during the current year by \$100,000.

E-Rate funds reimburse a portion of telecommunications services provided to public schools and paid for by UEN. There are factors associated with this revenue source that make it quite challenging to anticipate in budgetary planning. We have applied for significantly higher E-Rate reimbursements for FY 2006 than in FY 2005 (\$15 million instead of \$13 million). We have not yet received approval for the contracts that have been submitted for FY 2006. E-Rate reimbursements are paid for expenses actually incurred and paid for by UEN. The budget reflects E-Rate reimbursements we will have actually collected during the current year or early in FY 2006, not revenues anticipated for all of FY 2006. E-Rate income is reported as Universal Service Fund Discounts, and amounts to \$5.488 million, an increase of 2.988 million budgeted during the current year.

2. Major Expenditure Choices

Specific departmental budget recommendations are summarized on Page 1 of Attachment A, and detailed budget proposals are outlined on Pages 3-23. Major decisions reflected in departmental budgets are as follows:

1. UEN staff members will receive a modest 2.5% salary increase this year. The cost of monthly premiums for health insurance and state retirement premiums will be supported by increased state appropriations so we do not anticipate that employee costs for benefits will be increased.
2. The legislature allocated \$89,100 to retain key UEN staff whose salaries are significantly below market levels. Those funds are augmenting salaries of a limited number of employees to address market and equity issues, as recommended by managers.
3. Nearly all departmental operating budgets will remain flat or be adjusted only slightly next year.
4. Circuit charges in the Technical Services Operations budget have been increased by \$3.2 million from FY 2005 to FY 2006 to pay increased monthly charges associated with expansion of the backbone and network capacity projects. It should be noted that Internet Access charges will fall slightly, even though Internet capacity will have doubled compared to FY 2005.
5. The technical service special project account is currently budgeted at \$1,500,000, the amount allocated by the legislature to continue our network capacity projects during FY 2006. It is possible that additional funds will be available from carry forward revenues. The final extent of the project account will also depend upon the approval of contracts with local telecommunications companies as part of the federal E-Rate program approval process. These funds will pay for high priority

projects based on recommendations of UEN staff and stakeholders to the Technical Services Subcommittee and Steering Committee.

6. The IP Video budget contains \$800,000 in one-time state appropriations. To augment the account, we are pursuing grant funds and E-Rate reimbursements to purchase classroom equipment and pay for other costs associated with this project. As new grant and E-Rate funds are obtained, they will be managed from that account.
7. A separate Course Management System (CMS) budget has been established for FY 2006. It budgets for licensing and equipment expenditures that will be required as several institutions rely on UEN hosted servers and technical staff to deliver their learning management services.
8. Budget support to UEN-funded activities and staff positions managed by regional service centers and regional hubs will remain the same as in FY 2005. Regional trainers and regional technical staff will receive the same salary and benefit increases as UEN staff members.

3. Budget Priorities

A helpful way to show funding priorities in the FY 2006 budget is to examine the extent to which programmatic areas have received increased funding or budget reductions, from FY 2005 to FY 2006. Table 1 demonstrates that a sizeable increase in funding is recommended in the technical services and instructional delivery areas. Increased funding in administration is accounted for by temporarily including the Staff Retention salary funds in that area. A decrease in instructional service funding is due to the loss of grant revenue. Support to regional hubs and regional service centers will remain essentially the same, while all other programmatic areas are recommended to receive budget cuts.

A second way to demonstrate the priority of particular programs is by indicating the percentage of available state appropriations that each will receive. Table 2 ranks program areas according to the percentage of total state appropriations they receive. There is limited discretion on usage of most other revenue sources, so grants, E-Rate reimbursements, and other revenue sources are not reflected in the table.

Table 1 - Changes in Funding from FY 2005 to FY 2006, by Programmatic Area

Programmatic Area	Increase or Decrease in Funding
Technical Services	\$3,562,901
Instructional Delivery Services	\$181,132
Administration	\$132,951
Pass through to Hubs & Regional Service Centers	\$16,258
Public Information	\$10,491
Pass through to USOE	\$0
UEN-USU Satellite Project	(\$23,911)
KUEN	(\$112,872)
Instructional Services	(\$218,402)
O & M, Reserves	(\$962,583)
Total Funding Change, FY 2005 to FY 2006	\$2,585,965

Table 2 - Percentage of State Appropriations Received by Program Areas, FY 2006

Program Area	State Appropriation	Percent of Total
Technical Services	11,557,592	63.6%
UEN-USU Satellite Project	1,454,000	8.0%
Instructional Delivery	1,220,903	7.7%
Administration	1,253,093	6.9%
Instructional Services	1,407,078	6.7%
Hubs & Regional Service Centers	829,318	4.6%
Pass through to USOE	222,716	1.2%
O & M, Contingency	142,000	.8%
KUEN	100,000	.5%
Public Information	0	0%
Total State Appropriations	\$18,186,700	100.0%

Recommendation

It is recommended that the Steering Committee review and approve the FY 2006 UEN Budget.

TAB 8 ATTACHMENT A
FY 2006 UEN BUDGET - DRAFT

**UTAH EDUCATION NETWORK
FY2006 Budget Planning
EXPENDITURES**

DEPARTMENT	APPROVED BUDGET FY05	Proposed Budget FY06	Change in Budget
Administration	1,541,499	1,674,450	132,951
Public Information / Communications	369,044	379,535	10,491
Technical Services			
Operations	6,544,160	9,880,815	3,336,655
Network Operations Center	1,258,445	1,248,385	(10,060)
Field Operations	1,324,573	1,314,377	(10,196)
UEN Project Account	1,243,601	1,500,000	256,399
Technical Services Planning	1,352,024	1,272,487	(79,537)
Network Engineer	290,835	290,835	0
Applications Engineer	285,066	285,066	0
Security	238,516	242,199	3,683
Enterprise Applications Support	863,192	866,569	3,377
Course Management System	107,076	124,595	17,519
Software Development	629,026	681,839	52,813
Instructional Support			
IS Grant	203,568	0	(203,568)
KUEN - Programming	250,557	250,557	0
Operations	635,828	726,742	90,914
Web Resources	872,999	776,865	(96,134)
Professional Development	862,010	860,902	(1,108)
Instructional Delivery Systems			
EDNET Video Operations	270,739	292,431	21,692
Local Service Representatives	211,443	221,832	10,389
Scheduling	90,174	92,814	2,640
IP Video	653,589	800,000	146,411
Other			
KUEN Broadcast Engineering	627,835	559,032	(68,803)
KUEN DTV Conversion	619,069	575,000	(44,069)
UEN-USU Satellite Project	1,477,911	1,454,000	(23,911)
Operations and Maintenance	2,164,583	1,202,000	(962,583)
TOTAL EXPENSES	24,987,362	27,573,327	2,585,965
FY 2005 INCOME	24,987,362	27,573,327	2,585,965
BALANCE (Income less Expenses)	(0)	(0)	(0)

**UTAH EDUCATION NETWORK
FY2006 Budget Planning
INCOME**

	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget
STATE APPROPRIATIONS			
UEN Legislative Funding (On-Going)	13,598,700	14,432,700	834,000
UEN Legislative Funding (One-Time)	945,300	2,300,000	1,354,700
UEN-USU Satellite Project	1,454,000	1,454,000	-
INTEREST INCOME			
KULC/EDNET/UtahLINK	80,000	30,000	(50,000)
CARRY FORWARD			
KULC Funds Allocated for DTV	532,619	475,000	(57,619)
KULC Broadcast	90,000		(90,000)
Intel TIA (Technology Integration Academy)	48,306		(48,306)
Intel PC	14,812		(14,812)
Intel Classic - UtahLink Gift Acct	32,385		(32,385)
Teacher Training Institute	70,728	70,000	(728)
Tech Core additional funding?	27,922	14,000	(13,922)
UEN Satellite Budget	17,533		(17,533)
CIB Project Money	325,870		(325,870)
Administration	166,326		(166,326)
IS Operations	30,000		(30,000)
IS Operations - USOE	28,000		(28,000)
IS Web DMS	82,400		(82,400)
P2004-02 Geomax Incidentals	1,761		(1,761)
P2004-03 Geomax L3 Interface	49,370		(49,370)
P2004-05 QoS Lab	6,704		(6,704)
P2004-11 So. Central - Panguitch	5,528		(5,528)
UEN Special Projects	209,439		(209,439)
Software Project	112,000		(112,000)
All West	87,360		(87,360)
Beehive	35,802		(35,802)
Emery	2,379		(2,379)
P2004-08 Manti Telephone	26,346		(26,346)
P2004-10 UBTA Additional 7 Sites	82,549		(82,549)
P2004-12 So. Central - Kanab	14,468		(14,468)
P2004-14 Millard Ethernet (Frontier)	22,000		(22,000)
P2004-15 Piute HS Capacity	15,244		(15,244)
P2004-21 West Desert Capacity	10,000		(10,000)
P2004-25 BTS Software Upgrade	48,000		(48,000)
P2004-26 Fax Machine - EdNet	3,150		(3,150)
P2004-27 8" Sony QCMV Monitors - TOC	5,970		(5,970)
P2004-28 IP Video Classroom Upgrade	116,482		(116,482)
Operating Funds	1,534,447	900,000	(634,447)
CORPORATION FOR PUBLIC BROADCASTING			
Community Service Grant	2,100,000	2,200,000	100,000
KUED DIRECT SUPPORT			
Training & Content	22,530	22,530	-
Public Information	33,000	33,000	-
GRANT INCOME			
Teacher Line Grant	95,000		(95,000)
USOE / UIMC	22,530	22,530	-
Bridgestone/Firestone Trust	5,000		(5,000)
Intel Corporation - TIA 1	10,000		(10,000)
Intel Teach to the Future RTA	18,250		(18,250)
Intel PC Recycling	15,000	15,000	-
Community Impact Grant San Juan	-		-
PTFP IP Video Classroom Upgrade	111,416		(111,416)
OTHER INCOME			
ALS FY2004 Program Purchase PBS	-		-
Universal Service Fund Discounts	2,500,000	5,488,237	2,988,237
Dutch John Rental	-		-
Service Income from EDNET	10,000	10,000	-
ITS Internet Access	-		-
Library Internet Access	21,000	21,000	-
Idaho State University Internet 1	18,000	18,000	-
Misc. Other	-		-
Pioneer Committee Workshop	3,000		(3,000)
Equipment Credits/University Surplus	1,000		(1,000)
Expenditure Recovery	-		-
COMPUTER OPERATIONS			
KUED	33,622	33,600	(22)
KUER	5,331	5,330	(1)
OIT	2,323	2,400	77
Media Solutions	26,460	26,000	(460)
TOTAL	24,987,362	27,573,327	2,585,965

**UTAH EDUCATION NETWORK
FY2006 Budget Planning
ADMINISTRATION**

Budget Line Item	APPROVED BUDGET FY05	Proposed Budget FY06	Change in Budget	On-Going Expenses		Total On-Going	New State Approp	C/F from 05
				State Approp.	CSG			
Personnel	592,987	641,142	48,155	390,785	250,357	641,142		
Salary adjustment	-	89,100	89,100	89,100		89,100		
Auditor	20,000	20,000	-		20,000	20,000		
Supplies	45,000	45,000	-		45,000	45,000		
Phones	72,500	72,500	-		72,500	72,500		
Professional Development	22,500	22,500	-		22,500	22,500		
Equipment	5,000	5,000	-	5,000		5,000		
ATC Equipment	4,250		(4,250)			-		
Employee Recruitment	1,000	1,000	-		1,000	1,000		
In-state Travel	2,500	2,500	-		2,500	2,500		
Legal Fees	7,500	7,500	-		7,500	7,500		
SEGP (Gigapop) Participation	46,000	46,000	-	46,000		46,000		
WESTERN LIGHTS (NLR)	7,500		(7,500)			-		
Tech Administration	199,719	202,719	3,000	202,719		202,719		
Independent Contractor	35,000	35,000	-	35,000		35,000		
Tech Admin. Travel & Prof. Devel.	9,000	9,000	-	9,000		9,000		
Instructional Support Administration	170,843	170,843	-	170,843		170,843		
I.S. Travel & Prof. Devel.	5,700	6,000	300	6,000		6,000		
Grant Writing	76,500	80,646	4,146	80,646		80,646		
Office of Info. Tech.	218,000	218,000	-	218,000		218,000		
TOTAL	1,541,499	1,674,450	132,951	1,253,093	421,357	1,674,450	0	0

UTAH EDUCATION NETWORK
FY2006 Budget Planning
OPERATIONS & MAINTENANCE

Budget Line Item	APPROVED BUDGET FY 05	Proposed Budget FY 06	Change in Budget	State Approp.	Ongoing Expenses		Total Ongoing Expenses	One-Time Expenses	C/F from 05
					other	CSG			
Building Maintenance	66,924	70,000	3,076	70,000			70,000		
EBC Computer Support	110,000	112,000	2,000	72,000	40,000		72,000		
U Of U Building O & M Expense	100,000	120,000	20,000			120,000	120,000		
CIB San Juan Project	325,870		(325,870)				-		
UEN Operating Funds	1,134,845	900,000	(234,845)				-		900,000
Non-Budgeted	426,944	-	(426,944)				-		
TOTAL	2,164,583	1,202,000	(962,583)	142,000	40,000	120,000	262,000	0	900,000

**UTAH EDUCATION NETWORK
FY2006 Budget Planning
PUBLIC INFORMATION/COMMUNICATIONS**

Budget Line Item	APPROVED BUDGET FY 05	Proposed Budget FY 06	Change in Budget	Ongoing Expenses					Total Ongoing Expenses	One-Time Expenses	C/F from 05
				State Approp.	KUED	SOE	CSG				
Personnel	175,934	193,285	17,351					193,285			
ITV Program Guide	47,500	47,500	-		22,530	22,530		47,500			
Advertising	35,000	33,000	(2,000)					33,000			
Other Print Advertising / Materials	32,060	31,000	(1,060)					31,000			
Professional Development	9,500	9,500	-					9,500			
In-state Travel	1,000	1,000	-					1,000			
Equipment	4,500	4,500	-					4,500			
Supplies	15,300	11,500	(3,800)					11,500			
Non - Broadcast Promotions	34,250	34,250	-					34,250			
Special Events	14,000	14,000	-					14,000			
TOTAL	369,044	379,535	10,491	-	22,530	22,530	22,530	379,535	334,475	0	

1 Personnel includes \$15,000 for a part-time graphic artist

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 OPERATIONS

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	On-Going- Expenses		
				E-rate plus internet reimb.	State Approp.	Total On-Going Expenses
Personnel	198,845	225,807	26,962		225,807	225,807
EDNET Site Support						
Southern Utah University	45,000	45,000	0		45,000	45,000
Davis Applied Technology Center	35,000	35,000	0		35,000	35,000
Utah State University	45,000	45,000	0		45,000	45,000
Utah State University - Vernal Basin	30,000	30,000	0		30,000	30,000
College of Eastern Utah - Price	30,000	30,000	0		30,000	30,000
College of Eastern Utah - San Juan	30,000	30,000	0		30,000	30,000
Utah Valley State College	45,000	45,000	0		45,000	45,000
Salt Lake Community College	45,000	45,000	0		45,000	45,000
Regional Help Desk Support (increased by 3.2%) NUES, CUES, SESC, SEDC	242,256	250,008	7,752		250,008	250,008
Supplies	12,150	10,000	(2,150)		10,000	10,000
Router Maintenance	293,909	290,000	(3,909)		290,000	290,000
Circuit Charges	5,452,000	8,750,000	3,298,000	5,488,237	3,261,763	8,750,000
Statewide Dial-in Network Services	17,000	15,000	(2,000)		15,000	15,000
Remote Access (Pagers/Cell Phones)	23,000	35,000	12,000		35,000	35,000
TOTAL	6,544,160	9,880,815	3,336,655	5,488,237	4,392,578	9,880,815

1 Added 3.2% to FY2005 for FY2006

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 NETWORK OPERATIONS CENTER

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	State Approp.		One-time
				Carryforward		
Personnel + on call	663,545	698,785	35,240	698,785		
Staff Equipment	24,800	20,000	(4,800)	20,000		
Professional Development	27,700	57,000	29,300	57,000		
Equipment - HUB & Site Maintenance	335,000	222,600	(112,400)	222,600		
Licensing / Software	15,000	110,000	95,000	110,000		
Proxy Filtering & Equipment	120,000	105,000	(15,000)	105,000		
Supplies	59,900	25,000	(34,900)	25,000		
Travel (in-state)	12,500	10,000	(2,500)	10,000		
TOTAL	1,258,445	1,248,385	(10,060)	1,248,385	0	0

UTAH EDUCATION NETWORK
FY2006 Budget Planning
FIELD OPERATIONS

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	On-Going-Expenses	
					State Approp.
Personnel Take out new 2 FTE's + on call	680,973	700,277	19,304	700,277	
Equipment--Hub & End Site Development	375,000	370,000	(5,000)	370,000	
Professional Development	25,000	37,500	12,500	37,500	
Software	2,000	8,000	6,000	8,000	
In-state Travel (Network Maintenance)	60,000	37,500	(22,500)	37,500	
Vehicle Maintainance	44,000	35,000	(9,000)	35,000	
Leased Vehicles (4)	21,600	21,600	0	21,600	
Contracted Services (Helicopter)	20,000	12,500	(7,500)	12,500	
Storage Units - Statewide	0	9,000	9,000	9,000	
Supplies	48,000	40,000	(8,000)	40,000	
Staff Support Equipment	38,000	33,000	(5,000)	33,000	
Equipment Room & Shop	10,000	10,000	0	10,000	
TOTAL	1,324,573	1,314,377	(10,196)	1,314,377	

Technical Services
 UEN SPECIAL PROJECTS
 FY2006 Budget Planning

Budget Line Item	One-Time Expenses						Total One-Time Expenses
	APPROVED BUDGET FY05	Proposed Budget FY 06	Change in Budget	Carryforward	New State Approp.	Other	
2006 Projects:							
PHASE III		1,500,000				1,500,000	1,500,000
TOTAL	1,243,601	1,500,000	256,399	0	1,500,000	0	1,500,000

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 NETWORK ENGINEERING

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	State Approp.	
				Carryforward	One-time
Personnel	261,835	261,835	-	261,835	
Software & Supplies	1,500	1,500	-	1,500	
In-State Travel	1,500	1,500	-	1,500	
Equipment	5,000	5,000	-	5,000	
Supplies (Misc. Staff Equip, Lab Support)	4,000	4,000	-	4,000	
Professional Development	12,000	12,000	-	12,000	
Network Lab	5,000	5,000	-	5,000	
TOTAL	290,835	290,835	-	290,835	-

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 APPLICATION ENGINEERING

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	State Approp.		One-time
				State Approp.	Carryforward	
Personnel	262,191	262,191	-	262,191		
Software & Supplies	625	625	-	625		
In-State Travel	1,250	1,250	-	1,250		
Equipment	5,000	5,000	-	5,000		
Supplies (Misc. Staff Equip, Lab Support)	4,000	4,000	-	4,000		
Professional Development	12,000	12,000	-	12,000		
TOTAL	285,066	285,066	0	285,066	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 TECHNICAL SERVICES PLANNING

Budget Line Item	APPROVED BUDGET FY 2005	BUDGET FY 2006	Change in Budget	On-Going- Expenses		One-Time Expenses	
				State Approp.	Other	Carryforward	Total One-Time Expenses
Personnel	193,017	210,850	17,833	210,850			0
Software & Supplies	2,875	1,250	(1,625)	1,250			0
In-State Travel	2,250	2,500	250	2,500			0
Equipment	20,800	-	(20,800)	-			0
Supplies (Misc. Staff Equip, Lab Support)	5,500	2,000	(3,500)	2,000			0
Internet Access	1,040,416	1,038,327	(2,089)	999,327		39,000	39000
Hardware Maintenance	20,000	-	(20,000)				0
Remote Phone/Pager Access	11,166	3,060	(8,106)	3,060			0
Staff Equipment	15,000	-	(15,000)				0
Professional Development	14,000	7,000	(7,000)	7,000			0
Intern Program	22,000	-	(22,000)				0
Lab Project	5,000	-	(5,000)				0
CONSULTING ETC. (Real Servers Licensing)		7,500	7,500	7,500			
TOTAL	1,352,024	1,272,487	(79,537)	1,233,487	-	39,000	39000

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 SECURITY

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	On-Going-Expenses		One-Time Expenses		
				State Approp.	Other	Carryforward	Other	Total One-Time Expenses
Personnel + on call	174,046	183,199	9,153	183,199				0
Security Equipment & Software	41,000	38,000	(3,000)	38,000				0
Professional Development	10,570	9,000	(1,570)	9,000				0
In State Travel	1,000	1,000	-	1,000				0
Software Licensing	5,900	5,000	(900)	5,000				0
Phone / Pager Access	5,000	5,000	-	5,000				0
Supplies	1,000	1,000	-	1,000				0
TOTAL	238,516	242,199	3,683	242,199	0	0	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 Enterprise Applications Support

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	On- Going- Expenses State Approp.	One-Time Expenses			Spent from 05
					Reimbursements	New State Approp.	Total One-Time Expenses	
Personnel take out 1 fe	309,889	313,266	3,377	313,266			0	
Hardware and Hardware Maintenance	272,048	303,983	31,935	303,983			0	
Software and Software Maintenance	223,295	201,700	(21,595)	134,370	67,330		67,330	
Supplies	21,900	14,200	(7,700)	14,200			0	
Professional Development	16,000	20,000	4,000	20,000			0	
Telecomm Costs / Dial-in Equipment	11,740	13,420	1,680	13,420			0	
Real Network Maintenance	8,320		(8,320)				0	
TOTAL	863,192	866,569	3,377	799,239	67,330	0	67,330	

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UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 Course Management System

Budget Line Item	APPROVED BUDGET FY 2005	BUDGET FY 2006	Change in Budget	On- Going- Expenses State Approp.	One-Time Expenses			Spent from 05
					Reimbursements	New State Approp.	Total One-Time Expenses	
License	107,076	90,000	(17,076)	90,000				
Development Environment		34,595	34,595	34,595				
Supplies		-	-					
TOTAL	107,076	124,595	17,519	124,595	0	0	0	

UTAH EDUCATION NETWORK
 FY2005 Budget Planning
 SOFTWARE DEVELOPMENT

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	On- Going- Expenses	One-Time Expenses		Total One-Time Expenses
					Carryforward	Other	
\$	-						
	549,866						
	3,500						
Gourley, Thomas							
Claerhout, Scott							
Diamond, Gary							
David Iannucci,							
Midgley, Brad							
Personnel	553,366	609,675	56,309	609,675			0
01 00336 6000 11990							
01 00336 6000 11990							
Software and Software Maintenance	16,600	17,200	600	17,200			0
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
Equipment	6,000	3,500	(2,500)	3,500			0
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
Supplies	2,700	2,700	-	2,700			0
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
Professional Development	48,000	45,000	(3,000)	45,000			0
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
01 00336 6000 11990							
Phone / Pager Access	2,360	3,764	1,404	3,764			0
01 00336 6000 11990							
TOTAL	629,026	681,839	52,813	681,839	0	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 IS - OPERATIONS

Budget Line Item	APPROVED BUDGET FY 05	Proposed Budget FY 06	Change in Budget	Ongoing Expenses				One-Time		
				State Approp.	KUED	CSG	Total Ongoing Expenses	Carryforward	Grants	Total One-Time Expenses
Personnel	369,412	457,326	87,914	424,326	33,000		457,326			-
Supplies	8,000	8,000	0	8,000			8,000			-
In-state Travel	3,000	3,000	0	3,000			3,000			-
Leased Vehicles	5,400	5,400	0	5,400			5,400			-
Professional Development	13,000	15,000	2,000	15,000			15,000			-
USOE Specialist	115,000	115,000	0	115,000			115,000			-
USOE Training Support	107,716	107,716	0	107,716			107,716			-
Equipment	8,300	8,300	0	8,300			8,300			-
Phones/Pagers	2,000	3,000	1,000	3,000			3,000			-
Program Evaluations	4,000	4,000	0	4,000			4,000			-
TOTAL	635,828	726,742	90,914	693,742	33,000	-	726,742	-	-	-

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 I S WEB RESOURCES

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	Onaolna Expenses				One-Time												
				State Approp.	CSG	Total Ongoing Expenses	Carryforward	Tech core	Other one-time	Intel Grant	Total One-Time Expenses									
Lesson Plans	15,000	15,000	0	15,000		15,000														
Web Design & Maintenance	90,500	90,500	0	90,500		90,500														
WEBCT Vista User Group Support	10,000	10,000	0	10,000		10,000														
Content Forum	2,000	2,000	0	2,000		2,000														
Multimedia	2,500	2,500	0	2,500		2,500														
Digital Media Services	146,485	64,085	(82,400)	64,085		64,085														
Tech Corp	27,922	14,000	(13,922)	-		-		14,000												
INTEL PC RECYCLING - New Grant	14,812	15,000	188	188																
Pioneer Committee Workshops	3,000	3,000	0	3,000		3,000														
Software (Pioneer Committee)	560,780	560,780	0	-		560,780														
TOTAL	872,999	776,865	(96,134)	187,085		560,780		14,000												

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 I S PROFESSIONAL DEVELOPMENT

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	Ongoing Expenses		One-Time Expenses				Total One-Time Expenses	
				State Approp.	CSG	Carryforward	usoe	WNET	Firesone		
Personnel	399,728	429,892	30,164	429,892							-
Professional Development	12,000	12,000	-	12,000							-
In-state Travel	7,750	6,000	(1,750)	6,000							-
Leased Vehicles	11,500	11,500	-	11,500							-
Phones	5,000	5,700	700	5,700							-
Regional Training Specialists (increased by 3.2%)	265,804	274,310	8,506	274,310							-
Equipment	30,500	33,500	3,000	33,500							-
Software	2,500	2,500	-	2,500							-
Workshop Supplies-Duplications/Mailings	11,000	11,000	-	11,000							-
Contract Trainers	9,500	4,500	(5,000)	4,500							-
OnLine Prof. Development	15,000	0	(15,000)	-							-
Teacher Training Institt. & Integrating Tech	91,728	70,000	(21,728)				70,000				70,000
TOTAL	862,010	869,902	(1,108)	790,902	-	790,902	70,000	-	-	-	70,000

1 Increased by 3.2%

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 I S GRANTS

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	One-Time Expenses			Total One-Time Expenses
				Carryforward	Teacher line	INTEL Grants	
Intel Grant - CLASSIC	32,385	0	(32,385)				0
Intel - TIA & Seminars	15,868	0	(15,868)				0
Intel - TIA #2 - Regional	42,438	0	(42,438)				0
Intel Teach to Future RTA	18,250	0	(18,250)				0
TeacherLine Station Expenses	35,000	0	(35,000)				0
TeacherLine Grant-Regional	59,627	0	(59,627)				0
TOTAL	203,568	0	(203,568)	0	0	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 EDNET VIDEO OPERATIONS

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	Ongoing Expenses		One-Time Expenses	
				State Approp.	Carryforward	Other	Total One-Time Expenses
Personnel	222,039	248,231	26,192	248,231			0
Parts & Supplies	1,500	4,500	3,000	4,500			0
Equipment	15,400	15,000	(400)	15,000			0
Dues/Subscriptions	100	-	(100)	-			0
In-state Travel	2,000	2,000	-	2,000			0
Operations Retreat	3,500	3,500	-	3,500			0
Telephones	4,200	4,200	-	4,200			0
ISDN Line Charges & Gateway	10,000	5,000	(5,000)	5,000			0
Professional Development	12,000	10,000	(2,000)	10,000			0
TOTAL	270,739	292,431	21,692	292,431	0	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 IP VIDEO

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	State Approp.	Carryforward	Other	Total One-Time Expenses
P2004-28 IP Video Classroom	518,673		(518,673)				0
2006 Projects:							
Video NOC Tools		50,000					
PTFP IP Video Grant	111,416		(111,416)				0
Accord Bridge	23,500	750,000	(23,500)	800,000			0
TOTAL	653,589	800,000	146,411	800,000	0	0	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 LOCAL SERVICE REPRESENTATIVES
 Instructional Delivery Services

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	Ongoing Expenses		One-Time Expenses
				State Approp.	CSG	
Personnel	180,593	190,982	10,389	190,982		
Supplies	1,350	1,350	-	1,350		1,350
Equipment	4,000	4,000	-	4,000		4,000
Phones	3,500	3,500	-	3,500		3,500
Professional Development	8,000	8,000	-	8,000		8,000
In-state Travel	14,000	14,000	-	14,000		14,000
TOTAL	211,443	221,832	10,389	221,832	-	221,832

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 Instructional Delivery Services
 SCHEDULING

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	State Approp.	CSG	Total Ongoing Expenses	One-Time Expenses
Personnel	82,674	84,314	1,640	84,314		84,314	
Equipment	3,000	3,500	500	3,500		3,500	
Professional Development	4,000	4,000	-	4,000		4,000	
In-state Travel	500	1,000	500	1,000		1,000	
TOTAL	90,174	92,814	2,640	92,814	-	92,814	-

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 KUEN Broadcast Engineering

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	Ongoing Expenses		One-Time Expenses	
				CSG	Carryforward	CSG	Total One-Time Expenses
Personnel	309,000	330,197	21,197	330,197			0.00
KUEN Transmitter	28,645	28,645	-	28,645			0.00
Vehicle Expense	4,000	4,000	-	4,000			0.00
Supplies/Repairs/Maintenance	26,000	26,000	-	26,000			0.00
Statewide Distribution (KUEN Projects)	46,000	46,000	-	46,000			0.00
Statewide Distrib Base Budget (30%)	111,360	111,360	-	111,360			0.00
Professional Development	9,830	9,830	-	9,830			0.00
Equipment	3,000	3,000	-	3,000			0.00
Special Projects for KUEN	90,000		(90,000)				0.00
TOTAL	627,835	559,032	(68,803)	559,032	0	0	0.00

UTAH EDUCATION NETWORK
 FY2005 Budget Planning
 KUEN DTV Conversion

Budget Line Item	APPROVED BUDGET FY 2004	Proposed BUDGET FY 2005	Change in Budget	Ongoing Expenses		Total One-Time Expenses	Spent from 05
				State approp	Carryforward		
DTV Utah Operating Costs	86,450	100,000	13,550	100,000			
DTV Conversion Project	532,619	475,000	(57,619)		475,000	475,000	
TOTAL	619,069	575,000	(44,069)	100,000	475,000	475,000	0

UTAH EDUCATION NETWORK
 FY2006 Budget Planning
 Instructional Delivery Services
 UEN-USU SATELLITE PROJECT

Budget Line Item	APPROVED BUDGET FY 2005	Proposed BUDGET FY 2006	Change in Budget	One-Time Expenses			Total One-Time Expenses
				State Approp.	UEN State approp	Carryforward	
Annual Cost for Space Segment	705,000		(705,000)				0
800 Line Charges	50,000		(50,000)				0
Parts & Supplies	50,000		(50,000)				0
Personnel USU/UEN	326,599		(326,599)				0
Vehicle Lease	4,200		(4,200)				0
Administration Cost USU/UEN	109,050		(109,050)				0
H.323 Bridge	80,000		(80,000)				0
Equipment & Installation of New End Sites	20,000		(20,000)				0
IP Telephone Hardware & Maintenance	31,547		(31,547)				0
Faculty and Facilitator Training	10,000		(10,000)				0
Lease on Accord Conference Bridge (2/3)	46,982		(46,982)				0
Service Contract on Magn. Uplink Componenets	27,000		(27,000)				0
Carryforward FY2004	17,533	1,454,000	1,436,467	1,454,000			1,454,000
TOTAL	1,477,911	1,454,000	(23,911)	1,454,000	0	-	1,454,000

SECURITY REPORT - DISCUSSION

Issue

Security activities are being coordinated with UEN and State ITS. This is a brief report of activities that have occurred in the last two months.

Background

As agreed at the conference, issues of security and digital citizenship require ongoing attention and discussion. Quarterly updates will be sent to all conference attendees. It's our hope that this ongoing communication continues the security dialog within each state agency and throughout the state.

What's been happening?

1. Video clips, presentations, and documents from the conference have been added to the 2005 Annual Security Conference Web site at www.securityconference.utah.gov
2. State ITS is working on a revised security Web site for release in early fall.
3. A sub-group has been investigating distance learning options for SSCP and CISSP preparation courses to help build local expertise and certification in this area.
4. Netsmartz public service announcements have been airing on local stations and will soon be added to UEN-TV Channel 9.
5. UEN is preparing a "back to school" letter for principals and technology coordinators encouraging them to start the school year right with Acceptable Use Policies, good security practices, and information for parents.
6. Planning is underway for October as Security Awareness Month in Utah.

Next year's conference has been tentatively set for April 4 and 5. The conference agenda will include suggestions from this year's attendees, including more resources for technical and end-user training, more hands-on sessions, and holding the conference mid-week. The next quarterly update will be sent in September.

Recommendation

This is an information item. No further action is required of the Steering Committee at this time.

STEERING COMMITTEE MEETING SCHEDULE FOR 2005-2006 - ACTION

Issue

Steering Committee meeting dates from August through June, 2006 and a format for Committee of the Whole, subcommittee, and Steering Committee Business Meeting are proposed.

Background

Three meeting formats have been followed by the Steering Committee during the past few years:

1. For the past year, we have followed a consolidated format during which all meetings are held from 9 a.m. until noon of a Friday morning. A Committee of the Whole meeting is held at 9 a.m., during which agenda items that have relevance for both subcommittees are discussed. The Committee of the Whole meeting typically takes an hour. Instructional Services and Technical Services Subcommittee meetings are then held for approximately one and a half hours when items that are specific to the two subcommittees are discussed in greater detail. Subcommittee chairs then provide a summary of their agenda items and action is taken during the general business meeting of the Steering Committee. That meeting is usually completed by noon.
2. Before adopting the consolidated one-day schedule, the Steering Committee business meeting and subcommittee meetings were held on separate days. Instructional Services and Technical Services Subcommittee met on different days, typically one or two weeks prior to the general meeting of the Steering Committee. Based on attendance patterns and observations made by members, this format provided less predictability of meeting dates, increased the time commitment required to participate, and resulted in poorer attendance at Steering Committee meetings. After following this format for approximately two years, the members unanimously voted to adopt the consolidated meeting plan which has been used for the past year.
3. Before the Instructional Services and Technical Services Subcommittees were formed in 2001, the Steering Committee met as a unified body and all agenda items were considered by the full committee. Agenda items were presented to the committee by UEN staff members, not by subcommittee chairs. At that time, Steering Committee members expressed concern that major issues were not adequately discussed and

that the committee seemed to be a “rubber stamp” used to ratify decisions instead of a full-fledged policy-making board. Criticisms of this format led to a careful review of UEN governance by a Steering Committee task force that recommended extensive modifications that are reflected in our current bylaws.

Each of these formats has both advantages and drawbacks. However, it is the consensus of the UEN staff that the consolidated format currently used by the Steering Committee is better than the previously used meeting formats. We believe that it effectively places policy-making responsibility on the members of the Steering Committee, while at the same time providing for in-depth information being presented from appropriate UEN staff. It requires less time commitment from stakeholders than does the second format which required attendance at meetings on at least two days.

Proposed times and meeting dates for 2004-2005

Times of Meetings

Committee of the Whole: 9:00 a.m.

Instructional Services and Technical Services Subcommittees: 10:00 a.m.

Steering Committee: 11:30 a.m.

Dates

August 19, 2005

October 21, 2005

December 16, 2005

February 17, 2006

April 21, 2006

June 16, 2006

Recommendation

It is recommended that the Steering Committee discuss and approve the current format of consolidated Committee of the Whole, subcommittee, and general business meetings and the proposed 2005-2006 schedule of Steering Committee meetings.

VACANCIES AND TERM EXPIRATIONS OF STEERING COMMITTEE MEMBERS - ACTION

Issue

Thirteen members of the Steering Committee either no longer hold the position which led to their appointment, or will have completed 4 year terms this July. After careful evaluation by the Steering Committee co-chairs, discussions with the members, and with concurrence of the Executive Committee, recommendations on membership are now ready for discussion and approval by the Steering Committee.

Background

Membership on the UEN Steering Committee is governed by state law (53B-17-102 UCA):

3) The governor shall appoint a statewide steering committee of representatives from public and higher education, state government, and private industry to advise UEN in the development and operation of a coordinated, statewide, multi-option telecommunications system to assist in the delivery of educational services throughout the state.

(4) ... Members shall be appointed to four-year terms. ... The governor shall, at the time of appointment or reappointment, adjust the length of terms to ensure that the terms of committee members are staggered so that approximately half of the committee is appointed every two years. When a vacancy occurs in the membership for any reason, the replacement shall be appointed for the unexpired term.

Steering Committee bylaws provide specific detail regarding the constituencies to be represented by the members:

The membership of the UEN Steering Committee shall consist of:

Nine (9) representatives of higher education as follows: one (1) representative from the staff of the Utah State Board of Regents, selected by the Commissioner of Higher Education; at least seven (7) representatives from the upper levels of management (generally, President, Vice-President or Dean status, including at least one dean representing the USHE continuing education deans) with decision-making responsibility from the state's ten (10) institutions of higher education selected by the Commissioner of Higher Education; and one (1) representative from the University of Utah as appointed by the President of the University.

Nine (9) representatives from public education as follows: one (1) representative from the Utah State Office of Education, appointed by the State Superintendent of Public Instruction; at least five (5) representatives selected by the Utah State Office of Education as follows: three (3) representatives from the Utah School Superintendents Association, one (1) master teacher, one (1) school principal, one (1) representative from public education with a curriculum and technology focus; one (1) representative selected from the Regional Service Center Directors, and one (1) representative selected by the Technology Coordinators Council.

At least one (1) representative from private industry, nominated by the Executive Committee; one (1) representative from the Governor's office; one (1) representative from the Utah Senate; one (1) representative from the Utah House of Representatives; the Director of the State Library Division; the Executive Director of the Utah Education Network, and Ex officio members as recommended by the Executive Committee and appointed by the Governor.

Since approximately one-half of the committee membership is affected by vacancy or term expiration, significant planning has been required to assure the stability and viability of the Steering Committee. The following actions are recommended:

1. The co-chairs and Executive Committee recommend that the following members be reappointed by Governor Huntsman to a second 4 year term: Ray Timothy, Gary Wixom, Pat Lambrose, Dick Siddoway, Glen Taylor, Ryan Thomas, and Ray Walker.
2. It is recommended that Ann Millner be replaced by Jeffery Livingston and that Barbara White be replaced by Kay Jeppeson.
3. Brent Goodfellow is no longer a member of the House of Representatives, and is now in the Utah Senate. It is recommended that Kory Holdaway be approved as the House of Representatives member of the Steering Committee.
4. It is recommended that Governor Huntsman be represented by Stephen Fletcher, newly appointed the State Chief Information Officer and Director of the Department of Technology Services. It is also recommended that Tim Bridgewater represent the Governor until a full-time education deputy is selected.
5. The School Superintendent's Association has nominated Randy Merrill of Provo City School District to replace Larry Shumway on the Steering Committee.
6. Bruce Christensen has requested that he not be reappointed to the Steering Committee as the business sector representative. Steering Committee Bylaws provide that the Executive Committee nominate this member, and this selection has not yet been finalized.

Based on these recommendations, expressions of appreciation and thanks are to be extended to Ann Millner, Barbara White, Brent Goodfellow, Bruce Christensen, Darrell White, Val Oveson, and Larry Shumway. Each has made significant commitments of time and effort to UEN on behalf of Utah's educators and students. We are sincerely grateful for their participation in the Steering Committee and thank them for their endeavors.

Recommendation

It is recommended that the Steering Committee approve reappointment of Ray Timothy, Gary Wixom, Pat Lambrose, Dick Siddoway, Glen Taylor, Ryan Thomas, and Ray Walker to new 4 year terms. It is further recommended that Jeffery Livingston, Kay Jeppeson, Randy Merrill, Kory Holdaway, Stephen Fletcher, and Tim Bridgewater be approved to serve 4 year terms on the UEN Steering Committee. The nominations of these individuals are to be submitted to Governor Huntsman for his approval and appointment, as required by state law (53B-17-102 UCA).

COURSE MANAGEMENT SYSTEM RFP - ACTION

Issue

The WebCT Vista project is coming to the end of the defined pilot phase. USHE and UEN will initiate an RFP over the next 4 months to select an enterprise course management system (CMS) to be hosted by UEN and provided to the state's higher education institutions.

Background

UEN and the state's higher education institutions have been participating in a successful pilot project to test the viability of a centrally hosted course management system. WebCT Vista has been in use by several institutions for a year-and-a-half. Through the course of the pilot project UEN installed and managed the hardware and software for the system and conducted training for institution administrators. Individual institutions controlled the branding, organization, learning content and enrollments for their courses. Many courses were converted from WebCT campus edition to WebCT Vista. The College of Eastern Utah, Snow College and Dixie State College have converted 100% from locally managed WebCT Campus Edition to the UEN hosted WebCT Vista system.

UEN and USHE submitted a funding request for a statewide course management system to the legislature in 2005. The request was well supported, but did not fall high enough on the priority list to receive the necessary funds to expand the Vista pilot to a full implementation supporting all higher education faculty and students. UEN is able to maintain the system with its current hardware and software licensing for the institutions and instructors who have participated in the pilot.

In mid-May the USHE CIO's met and discussed the WebCT licensing/funding proposal for next year, and the advisability of UEN and the System initiating a RFP as soon as possible. There was a strong consensus that was very supportive of UEN and a system-wide learning management system, and unanimous agreement to immediately initiate an RFP.

Gary Wixom is forming an evaluation committee from the institutions to work with UEN to review the RFP and the responses. We are striving to have responses from vendors by the end of the summer with a decision to be made by the end of September 2005.

With a completed RFP, the strong support of the institutions, and the experience of the Vista pilot project UEN will be better prepared to again approach the legislature in 2006 to fund a statewide course management solution for use by all institutions.

Recommendation

It is recommended that the UEN Steering Committee endorse the plan to initiate an RFP for a statewide course management system.

UEN-TV PROGRAMMING SCHEDULE - ACTION

Issue

Changes in the UEN-TV programming schedule were discussed in the April Instructional Services Meeting and are now ready for final approval.

Background

As a way to make better use of the television broadcast service, particularly to underrepresented audiences like adult learners, senior citizens, and after-school care programs, UEN-TV proposed a new programming approach in April. Several meetings with telecourse providers have occurred over the last four months. During these sessions the telecourse providers agreed to the changes outlined, and expressed interest in promoting their programs to meet a larger community audience. Telecourse providers are working with UEN to explore additional delivery options such as streaming of telecourses and announcement of education events via interstitials.

The new approach is outlined in the program grid under this tab, and includes the following components:

1. Move broadcast of telecourses to begin at 11:00 p.m. and run through 8:00 a.m.
2. Capture and stream telecourses through UEN Digital Asset Management System for the institutions that request this service.
3. Offer programming in high need areas, such GED preparation, Workplace Essential Skills, Financial Literacy, Information Literacy, Lifelong Learning, English Language Learning, Literacy, Health and Well-being, Community Awareness, Enrichment
4. Use interstitials and Web resources to drive viewers to other education services such as Pioneer, Utah Mentor, and Utah Electronic College, distance learning, symposia and other events.
5. Develop an on-air Community Education Bulletin Board highlighting educational event on all campuses (lectures, exhibits, new degree programs, etc.).
6. Working with USU, develop digital Spanish education channel on 9.3.
- 7.

Recommendation

It is recommended that subcommittee members approve the new programming approach for UEN-TV.

TAB 13 ATTACHMENT A

UEN-TV SCHEDULE

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
8:00-9:00 AM	Children	Exercise					Teacher Professional Development	
9:00-10:00 AM	Parenting	ITV for K-12						
10:00-12:00PM	Senior Health							
12:00- 2:00 PM	Foreign Languages							
2:00- 5:00 PM	Hobby How-to For Your Home, Piano Guy, American Woodshop,							After-school, How-to and Teens (beading, scrapbooking, sewing, sports, cartooning)
5:00-6:00 PM	Travel/Outdoors-- Burt Wolff, Tracks Ahead, Weekend Explorer	Family How-to (Mentors, How It's Made)					Nature/Outdoors/Environment/Garden Naturescene, Desert Speaks, Designers Landscape	
6:00-7:00 PM		TV411 6 - 630pm; GED and Workplace Essential 630 - 700						
7:00-8:00 PM		Current Affairs. International News and Business (Utah Business Ardroom, Euromaxx, Latin View, World Business, Inside China, European Journal)						
8:00-10:00 PM	Visual & Performing Arts National Gallery, Kennedy Center, performance programs	Science Eyes of Nye, Unseen Life on Earth,	Biography/ People Voices and sions, The 1th Hour	History & World Cultures, Secrets of rcheaology, Aging World History	Documentary and Current Affairs Great Decisions, Mental Engineering	Health/Senior Successful Aging, It's an Age Thing	Monthly Features-- Earth Day, Black History Month, Veteran's Day, Holocaust remembrance	
10:00-10:30 PM		Repeat: GED & Workplace Essential Skills						Documentary Series
10:30-11:00 PM		Talk Programs Dennis Wholey, John McLaughlan						
11:00- 8:00 AM		Telecourses						

UEN TIERED SERVICES - ACTION

Issue

The Utah Education Network needs to implement an authentication process limiting access to “premium” services to only those my.uen registered users associated with Utah education.

Background

Anyone with a valid email address, including educators from outside of Utah, can register at my.uen and access all of the Utah Education Network’s tools and services. This poses a problem because some of our license agreements specifically limit access to Utah students and educators.

Our plan to implement Tiered Services will enable us to continue providing all users access to UEN’s “basic” services while limiting access to “premium” services to only those registered users associated with Utah education.

Premium services are those services that meet one or more of the following criteria:

- Subscription or licensed services
- Services that specifically support Utah educators only
- Services that allocate a large amount of storage space or other UEN infrastructure

At this point, premium services include:

- Create Adobe® PDF Online
- Educator home access to Pioneer Library
(Note: IP authentication will still be used for school access to Pioneer Library and students will continue to use the student login to access Pioneer Library at home.)
- eMedia will be added to the list of premium services when it is launched in September 2005.

Registrant’s email address determine access to UEN’s premium services. Those that have a verified qualifying mail domain will be able to access both the basic and premium services. All others’ access will be limited to basic services.

Qualifying mail domains will include Utah education-related mail domains (e.g. @alpine.k12.ut.us, @slcc.edu, @sltatc.org, @utea.org). UEN Web administrators will have an interface to add and edit qualifying mail domains.

UEN will ask qualifying users who want access to premium services to make sure the email address on their my.uen page is their “school” or “institution” address and it has

been verified as a valid address. Verifying an email address requires a user to log into my.uen and use the “Verify My Email” button. This will send a verification email to the user’s inbox.

Tiered Services implementation will occur in phases.

Phase 1: Soft Rollout July 2005 – September 2005

- Tiered Services will not be enforced during this phase. Users will be notified of the change and encouraged to add or edit their email address, but they will still be able to access Create Adobe® PDF Online and Pioneer Library at home.
- UEN will inform users about Tiered Services via email, Web page postings, news articles, word of mouth, etc...
- New services, such as eMedia, will not be part of the grace period. Only registered users with verified qualifying email addresses will have access to this service. This may help motivate a user to update and verify their email address.

Phase 2: Full Implementation October 2005

- Only registered users with a verified qualifying email address will have access to UEN’s premium services.
- At any point a qualifying user will be able to log into my.uen and edit their email address to access premium services.

Phase 3: Annual Verification

- To ensure premium services are only accessible to qualifying registrants, UEN will require users to complete the email verification process annually.

Recommendation

It is recommended that the Committee endorse the Tiered Services rollout plan.

EDNET FACILITATORS - DISCUSSION

Issue

A task force was created by the Instructional Services Subcommittee to evaluate EDNET facilitator issues and to propose steps to resolve problems that were identified. The committee was charged with developing policy language for consideration by the UEN Steering Committee in the June, 2005 meeting. A draft revised EDNET Facilitator Policy and other documents are attached and task force members are prepared to lead a discussion on the issues and proposed actions to be taken.

Background

The task force was chaired by Instructional Services Subcommittee co-chair Dick Siddoway, and included Weldon Sleight, Cyd Grua, Rick Cline, Sheryl Hulmston, Nate Southerland, George Miller, Russ Rampton, and Claire Gardner.

The task force reviewed existing EDNET policies. It was noted that at the inception of EDNET, a major priority was the creation and adherence to policy in order for the network to function smoothly and consistently. With the various iterations of technology over the years and the impressive growth of the system and demand for classes, much of the original policy and procedures have become outdated. We have become more lax in the level of enforcement, adherence, and accountability.

The Facilitation Subcommittee has identified four areas or levels of certification to address over the next 6 months. These include:

1. Facilitator Certification

- Update the current out of date policy – require facilitators in all events.
- Update the Responsibility documents (Job Descriptions) for Administrators, Counselors, Coordinators, Facilitators, Instructors/Teachers, and Students.
- Accountability and evaluation – legitimize position with hiring requirements, certification of skills, pay scales based on hours and numbers of students served, benefit packages, advancements opportunities, evaluations, and timecards which include equipment checks and reporting.
- Update Training and Certification requirements.
- Create Web-based facilitator training modules.
- Checklists for operations and procedures posted in distance learning rooms.

2. Site Certification

- Annual visits by UEN teams to certify the equipment and facilities and use dated Inspection stickers.
- Checklists with timestamps displayed which indicate all equipment is working properly – Trouble ticketing system .
- Suspension factors clearly denoted – if a site does not meet certification standards, then the students would have to move to another site until standards are met.
- No scheduling of non-certified sites.

3. Course Certification

- Public Education courses certified by subject matter specialists.
- Higher education courses certified by Dean of college.
- Compliance with Course Scheduling Process.
- Use of Course Management/Design tool (i.e. WebCT).

4. Faculty Certification

- Distance Learning Training and Certification.
- Additional incentives.

Policy Issues

The Facilitation Subcommittee has determined that many of the bulleted items above will develop into specific policies. The attached draft Distance Learning Facilitator Policy reflects changes and updates to the existing UEN policy which was approved by the Steering Committee in 1998. The draft EDNET Site Administrator, Counselor, Coordinator, and Facilitator Responsibilities document is a “job description” and training tool for each of these positions. The EDNET Fee Waiver Form has been modified to clearly reflect the necessity of a facilitator at all events.

Recommendation

It is recommended that the Instructional Services Subcommittee discuss the three documents, make suggestions, and instruct UEN staff to distribute and discuss these documents at all distance learning sites within the next 3 months. A final Facilitator Policy will be recommended to the UEN Steering Committee at the August, 2005 meeting.

TAB 15 ATTACHMENT A

DISTANCE LEARNING FACILITATOR POLICY - DRAFT

DRAFT - June, 2005

1. Purpose

The Utah Education Network recognizes that technologically delivered instruction plays a critical role in our public and higher education institutions. Educational opportunities will continue to expand as instructional courses and programs are brought to previously underserved areas of the state. To help guarantee the highest quality educational experiences for EDNET students across the state, sites must commit to provide a certified facilitator for all events. The facilitator serves as technical support and troubleshooter for the classes as well as provides support for the instructor in both content and management areas. Both the instructional and technical roles are critical to the success of classes, meetings, and events. The purpose of this policy is to ensure that a certified facilitator is present in all EDNET events to help ensure the highest quality educational experience.

2. References

- 2.1 Policy and Procedures ###, Site Selection and Certification
- 2.2 Policy and Procedures ###, UEN Letter of Agreement
- 2.3 Policy and Procedures ###, Facilitator Responsibilities
- 2.4 Policy and Procedures ###, Facilitator Training and Certification

3. Definitions

- 3.1 Utah Education Network Steering Committee/Instructional Services Subcommittee
- 3.2 Site Certification Team
- 3.3 Certified Facilitator

4. Policy

- 4.1 A certified facilitator is required in all classes, events, and meetings carried over the UEN interactive video network.
- 4.2 If there is no certified facilitator present for the test time or if they are absent at any one point during an event, the origination site for a class or meeting will shut down the interactive component of EDNET and the site will lose its ability to communicate with the instructor.
- 4.3 The school administrator over Distance Learning and/or the EDNET site coordinator and facilitator will be contacted when such incidents occur and will be asked to remedy the facilitator absence.

- 4.4 If the problem persists, the district superintendent or higher education administrator will be notified and her/his help will be enlisted to resolve the problem.
- 4.5 The continued failure to provide a certified facilitator may result in the de-certification of a site and the re-deployment of the EDNET equipment from the non-supporting site to one which is better able to provide support.

TAB 15 ATTACHMENT B

EDNET SITE ADMINISTRATOR, COUNSELOR, COORDINATOR AND FACILITATOR RESPONSIBILITIES - DRAFT

SITE ADMINISTRATOR [district/school-level administrator]

During site selection, the Site Administrator will:

- Select the physical site (room) that will permanently house the EDNET equipment.
- Select a Site Coordinator and make resources (budget, facilities, etc.) available for site operations.
- Meet with the designated UEN Local Service Representative to discuss and review the EDNET Facility Requirements document that will be used as an outline for the preliminary letter of agreement. The UEN Representative will coordinate an on-site evaluation with the UEN Technical Field Operations Manager and others as necessary to define facility requirements.

Before installation of EDNET equipment, the Administrator will ensure that the physical site (room) has the following:

- A phone line in the room for fax/phone communications.
- Appropriate tables, chairs, and other furnishings.
- Additional modifications as defined in the preliminary letter of agreement including acoustical modifications (such as disabling intercom and bell systems), lighting modifications (such as window treatments or additional lighting), and power modifications (including isolation of circuits supplying the EDNET classroom).

Following installation, the Site Administrator will:

- Sign the letter of agreement certifying that he or she will abide by EDNET policies.
- Accept responsibility for the EDNET equipment.
- Maintain an inventory of EDNET equipment.
- Support Site Coordinators by establishing site policies compatible with EDNET operation requirements and providing resources to ensure that appropriate operational support is available for all EDNET events.
- Establish and administer site policies in alignment with district or institutional policies regarding facilities, students, and instructors.
- Oversee observance of EDNET agreements and policies.
- Disburse receive-site fees to Site Coordinator and/or authorize disbursement of fees.
- Notify the designated UEN Local Service Representative whenever a new Site Coordinator is hired for the site.

SITE COUNSELOR [high school counselor/advisor]

Before installation of EDNET equipment, the Site Counselor will:

- Meet with the designated UEN Local Service Representative or an Instructional Services Scheduling Representative to go over promotion, enrollment, and registration procedures for EDNET courses.
- Learn how to access the online EDNET course catalog.
- Following installation, the Site Counselor will:
- Participate in the annual EDNET catalog roll-out meeting held in January of each year.
- Promote EDNET courses to students.
- Work with Site Coordinator to determine which courses will be offered. List desired EDNET courses in the school catalog.
- Return enrollment cards for each course to EDNET Program Services to ensure that system resources will allow the course to be carried at the site.
- Contact the program provider's (university or college) registrar and follow appropriate procedures for registering students for each course.
- Ensure that appropriate credit is issued to students participating in EDNET courses.

SITE COORDINATOR [primary site contact – Responsibilities may also be combined with Site Facilitator duties, depending on School needs.]

Before installation of EDNET equipment, the Site Coordinator will:

- Help the Site Administrator make room modifications, acquire telephone service for classroom phone/fax lines, complete line connection for EDNET, etc.
- Complete training to operate the EDNET equipment.
- Agree to observe and participate in site installation.

During installation, the Site Coordinator will:

- Be present during equipment installation.
- Act as the main site contact for UEN Technical Services Staff during installation.
- Receive the site inventory from the EDNET installation team on behalf of the Site Administrator (if requested).

Following installation, the Site Coordinator will:

- Implement site-specific policies.
- Coordinate confirmation/approval of scheduling for programs to be received by the site.
- Check EDNET Cme Event Schedule on a weekly basis to confirm event schedules are correct and to verify ad hoc EDNET events scheduled at the site.

NOTE: During the IVC conversion from legacy EDNET sites to IP sites, confirmation of classes and ad hoc events will require a call to UEN Scheduling (800-716-0529 or 801-581-5214) for converted IP sites. Cme may not contain all event listings for IP sites due to incompatibility of Cme software and newly implemented iView scheduling software.

- Initiate scheduling of programs originating from the site.
- Attend regular EDNET Hub Meetings to review scheduled and proposed programming, review/resolve technical operation problems, receive miscellaneous training, and review other items as necessary.
- Provide enrollment figures bi-annually (July and February) to the Instructional Services Scheduling Representative.
- Assume responsibility for technical operation of the site after training.
- Communicate operational, technical, and facilitation problems to UEN.
- Assist the Site Administrator in maintaining an inventory of EDNET-supplied equipment.
- Coordinate technical support for classes originating at a site.
- Notify the designated UEN Local Service Representative when new Site Facilitators are hired.
- Coordinate training sessions for site personnel with the designated UEN Local Service Representative.
- Ensure that all Site Facilitators attend EDNET facilitator training.
- Schedule a Site Facilitator to support all EDNET events.
- Oversee facilitation of all EDNET events at the site.
- Ensure performance of Site Facilitators based on standards established by UEN and the Site Administrator.
- Serve as a Site Facilitator when necessary.

SITE FACILITATOR [Instructor’s “Right Arm” for origination/receive classes; Technical support for class delivery]

A Site Facilitator works under the direction of a Site Coordinator. Before acting as Facilitator, this individual should complete training supplied by the UEN Local Service Representative and know how to operate all equipment at the site.

Before each EDNET event, the Site Facilitator will:

- Arrive early. Check in with the Site Coordinator.
- Arrange the room (furniture, equipment, etc.) for the event.
- Confirm that all equipment is turned on and operating properly using the newly provided Facilitator Site Checklist.
- Participate in the equipment test period with the Local or Network TOC (Technical Operations Center) immediately before each class or event. During this period of time, the Site Facilitator will check in with the course instructor and verify that the

site is ready to participate in the event.

- REPLACE WITH: Participate in the class event test period (usually one-half hour prior to event), scheduled prior to each class start time, with each Origination Site responsible for the delivered class.
 - ◊ ORIGINATION SITE FACILITATOR: Test time requires Origination Sites to connect to each participating Receive Site and perform valid video/audio checks to avoid class interruption due to technical problems. Any problems will be reported to the Local Hub or Network Technical Operation Center for resolution.
 - ◊ RECEIVE SITE FACILITATOR: Must be present in room at beginning of each test time to perform video and individual microphone checks. Punctuality is imperative as Origination Site has limited time to connect with each site prior to class start. If Receive Site Facilitator is not present, Origination site has the option of sending video and only one-way audio. Site will have to contact Origination Facilitator to be added into the event to receive two-way audio.
- Distribute materials to participants.
- Explain to participants where cameras are found, how they will be used, and how to operate microphones.

During each EDNET event, the Site Facilitator will:

- Remain in the room, or be available via cell phone, (if facilitating in more than one room simultaneously).
- Quickly resolve any technical issues. Call UEN Technical Support immediately if unable to resolve the issue.
- Operate cameras and audio equipment as needed to support students at the site.
- Assist the course instructor with classroom instruction as directed by the instructor.
- Collect materials from students as directed by the course instructor and return all materials to the instructor and/or Site Coordinator to be processed.
- Maintain appropriate classroom discipline and ensure a positive learning environment.
- Work with participants and the event facilitator/course instructor to maintain the quality of the event.
- Obey all site-specific policies, including district and school guidelines for working with students.

Following each EDNET event, the Site Facilitator will:

- Notify the course instructor/course facilitator that the site is signing off.
- Notify the Site Coordinator that the event has ended.
- Check the electronic equipment to make sure that it is functioning properly, left in the appropriate configuration, and shut down correctly.
- Give all materials collected during the event to the Site Coordinator.
- Report any equipment malfunctions to the appropriate technical support personnel utilizing the Facilitator Site Checklist as a guide. Facilitator should keep

a record of each Checklist as follow-up tool.

- Report inappropriate activity (including suspected cheating) to the Site Coordinator and/or course instructor.
- Rearrange the room if requested by the Site Coordinator.
- Do not leave the room unlocked and unattended. Follow site guidelines for securing the EDNET facility before you leave.

SITE INSTRUCTOR [Best Practices for Teaching at a Distance]

Before scheduled course delivery, the Public Education Site Instructor should:

- Receive training supplied by USOE Distance Education Training Specialist to understand and demonstrate operational use of classroom delivery system.
- Receive training supplied by USOE Distance Education Training Specialist to understand and demonstrate pedagogical practices for IVC course delivery.
- Understand, practice, and adhere to Copyright guidelines.
- Meet with Origination Site Facilitator to provide course syllabus, discuss specific class and operational requirements, and outline expectations.
- Consider utilizing and integrating online tools (i.e.: WebCT Vista) to post syllabus, quizzes, tests, office hours, contact options, etc.

During each EDNET event, the Site Instructor should:

- Communicate to facilitators how class rolls will be reported and determine how classroom management issues will be
- Work effectively with the onsite facilitator, as well as the end site facilitators, to effectively communicate expectations that day's lessons, equipment needs, and support issues.

TAB 15 ATTACHMENT C
EDNET SITE FEE WAIVER - DRAFT

EDNET SITE FEE WAIVER

School/Institution: _____

Phone: _____

Fax: _____

E-Mail: _____

I/We agree to waive site fees for the following event(s) By doing so this site agrees to pay a facilitator for his/her time on the event or obtain the facilitator's agreement to work the event without compensation. A CERTIFIED FACILITATOR IS REQUIRED IN ALL CLASSES, EVENTS AND MEETINGS. THIS IS A FEE WAIVER - NOT A FACILITATOR WAIVER.

All classes for Academic year _____

All Classes for:

Summer (Qtr/Sem) 20____.	1 st Term 20____.
Autumn (Qtr/Sem) 20____.	2 nd Term 20____.
Winter (Qtr/Sem) 20____.	3 rd Term 20____.
Spring (Qtr/Sem) 20____.	4 th Term 20____.

Class/Event(s) listed below:

Signed: _____ Date: _____

Title: _____

6/16/2005

COMPUTER CLASSROOM REMODEL PROJECT - DISCUSSION

Issue

The UEN Professional Development computer classroom has been remodeled and updated.

Background

Remodel Project

Beginning in spring 2004 we identified a strong need to update the computer classroom facility that had only partially been updated from its former status as a recording studio and EDNET classroom.

In cooperation with University of Utah campus design and construction, we prioritized remodeling needs and agreed on funding arrangements – the University covered about half of the costs and UEN covered the remaining half for the room itself. Equipment updates were all funded by UEN.

In the first phase we painted the “unfinished” ceiling dark grey to obscure the myriad pipes, conduits, cement, insulation and other visible aspects of the ceiling that made the room feel unfinished. “Up lights” were installed to reduce glare on the computer screens that resulted from the previous lights shining down directly onto the angled monitors. New carpeting was installed and the university patched the acoustic tiles, removed some old mounting studs and painted the walls of the room a uniform color.

In the next phase we installed incandescent “down lights” with a dimmer so that bright light could be available during some portions of class, and then reduced or eliminated when working on the computers. We worked with IMS at the University of Utah to install a centralized audio-video cabinet. This unit houses a DVD/VCR combo unit, and amplifier. It enables the computer, DVD/VCR, guest laptop and music to all be projected through the ceiling mounted projector and sound to be played from the central ceiling mounted speakers. A nice switch mechanism is provided to turn devices on or off, switch among them, and control the volume.

In the final phase we replaced 25 computers which were over 4 years old with new computers that could handle video editing (a requirement for our newest classes). The new computers were obtained via a special deal that included 17” flat panel monitors, keyboards, mice and a media reader insert that enables the computer read five different media types. They also have multiple USB drives – a necessity in our current environment. 27 new chairs have been ordered and should be delivered before the end

of June. Old computers and chairs were donated/transferred via University Surplus to a needy charter school in Salt Lake City.

Professional Development staff added a couple “finishing touches” painting the UEN logo and “green dots” design element on one wall and creating three matching posters for the west wall.

Lab Scheduling

The computer classroom is currently scheduled from 8:30 – 4:00 Monday thru Friday until August 19. It will be utilized every day with the exceptions of two holidays and two other days we were unable to fit classes into the schedule. The lab is also used by the University of Utah two nights each week for the duration of summer semester.

During the school year we schedule the lab Tuesday thru Saturday for our full day classes, as well as several nights per week for evening classes. With the exception of holidays and the natural slow periods (September, late December and May) the computer classroom is consistently used five days per week, often more.

Summer Schedule Overview

This summer, UEN instructors are averaging about 10 full days of in-person instruction each month. In addition, we have over 100 participants in 8 online classes that require from 5 -10 hours per week of facilitator time to deliver. These online classes run during the majority of the summer. Lastly, the 10 days of instruction does not include time to travel to Cedar City, St.. George, Springville, Box Elder and other distant locations.

Most of the professional development department will be participating in the National Education and Computing Conference (NECC) for a week in June, and we also have an opportunity this year for our staff to participate in two learning experiences locally at no cost – one instructor will be attending a week long GIS Community Mapping Institute workshop and three will be participating in a 4-day workshop presented by Bernajean Porter, a nationally known “Digital Storytelling” and curriculum expert.

Although two instructors currently have a few days available with which we can fulfill additional requests, two of the instructors are currently teaching classes in person every single day they are available to work this summer. We are clearly looking forward to another summer operating at the full capacity of our staff.

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

INSTRUCTIONAL SERVICES PROJECT REPORTS - DISCUSSION

Issue

Several major projects are in active mode this summer. The following informational report outlines activities for six major Instructional Services and Instructional Delivery projects.

Background

eMedia

General release of the eMedia service to K-12 educators and students is on schedule for September 2005. Work is progressing well to add the UIMC 2004 titles for distribution. As of June 7, nearly 80 titles had been digitized, encoded and captioned (if available). A contracted Utah educator is defining instructional segments. In mid-June UEN's Computer Operations group upgraded the operating systems on all the system servers and installed a major upgrade to the core media management software in order to address issues revealed by the recent Beta test and improve overall system performance.

Media management is an emerging area of interest for television providers across the country. Gallaudet University, TV Ontario and Turner Studios in Atlanta have all contacted UEN in the last month to learn how KUEN and KUED are implementing media management and distribution. These discussions reinforce UEN's reputation for innovation and build valuable relationships.

As decided at the Instructional Services retreat, a committee is being formed to work with UEN on the Digital Media Service. The committee will focus on communication, cooperation and reporting regarding the project.

IP Video

UEN has migrated more than 60 dedicated distance learning sites over the past 8-12 months as well as incorporated many stakeholder installed sites into events.

UEN has identified the necessary funding and other resources to migrate, install or upgrade more than 130 sites over the next 12 months.

UEN currently has two 48-port bridges in operation and will by end of summer have a total of 6 up and running in Roosevelt, Blanding, Salt Lake Community College and DATC in Kaysville. Management and Scheduling software is currently running in

tandem with the legacy Cme system. Vendors and UEN developers continue to work together to successfully implement key pieces of this for Fall classes.

The EDNET TOC will undergo a remodel and revamp over the next 8-12 months to better be able to support and operate video and other related services in an IP video network environment. The IP Video Steering Team will be convening this summer.

Utah TECH COPRS

Utah TECH CORPS donated 307 computers to K-12 schools and non-profits statewide this year. To refurbish computers, 113 people volunteered 585 hours to at a value of \$10,265. TECH CORPS partnered with the Salt Lake City Recreational YouthCity program to conduct a 6-week, 12-hour computer class. AmeriCorps VISTAs along with other volunteers taught grade 4-8 students how to take apart a computer, how to rebuild it, and how to load and use the software to make it work. The eight students who successfully completed the class were able to take home the computer they rebuilt. Intel Corporation donated the computers that were used in this class and others. Intel recently renewed this project's grant for \$15,000 to continue the program.

Pioneer Library Public Relations

Planning is underway to celebrate the 10th anniversary of Pioneer, Utah's Online Library with a school-year campaign entitled "Ask a 10 Year Old." The birthday is in April, but events leading up to then will begin this fall. The Pioneer Library Public Relations committee includes representatives from the Utah Academic Library Consortium, the Utah State Office of Education, the Utah State Library and UEN. Jeri Openshaw of the state library has booked broadcast interviews this fall on KSL-TV's "Our Town" and KUED's "Contact". She's also created preliminary work on a newspaper advertising campaign. Rich Finlinson has produced a prototype Podcast with librarians from the Salt Lake, Westminster College, Orem and Richfield. Rick Cline will involve librarians from throughout the state as he conducts Pioneer Library Advocate Training in October and November.

ePortfolio

A committee with representation from Utah System for Higher Education, Teacher Education, Division of Human Resources, Workforce Services, Utah State Office of Education, and Utah Education Network has been meeting to help define portfolio needs in Utah and explore a joint solution that meets the needs of these multiple constituent groups. The committee has narrowed down their consideration to two vendors. Both vendors have been invited to Utah to share their products in the coming months. The committee will convene several times during the summer and then make a recommendation for a product. The group will also address policy and practices that should be implemented to help achieve a successful result. Updates on this project will be provided to the various constituent groups through their committee representatives.

Recommendation

This is an information item. No further action is required of the Instructional Services Committee at this time.

PUBLIC EDUCATION ADVISORY COMMITTEE
REPORT - DISCUSSION

Issue

Members of the Public Education Advisory Committee met April 29 and June 3, 2005. Rick Gaisford will report on activities of the committee.

Background

The committee reviewed and discussed the following:

UEN Plan

The committee reviewed the plan and the recommended changes from the Instructional Services Retreat. The committee passed a motion recommending the ISS and the Steering Committee approves the 2005-2006 Instructional Services Strategic Plan.

eMedia

The committee was updated on the progress of eMedia toward its projected release date of September 2005. The committee is glad that this service is finally ready to be released and feels confident it will be well received. The committee supports the formation of a special committee under the direction of Gary Wixom and Ray Timothy and will share their knowledge of this service and its development with this special committee.

ePortfolio

Public Education has been studying electronic portfolios and has instituted several solutions over the past two years. Our current Electronic portfolios tools (MyEDesk, Universal Locker/Online Archive) have been the preferred method for new teachers to share their growth and knowledge as a teacher. The committee recommends that we continue to explore new tools that would benefit public education, higher education and state government.

Netsmartz

The safety of our children on the Internet is the responsibility of everyone. UEN

continues to support these efforts by hosting the resources of the Netsmartz Web site created by the National Center for Missing and Exploited Children on the UEN Web site (www.uen.org/netsmartz). Starting this summer UEN TV will broadcast four public service announcements created by Netsmartz.

WW II Veterans / Oral History Project

UEN has created a special Web site to assist schools and classrooms interested in doing oral history projects particularly focused on preserving the stories of World War II Veterans. UEN is now making available archived “Podcasts” of the Veterans Lecture Series held each month that the Salt Lake City Main Library. For additional information see www.uen.org/veterans

LearnKey

The committee was updated on the progress for USOE/UEN to offer inservice credit for LearnKey software courses that are available online to the majority of Utah’s teachers and students. UEN Professional Development is working with UEN and USOE to establish the courses for LearnKey products.

EHS (Electronic High School)

Dick Siddoway shared with the committee the growth of the EHS over the past year. Dick will share the most recent statistics with the ISS and Steering Committees.

The committee has scheduled the following meetings for the new school/fiscal year.

July 29, 2005

Sept. 23, 2005

Nov. 30, 2005

Jan. 27, 2006

March 24, 2006

June 2, 2006

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

HIGHER EDUCATION ADVISORY COMMITTEE REPORT - DISCUSSION

Issue

Members of the Higher Education Advisory Committee met May 18, 2005. Cyd Grua will report on activities of the committee.

Background

In March and April, the Higher Education Advisory Committee distributed two online surveys for faculty and campus personnel. The first survey was on Faculty Training and the second was on Digital Assets. The purpose of the surveys was to gain a better understanding of what's happening in these areas and be able to make recommendations to UEN for projects to be included in their new strategic plan. A summary of the surveys is included in Attachment A.

The committee provided input on the UEN FY 2006 Strategic Plan, and requested three objectives be added:

1. 1. Working with institutions, establish a learning community for faculty technology trainers and instructional design support staff. Conduct regular meetings and help provide resources as defined by this group.
2. 2. Working with UALC, convene a copyright resources workshop with ongoing support materials for campus personnel. Use this as a model for other topics from the higher education committee.
3. 3. Meet with UALC to discuss the eMedia project, determine complimentary ways to support DAM efforts.

The committee also discussed recent issues with facilitators and ePortfolio and the work of these subcommittees.

Next meeting is scheduled for July 20, 2005 by phone bridge.

Recommendation

This is an information item. No further action is required of the Instructional Services Subcommittee at this time.

TAB 19 ATTACHMENT A

SURVEY SUMMARIES

May 5, 2005

Faculty Training Survey Summary

1. The survey had 212 participants from U of U, SUU, CEU and UCAT.
2. While face-to-face instruction is still the most predominant (96.8%) most respondents also used blended instruction and various forms of technology.
3. 81.2% reported training opportunities are available at their institution, most focused on technical training and half on pedagogical training. Most respondents preferred a blend of both technical and pedagogical training, although 1/3 weren't sure.
4. The preferred method for receiving training was highest with individualized, in person options, but just under 40% said they like Web site or PDF materials also.
5. Providers of training vary, but most are professional staff, and most faculty are not compensated for training – but would like to be.
6. Certain respondents indicated interest in specific training needs including distance learning in general (2), pedagogy associated with distance learning (3), writing remediation techniques, and use of technology in instruction - PowerPoint presentations, using PDAs in instruction, electronic portfolios, incorporating media into online courses (5). UEN Instructional Services will explore providing HE materials on these topics as it networks with campus instructional services (see Recommendation 1 below).

Digital Assets Survey Summary

1. This survey had 51 respondents. The majority (82.4%) reported using web based tools or a web site for their course.
2. Generally the respondents don't use or rarely use:
Electronic textbooks, VHS programs, DVD programs, Audio CD's, Audio files, Interactive CD's, Interactive software
3. Respondents reported that they regularly use:
Hardcopy texts, hardcopy readings, electronic readings, video computer files, Web sites, interactive Internet sites
4. Video programs and software were rarely used through library reserves, although text resources were highly used. Just over 1/3 respondents didn't use library reserves at all.
5. Resources were most commonly located by the instructors themselves. Of these, 1/2 attained copyright clearance themselves and stored them locally on their own computer or device. Several posted copyright questions to UEN that can be answered individually if they included their names.

6. Almost all assets were free or faculty-developed, only 13.5% reported attaining assets from UEN through Pioneer Library, curriculum search, and www.Activities tool.
7. Respondents expressed interest in learning more about assets from PBS, Annenberg, UEN-TV programs, interactive tools, and UEN web resources.

Conclusions/Recommendations

1. It's no surprise that faculty are used to working independently on their courses and course development. When they need training, they prefer to work in small groups or one-on-one with a support staff member. UEN's role with faculty training seems to be more on the resources side – gathering training materials, handouts, video tutorials, etc. for just in time learning. UEN can help campuses (particularly those with limited staff) conduct training sessions by request.
2. Copyright clearance continues to be an issue. UEN has a web site regarding the TEACH Act with many links. Additional promotion of this resource is recommended. UEN should coordinate this with UALC, since respondents reported that they contact users themselves for copyright clearance rather than working through their libraries.
3. Respondents usually locate digital assets that are free, from other non-profits, or they develop their own. Working with institutions, UEN can help gather more assets that have broad interest, such as those from PBS, Annenberg, and other collections. UEN is working with a committee at the U of U to send out an RFI to various vendors to learn more about resources that may be available. Because 82% currently use a web site for their course, it appears that demand for technology delivered resources will continue to rise.

STORAGE AREA NETWORK PRESENTATION - DISCUSSION

Issue

Bryan Peterson, UEN Computer Operations Manager, will provide a status report on the UEN Storage Area Network that has been planned and implemented at UEN during the past two years.

Background

Each year the data storage requirements at UEN grow significantly. In the past each application and its associated server were managed separately and data storage resided with each server. This created major challenges for UEN staff to manage these resources.

Two years ago UEN management began to explore options in data management. A Storage Area Network (SAN) plan was developed. Over the past two years UEN has been in the process of implementing and expanding this SAN.

SAN technology is providing UEN with resource sharing and management opportunities that were not possible before the implementation of the SAN. Data from many distributed servers is now stored centrally and backup issues are more easily dealt with on a central storage basis. This helps to leverage staff time and provides for more efficient and reliable data retrieval.

UEN is positioned to take advantage of the benefits of SAN technology. As data storage needs continue to change we will be able to better manage the issues introduced through this growth.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

GL3 UPDATE - ACTION

Issue

The GL3 network backbone project has now been completed. It is the most extensive and significant advance in the architecture, capacity, and reliability of the network since it was first established in the early 1990's. Pete Kruckenberg will provide an update on the project and respond to any questions that Steering Committee members may have.

Background

GL3 is the project to bring Gigabit Ethernet connectivity to the UEN backbone. This backbone runs from Logan to St. George and connects colleges, universities, district offices and secondary schools along that path.

The CVDS service, providing analog video services along with some lower speed Internet and data services, was transitioned to the UEN GeoMax backbone in November 2003. From that time, plans have been developed to bring up a second GeoMax channel dedicated to Internet and Data traffic. This move represents extensive changes to the UEN network. Careful planning and significant training was needed in order to accomplish a successful transition to this new service.

The transition from planning and training to implementation began in late January 2005. Initially UEN intended to begin with conversion of end sites at USU and Dixie State College. However, increasing traffic at the Delores Doré Eccles Broadcast Center (EBC), the central core of the network, forced us to modify these plans. The GL3 project started at Eccles Broadcast Center which was transitioned to the GeoMax backbone in early March.

The EBC transition was easily the most complex of all sites. Once this portion of the project was completed it was possible to address and transition other sites. SLCC and UVSC were completed in late March 2005.

The transition of the Snow Richfield campus was completed in early April. However, unexpected problems were discovered with this site transition, which caused a few days of delay in the project. These problems were fairly minor. Some Internet sites were blocked to Snow College users. However, UEN staff refused to move forward until these problems were resolved and understood. This delay illustrated the complexity of the project plan and the commitment and thoroughness of UEN staff in resolving even minor problems.

The southern leg was completed in early May bringing SUU and Dixie onto the

backbone. The northern leg was completed in late May allowing DATC, and USU access to the increased Internet and Data capacity. Work at Weber State University will be completed later this summer.

The GL3 project has been successfully completed. The UEN plan enabled this to be accomplished with very little interruption to data services for UEN network users. This is noteworthy considering that the transition was extensive and affected large portions of the network during each maintenance window. At times, maintenance outages were scheduled several times a week.

This project significantly influenced many members of the UEN staff. A GL3 team was designated from within UEN and other UEN staff were asked to cover ongoing issues to allow the GL3 team to concentrate on this project. GL3 has been the main focus across Technical Services for that past months and has required a significant commitment in terms of available resources.

Significant work remains to maintain the GL3 backbone. Efforts are underway to further optimize backbone routes. This summer, Internet access will be introduced at the Dixie Point of Presence (PoP). This represents a major change in network architecture, made possible by the GL3 project.

Recommendation

It is recommended that the Steering Committee recognize the work done by UEN Technical Services staff, both on the GL3 team and those who supported these efforts on other teams.

STRATEGIC PLAN GOAL 1 UPDATE - DISCUSSION

Issue

A working group of Technical Services Subcommittee members, other stakeholders, and UEN staff members are evaluating modification of UEN Strategic Plan Goal 1. A retreat will be held on July 20-21 to further discuss Goal 1, and a final version of the goal will be presented at the August meeting of the Steering Committee.

Background

Goal 1 of the UEN strategic plan focuses on priorities that are the responsibility of Technical Services staff. This goal has remained largely the same for the past three years without significant modification. This goal and its objectives are:

Goal 1: Maintain and expand a robust, reliable, and secure high-speed network connecting every public school, college, university and library in Utah.

Objective 1: Increase network speed, reliability and capacity, especially in rural areas

Objective 2: Maintain and update data and microwave networks.

Objective 3: Increase Internet Capacity.

Objective 4: Provide a variety of network access and delivery options to stakeholders.

Objective 5: Increase security throughout the network.

Objective 6: Support IP Video, other delivery technologies and future technologies.

These six objectives continue to represent the most significant technical needs of UEN stakeholders and UEN staff are committed to continue focusing in these areas. However, there may be other issues and network opportunities that are not specifically addressed by these six objectives.

A working group of three UEN staff members, three representatives from Higher Education and three representatives from Public Education met on June 7, 2005. This working group was asked to consider potential problems that currently exist in each community and suggest key ideas that could be developed and incorporated into the UEN strategic plan. A list of potential problems and key ideas was generated by this

working group and is included as an attachment to this document.

The work done by this group is in preparation for a Technical Services retreat which is tentatively planned for July 20 – 21, 2005 in Price, Utah. The agenda and activities for the retreat will be developed by the subcommittee chairs and supported by the Technical Services staff. The main emphasis of the retreat will be to address the problems and key ideas developed through the working group. We welcome and encourage additional comments to the working group document.

Recommendation

It is recommended that the working group document be reviewed and discussed. We also recommend that the Subcommittee endorse the Technical Services retreat and set a firm date and location.

TAB 22 ATTACHMENT A

TECHNICAL SERVICES WORKING GROUP

Problems

1. E-Rate: planning for the future
 - demonstrate the usefulness of the network to those who could provide replacement funding
2. Elementary schools - funding and connectivity
3. Post Phase 3 GigE connectivity
4. Securing a GigE network
 - distributed coordination, training of security
5. Reliability of the network
6. Expectations of the network
 - will outgrow the ability of the network to meet those expectations
7. What role does UEN play in facilitating/encouraging the use of the network?
8. What role does UEN play in encouraging the availability of GL3-like network services in the outside community?
9. New set of rules that govern the way that people use a GigE network: content, legal issues, digital content, etc.
10. Need for much more complex collaboration (VoIP, WebCT, etc)
11. Online testing
12. Anonymous access and authentication
13. Speed of Change
14. Spyware
15. Funding for resources

Key ideas

1. GigE everywhere
 - GigE at every school
 - sustainable funding model
 - community access to GigE services
2. GigE ecosystem: users, applications
 - content
 - users who depend on GigE content, applications, etc
3. Develop new models for content, applications and network use
 - Pioneer Library for GL3

4. Collaboration for leverage
 - VoIP, toll avoidance
 - Storage, backup, disaster recovery
 - application serving
 - data center
 - server farm/CPU utility/grid computing
 - develop a method for identifying, prioritizing, coordinating, implementing, operating collaborative efforts
5. Reliable network
6. Security
7. Developing, Meeting, Encouraging
8. IPv6 implementation
9. IP Address Management
10. Content filtering & monitoring
11. Intelligent gateways
12. Funding collaboration
13. Partnership
14. IP Telecom partnerships
15. Corporate sponsors and partnerships
16. Network Research Center
17. Sego Lilly

Retreat

1. “Seed” retreat with list of problems and big ideas developed in Strategic Planning meeting.
2. Invite speakers from K-12, Higher Education, Libraries to elaborate on the problems and visions of those customers, to provide context for the retreat.
3. Retreat breaks up into groups to elaborate and develop initial lists of problems and key ideas.
4. Retreat groups select most important problems and key ideas, then larger group whittles down the list of problems and key ideas to most critical/essential.
5. Retreat groups then elaborate on the short list of problems and key ideas to develop for the strategic plan.

INTERNET CONNECTIVITY STATUS - DISCUSSION

Issue

By the end of the summer, Internet capacity and reliability will be enhanced significantly. Barry Bryson, Associate Director for Technical Services, will report on the status of plans to double Internet capacity and implement a southern Internet access point at Dixie State College.

Background

Traffic volume to the Internet reached new heights during the spring, emphasizing that Internet connectivity and bandwidth continue to be essential in supporting our education, library, and state stakeholders. We are preparing to double our current Internet capacity in anticipation of increasing user requirements.

A three-year contract with Sprint was fulfilled in May 2005 and that circuit was terminated. The 360Networks and American Fiber Services (AFS) links are able to handle the summer traffic needs, especially since capacity on the AFS link has been expanded to 600 Mbps from 300 Mbps.

The GL3 project completion allows UEN to place Internet connectivity at the southern end of the backbone. Diverse geographic connectivity will provide an added level of reliability to the UEN network. Therefore, preparations are underway to add a link to the Broadwing Internet service in St. George. This service will be implemented and available in August.

Once the Broadwing link at St. George is completed, UEN will have three Gigabit Ethernet circuits connected to the Internet with a total capacity of 1.8 Gbps. This represents a doubling of Internet bandwidth over the past year with no increase in cost.

Additionally, UEN will be connected to the National Lambda Rail (NLR) network this fall. This is a project that is being done in cooperation with research departments at the University of Utah and Utah State University. This project will provide a 10 Gbps circuit into the NLR facility in Denver, Colorado.

Barry Bryson is the leader for the Broadwing and NLR projects.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

ETHERNET PHASE 2 PROJECT - DISCUSSION

Issue

From June through November, Ethernet connectivity will be provided at 150 schools in the state. This Ethernet Phase 2 project is being undertaken by Qwest with extensive involvement of UEN staff members.

Background

The Ethernet Phase 2 project involves the installation of more than 150 Ethernet circuits at schools and district offices throughout the state. Jeff Egly is the project manager. Planning for this project began last summer. Implementation was delayed until ongoing legislative funding and School Library Division (SLD) E-Rate notification were confirmed. The legislature approved ongoing funding during the 2005 legislative session, and notification from the SLD was received in April 2005 for the majority of sites involved in the Phase 2 project.

UEN and Qwest personnel worked together to complete site surveys for each location. Documentation for each site detailed the location of interface equipment, routing of fiber and anticipated construction needs. These documents have been shared with district and school personnel.

The Phase 2 implementation schedule is now being finalized and the first sites were installed in mid June. The schedule calls for all sites to be installed over the next five months with completion of this project in November.

Throughout this process a Phase 2 status meeting is held twice each month using the UEN audio bridge. A conference call is held every other Tuesday at 8:30 AM. The agenda is sent out on the Monday prior to each meeting. Anyone interested in participating in this meeting is encouraged to participate. The audio bridge number is 801.583.4439 or 866.256.5096. The passcode is 7990#.

Jeff Egly is the team leader of the Ethernet Phase 2 project.

Recommendation

This is an information item. No further action is required of the Technical Services Subcommittee at this time.

TECHNICAL SERVICES E-RATE PROCESS - ACTION

Issue

Technical Services E-Rate Process

Background

E-Rate funding continues to play an increasing important role at UEN. The complexity of the E-Rate filing process intensifies each year and as a consequence, the amount of information required from Technical Services by the UEN E-Rate Administrative staff also continues to grow.

In the past, UEN Technical Services staff have focused on E-Rate during the final quarter of the year. However, as E-Rate filing requirements have become more complex it has become obvious that a year-round process is needed.

Earlier this year Barry Bryson was given the assignment to develop a Technical Services process that will address the realities of E-Rate. The initial document was shared with the Technical Services management team. Input from this group was added and the document was then shared with the UEN E-Rate Administrative staff.

The Administrative staff added constructive input to this document and helped refine the Technical Services role in the E-Rate process. Many good ideas and insights were gained through this process. We learned that the E-Rate process requires a great deal of planning and a year-round effort from the technical staff. Barry has been assigned as a liaison between Technical Services managers and the E-Rate Administration department. Greater training for UEN technical staff must be developed and implemented. This process and the document created will help maintain the proper focus on E-Rate issues within Technical Services. This will also help streamline the communication and cooperation between Administrative and technical personnel.

The current version of this planning document is included in Attachment A.

Recommendation

The Steering Committee should review, comment on and endorse the Technical Services E-Rate Process document.

TAB 25 ATTACHMENT A

UEN TECHNICAL SERVICES E-RATE PLANNING PROCESS - DRAFT

Required Time Frames

- Planning (two months)
- Coordination and planning with districts (three months, overlaps with RFP development and planning)
- RFP Development and publishing (two months)
- Bids to purchasing and approval (two weeks)
- Bid on the street (one month)
- Proposal evaluation (six weeks)
- Award and Contracting (six weeks)
- Documentation in support of E-Rate filing by Admin (one month)

Critical due dates by activity (reverse chronological order)

- January 31st – Filing Deadline
- December 31st – Last date to prepare technical documentation.
- November 15th – Contracts done, documentation & filing can begin
- October 1st – Evaluations done, award, contracting can begin
- August 31st – Vendor presentations
- August 15th – Bids back evaluation begins
- July 31st – Pre proposal conferences
- July 15th – Bids issued
- June 30th – Bids to purchasing
- April 30th – RFP development begins and publishing

E-Rate related activity by month

January

- Confirm all information required for filing has been provided to Admin. E-Rate Team.
- Contracting

February

- Coordinate last minute requests from Admin.
- Review final reports from Admin. - and disseminate.

March

March 1st – email advocates reminding them of collecting regional priorities

- Filing review and documentation
- Budget planning
- Strategic planning
- Utah Legislative sessions end, budget released
- Regional priorities

April

April 1st – Advocates plan to visit each district and review technical plans and E-Rate needs. Coordinate these findings with Admin.

- Strategic planning
 - ◊ Finalize Strawman (Jim & Barry)
 - ◊ Identify unsupported eligible services.
 - ◊ Review E-Rate strawman with TS Leadership Team (April 15)
- Regional priorities
 - ◊ Collect regional priorities at regional Tech Forums (May 15)
 - ◊ Correlate Regional Priorities to E-Rate UEN projects (May 31)
- Individual district plans
 - ◊ Review E-Rate priorities and projects (May 31)
- RFP/Bid planning
 - ◊ Outline in place with details to follow based on coordination with districts and regions (April 30) Dennis, Jim and Barry activity

May

- RFP/Bid development
 - ◊ Adding detail to the outline based on District input
- Plan with districts
 - ◊ Bounce back planning to the districts for further input

June

- Present developing plans to the Steering Committee at the June meeting.
- Internal review to set the project scope and outline the entire E-Rate project
- Memo of Understanding signed by Districts when Elementary schools are involved in Technical projects.
- RFP/Bid development
 - ◊ Finalize based on district input

- Final RFP/Bid Review by Admin.
- RFP/bid publishing
- RFP/bid to purchasing
- Plan with districts

July

- Pre-proposal conferences
 - ◊ Specific plans, not a general state-wide RFP
 - ◊ Involve districts in the conferences (hold conferences at district offices)

August

- Bids back
- Evaluation
- Vendor Presentations

September

- Internal review to assure that the project scope is understood and documentation for Admin is complete.
- Make last minute assignments
- Send plans to districts for further comments
- Vendor presentations
- Evaluation
 - ◊ Include districts in the process
- Coordination and verification with districts
- Proposal scoring
- Admin will provide detailed E-Rate program training to key Technical Services and other staff members.
- SLD E-Rate Training
 - ◊ One member of Technical Services to attend training in D.C.
- Funding request due to Governors office/State?

October

- Award
 - ◊ Based on district input
- Contracting
 - ◊ Forward to Administration for review of proposed contracts to insure E-Rate compatibility.
 - ◊ Get this scheduled with the U of U legal dept.. in advance

- Admin will oversee E-Rate training to the districts. Admin will coordinate with the districts and the technical advocates, with the goal of setting up dates and times that would allow the advocates to also attend E-Rate training sessions October through January.

November

- Contracting
- Admin and Technical Services will coordinate final reviews of technical projects and needs preparatory to the E-Rate filings
- Districts given last opportunity to review technical projects and proposed filings
- Provide signed contracts, with site, service, equipment, and capacity lists, and network diagrams to Admin.
- Provide detailed cost breakdowns to Admin. from each vendor for each new service.

December

- Insure Admin. has all documentation requested for filings.
- E-Rate planning, documentation and coordination with districts.

Important dates and notes:

- January 31st – filing deadline
- 471 filing window is ~two months accounting for holidays (~Early November – early February)
- Bids/RFP (s) must be coordinated with 470 filing and on the street for a month. (less is too little time, more gives vendors too much opportunity to procrastinate)
- It takes purchasing up to two weeks (sometimes more) to review, approve and issue a bid or RFP
- It takes at least six weeks to do a good, thorough evaluation (including vendor conferences, evaluation, scoring and award)
- Six weeks is preferred for vendor contract negotiations, including verification with districts (two months would be better)
- As much time as possible should be devoted to strategic planning and coordination with the districts (I have built in at least three months to accommodate various T-forum schedules, retreats and individual meetings with districts etc.)
- Advocates play a key role in coordinating all technical services specific projects. E-Rate questions may be directed to these advocates; when appropriate, these questions should be redirected to the E-Rate Coordinator..
- When implementing new service(s), the key individuals that need to be involved in the E-Rate planning and documentation process (and should commit to devote substantial time to the planning and documentation process) are:

◇ Technical Services

Jim Stewart

Barry Bryson

Dennis Sampson

Jeff Egly

Pete Kruckenberg

Senior network engineer

Senior NOC Engineer

Lou Myers

Cindy Najaro

At least one Technical Services intern

◇ Administration

Louise Tonin

Sabrina Scott

Lisa Kuhn

Mike Peterson

- In addition to a conflict of interest statement required by purchasing for each evaluation team member we should also formulate a participation and commitment agreement to the process to be signed by each participant.

STEERING COMMITTEE BUSINESS MEETING

T A B 26

**REPORT OF THE INSTRUCTIONAL SERVICES
SUBCOMMITTEE - DISCUSSION**

The Instructional Services Subcommittee will report to the Steering Committee on items covered in the subcommittee agenda.

STEERING COMMITTEE BUSINESS MEETING

T A B 27

**REPORT OF THE TECHNICAL SERVICES
SUBCOMMITTEE - DISCUSSION**

The Technical Services Subcommittee will report to the Steering Committee on items covered in the subcommittee agenda.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

April 15, 2005 – 9:00 am

Members Present: Jon Crawford , Linda Fife, Stephen Hess, M. K. Jeppesen, Pat Lambrose, Jeff Livingston representing Ann Millner, Donna Morris, Wayne Peay, Mike Petersen, Dick Siddoway, Kirk Sitterud, Weldon Sleight, Glen Taylor, Ryan Thomas, Ray Timothy, Senator Carlene Walker, Ray Walker, and Gary Wixom

Others Present: Dale Bills, Barry Bryson, Preston Checketts, Rick Cline, Mike Dezell, Jeff Egly, Daniel Frei, Rick Gaisford, Claire Gardner, Jeff Goodrich, Jared Hainline, Kim Hood, Laura Hunter, Coy Ison, Karen Krier, Pete Kruckenberg, Bill Kucera, Lisa Kuhn, Kim Marshall, George Miller, Casey Moore, Victoria Rasmussen, Dennis Sampson, Al Sherwood, Nate Southerland, Jim Stewart, Cory Stokes, and Bruce Todd.

Welcome and Introductions

Ray Timothy welcomed everyone to the April meeting. Ray thanked Mike for his hard work this year working with the legislators and getting the support and message out about how valuable UEN is for Public and Higher Education.

Committee of the Whole

Tab 19 – Legislative Outcomes for FY 2006

Mike Petersen reported to the group that the Legislative Session went very well this year. Senator Carlene Walker added that the information Mike provided was received very well. She noted that she and her colleagues learned lots of new information. For example, the role of inter connectivity for elementary schools is changing and evolving and this is one of the policies that the legislature will be looking at this year for 2006 budgeting purposes.

Mike Petersen expressed several concerns for next year's budget. Legislative support of UEN's continuing efforts to increase network capacity and reliability highlight the need to assess our growing reliance on federal E-Rate funding and the need to review the relationships between UEN and school districts regarding elementary school

connectivity. A second issue is related to our efforts to convert the EDNET system to IP-based videoconferencing technology. The on-going maintenance contracts for IP video equipment are not addressed in the 2006 budget. This will affect the IP budget for the next fiscal year. No new funds were allocated for the Pioneer Library this year. Mike also reported that CEU, Dixie State, Snow, and UCAT would use WebCT hosted by UEN this fall and that this will be completed within the existing funding. It will be necessary to seed new funding for a learning management system in the next fiscal year.

Mike recapped HB260 (the Internet pornography bill) and strongly suggested that if there were any institutional concerns about meeting the requirements that those institutions get legal review regarding this bill. Senator Walker also suggested that as we move forward with this bill, if there are any major issues that come up, that they are brought to the attention of Representative John Dougall, who sponsored the bill.

Tab 20 – Planning for FY 2006 Strategic Plan and Budget Development

Mike Petersen reported that the preliminary budget planning has been underway for the past several weeks and is going well. Department managers have been developing recommendations based on current year funding levels for expenses, capital equipment, professional development, etc. The preliminary draft budget will be ready for initial review by the UEN Executive Committee immediately after the meeting today. The strategic plan will be the primary focus of extended meetings that are to be discussed and scheduled by the Instructional Services and the Technical Services Subcommittees. The final plan and budget will be ready for final review and approval during the June 24, 2005 Steering Committee meeting.

Tab 21 – 2005 Annual Security Conference Report

Laura Hunter reported that the committee met for a post-conference evaluation on April 6, 2005 and agreed that all goals were met. There were more participants at this conference than in previous years and there was a good balance of education and state ITS, as well as policy makers and technical personnel. More detailed information can be found in Tab 21, Attachment A. One result from the conference this year is that the Security Committee has committed to send quarterly reports to all participants at this year's conference. Reports will be shared with the UEN Steering Committee and the reports will be mailed in the months of June, September, December and March.

Steering Committee Structure

Pat Lambrose proposed that the Steering Committee reevaluate its meeting format to determine if there is another workable solution so attendees could attend both subcommittee meetings if they so desired. Pat's concern is that there is a lot of overlap in subcommittee assignments. It was agreed that this item would be on the agenda during the June 24 Steering Committee meeting.

Steering Committee Business Meeting

Instructional Services Subcommittee Report

Tab 22 – Instructional Services Strategic Plan for FY 2006

Dick Siddoway reported that a retreat would be held on May 25th, from 9:00 a.m. to 1:00 p.m. at a location to be determined.

Tab 23 – EDNET Facilitators

EDNET facilitators are key players in the Distance Learning Team. There is a lot of responsibility for these people and the pay is minimal. A task force has been formed to evaluate issues related to facilitators and to propose solutions to the problems that are identified. The Instructional Services Subcommittee will keep us informed of their progress and direction. More background information regarding these facilitators can be found behind Tab 23, and on the insert that was passed out for this meeting.

Tab 24 – Higher Education Advisory Committee Report

Dick Siddoway reported that a survey was been completed with a tool called “Survey Monkey” to identify major issues related to UEN’s role with higher education. The members of this committee are still analyzing the data and will have more to report at the next Higher Education Advisory Committee meeting. Recommendations from this group will be incorporated into the UEN Strategic Plan.

Tab 25 – Public Education Advisory Committee Report

Dick Siddoway reported that there is some resistance from the State Office of Education regarding the materials to be adopted and put on the UEN Web site. Meetings are still ongoing regarding this information. A detailed advisory committee report can be found behind Tab 25, including the insert that was provided for this meeting. More discussion on this topic will be held at the Instructional Services retreat.

Tab 26 – UEN-TV Update and Fall Schedule

Telecourse providers have learned that the people interested in these courses are taping them for viewing at a later time. A discussion to move the essential skills courses to a more convenient time for these people is ongoing. There has also been discussion regarding Spanish language programs. We are looking into providing programs in Spanish for our ever-increasing Spanish population. The existing UEN-TV fall schedule can be found behind Tab 26, Attachment A.

Tab 27 – eMedia Service Beta Test Report

Dick Siddoway shared with the committee that the Beta testing went well and users generally seemed pleased with the eMedia implementation. The Beta testers ranged from elementary school teachers to district and regional service center technical staff. Beta testers were given a guided task to complete and also asked to search for and

download a video at least twice before March 31, 2005. Most testers downloaded more than the 3 requested for the test. Feedback regarding this testing can be found behind Tab 27, Attachment A. Wayne Peay raised concern about the lack of communication with the constituent groups when UEN undertook this project. This will be discussed further at the Instructional Services retreat.

Tab 28 – Electronic Portfolio Report

This item will be discussed in detail at the retreat.

Technical Services Subcommittee Report

Tab 29 – Strategic Planning for FY 2006

Jim Stewart reported that they would be assigning people to work on the date and time of the Technical Services retreat. They will keep the committee informed as to when it will be held.

Tab 30 – FY 2005 Regional Priorities Progress Report

Jim Stewart reported that two lists have been created, one for Ethernet Connectivity and one representing all other requests. UEN has been very busy addressing these requests. Jeff Egly is the lead for the Ethernet project. They have been holding regular project meetings since January, 2005. A copy of the updated Ethernet Project list has been provided in Attachment A.

UEN has also been completing, or will have finished by the end of FY 2005, most of the projects on the Non-Ethernet list. A copy of that list has been provided in Attachment B. Jim highlighted a few of the accomplishments from that list. More detailed information can be found behind Tab 30.

Tab 31 – GL3 Update

Jim Stewart reported that during the GL3 project, UEN is replacing nine backbone points of presence and upgrading the backbone network from USU to Dixie. When finished, GL3 will be the most complex IP network in Utah and surrounding region, and one of the most complex projects UEN has ever undertaken. Two teams of UEN Network Operation Center staff are focused on simultaneously planning, implementing and supporting the remaining GL3 migrations, while also supporting the rest of the network. This migration must be done in a specific order, so delays in migrating one PoP will extend the entire schedule. South Ring migrations are planned to be completed in April and North Ring migrations are planned to be completed by mid-July. UEN maintains a Web site with additional information about the GL3 project and status, at <http://gl3.uen.org>.

Tab 1 – Ethernet Phase Two Update

The Ethernet Phase 2 project is a joint activity of UEN and Qwest. Ethernet circuits will be installed in 145 schools. A detailed list of the schools can be found behind Tab A. UEN is now in the process of coordinating with each school district to define implementation priorities and agree upon deadlines for district completion of site improvements. UEN is meeting bi-weekly with Qwest and district representatives in order to stay on top of this project.

Tab 2 – National Lambda Rail Progress

Jim Stewart reported that in order to meet the connectivity date of August 18, 2005, there are several issues that need to be dealt with first. See Tab 2 for a list of the detailed activities.

Tab 3 – Minutes of the Instructional Services Subcommittee

Attendees: Rick Cline, Dan Frietag, Rick Gaisford, Claire Gardner, Cyd Grua, Kim Hood, Laura Hunter, Karen Krier, Bill Kucera, Pat Lambrose, Jeff Livingston, George Miller, Donna Morris, Wayne Peay, Mike Petersen, Weldon Sleight, Dick Siddoway, Nate Southerland, Ray Timothy, and Gary Wixom

Minutes compiled by Leah Bryner

Tab 22 – Instructional Services Strategic Plan – Laura Hunter

Laura Hunter gave an overview of the plan to the committee. Committee members are encouraged to provide input in the coming weeks. The Instructional Services Subcommittee planning retreat will be held 5/25/05, details to follow.

Tab 23 – EDNET Facilitators – George Miller

George Miller gave an overview of facilitator issues that need to be addressed:

- No benefits
- Part-time
- Underpaid and unrecognized
- Require training for proper use of technology
- No where for facilitators to voice concerns
- Concerns that students will lose confidence in system
- New ways to fund facilitator pay, other than student fees
- Determine who is responsible for facilitators

Action Item – A recommendation that a small group be formed to help resolve facilitator issues. Group will include George Miller (Public Education), Claire Gardner (UEN IDS), Nate Southerland (UEN ISS), Weldon Sleight (Higher Education), and

Dick Siddoway. Group will meet at Davis School District in Farmington on 5/4/05 at 1:00 p.m. Group will report in June IS Subcommittee meeting.

Tab 24 – Higher Education Advisory Committee Report – Cyd Grua

Cyd Grua gave an overview of the Committee's work with surveys, dealing with training and faculty use of digital assets. Final survey results will be shared with the Higher Education Advisory Committee and recommendations incorporated into the plan.

Tab 25 – Public Education Advisory Committee Report – Rick Gaisford

Members of the Public Education Advisory Committee met March 31, 2005. They discussed E-Rate funding. They are working with Senator Hatch's office and others in the Utah delegation, to get support to maintain Title 2D funding. They also provided input on the FY 2006 plan.

Tab 26 – UEN-TV Update and Fall Schedule – Laura Hunter

Laura gave an update on the new TV schedule and her work with telecourse providers. Details are under Tab 26.

Action Item – Final subcommittee recommendation will be presented in June Instructional Services Subcommittee meeting.

Tab 27 – eMedia Service Beta Test Report – Karen Krier

Karen Krier gave an overview on the beta test for eMedia (Digital Asset Management) system for K-12 with videos purchased by UIMC. The survey on the beta test had very positive results, and will be discussed further at IS Subcommittee retreat in May.

Wayne Peay raised concern regarding the lack of communication with constituent groups, including libraries.

Action Item – eMedia will be discussed further at Instructional Services Subcommittee retreat in May.

Tab 28 – ePortfolio – Rick Cline

Due to lack of time, this item will be discussed at Instructional Services Subcommittee retreat in May.

The Instructional Services Subcommittee meeting adjourned to the Steering Committee meeting at 11:15 a.m.

Tab 4 – Minutes of the Technical Services Subcommittee

Attendees: Barry Bryson, Preston Checketts, Jon Crawford, Jeff Egly, Sterling Fuhriman, M.K. Jeppesen, Pete Kruckenberg, Kim Marshall, Dennis Sampson, Al

Sherwood, Jim Stewart, Ryan Thomas, and Ray Timothy

Minutes compiled by Cindy Najarro

Tab 29 – Strategic Planning for FY 2006

A subcommittee of the Technical Services Subcommittee members will be appointed. The subcommittee will meet with UEN managers in the next two to three months. There is a request to have representatives from both higher and public education on this committee. Strategic issues that would be addressed by the subcommittee include long-term E-Rate planning and funding and the role of UEN in providing network connectivity to elementary schools.

Ryan Thomas and Jim Stewart will assign people to this 4 or 5 member subcommittee. Ryan will get a pre-list and send it out to the members.

Tab 30 – FY 2005 Regional Priorities Progress Report

The Regional Priorities were divided into two lists. Attachment A lists the Ethernet priorities and Attachment B lists the Non-Ethernet priorities.

Ethernet Priorities- Most Ethernet projects were delayed because of legislative funding and SLD E-Rate approval issues. Last week, we were notified by SLD that the projects were approved, so we can move forward with the projects. Jeff Egly will be the UEN team leader for these projects. Meetings with the districts who will be involved in the projects are now being scheduled and a calendar with the schedule and time lines is being finalized. Qwest is coordinating the installation of fiber.

Pete Kruckenberg reported that we anticipate completion of GL3 by July 1st.

Non-Ethernet Priorities – There were 56 total requests. In three cases, projects listed were not a UEN responsibility. Four are ongoing requests for redundancy from St. George and Logan. Thirty percent of the requests have been completed. Fifty-four percent will be completed by the end of June.

Tab 31 – GL3 Update

Pete Kruckenberg gave an update on the GL3 project. He stated this is the most complex project UEN has done. With the GL3 network, it will be the most complex IP networks in Utah.

The GL3 implementation redesign began on January 24, 2005. EBC migration to GL3 began February 8th and was completed ten days later on February 18th. SLCC and UVSC were completed on April 2. Snow South is currently scheduled to be migrated April 16th followed by SUU on April 22nd, and Dixie on April 29th. These dates are tentative and subject to change.

The second wave of GL3 Phase I implementation will begin in June and continue through the summer and fall.

Pete has been inputting updates and information on the GL3 project on a Web site to give an inside perspective on the status of the project. The Web site is located at *<http://gl3.uen.org>*

Tab 1 – Ethernet Phase Two Update

Jeff Egly, Project Leader, informed the group of the project status. Time lines have been firmed up with Qwest. The 1st week of May, UEN will begin visits to the districts. The majority of all site surveys have been completed. UEN, Qwest and several school districts are finalizing planning details and beginning construction to increase network capacity at 145 locations.

Tab 2 – National Lambda Rail Progress Report

The National Lambda Rail (NLR) is becoming a reality this summer. The current connectivity date is August 18, 2005.

UEN intends to acquire fiber Irrevocable Rights of Use (IRU) along with optical transport equipment to complete the local loop. We are also exploring several options to facilitate the interface needs at EBC. We will likely purchase Cisco equipment for this project.

The Front Range GigaPop Management Committee met on April 1, 2005 and approved the purchase of a Cisco 6500 to provide interface connectivity at the Boulder facility. This is the point that ties UEN and FRGP to the NLR network. UEN is obligated to pay 10% of the total. This amount is estimated to be no lower than \$6500 and no greater than \$8300.

Tab 5 – Steering Committee Meeting Minutes

A motion was made to approve the minutes from the UEN Steering Committee held on April 15, 2005. **THIS MOTION WAS APPROVED WITH ALL VOTING IN FAVOR.**

Tab 6 – Other

The meeting was adjourned with an invitation to the next Steering Committee meeting to be held on June 24, 2005, 9:00 am, at the Dolores Doré Eccles Broadcast Center.

Please note: detailed information and discussion of the issues are included in the materials prepared for the meeting. These materials are available online at www.uen.org/steering/html/materials.html. Please refer to them for additional reference.

STEERING COMMITTEE BUSINESS MEETING

TAB 29
OTHER