

Utah Education Network Steering Committee

August 26, 2005

**UTAH EDUCATION NETWORK
STEERING COMMITTEE**

A G E N D A

AUGUST 26, 2005

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

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U P C O M I N G M E E T I N G S

Steering Committee Meeting - October 28, 2005, 9:00 a.m.

Instructional Services Subcommittee Meeting - October 28, 2005, 10:00 a.m.

Technical Services Subcommittee Meeting - October 28, 2005, 10:00 a.m.

Steering Committee Meeting - December 16, 2005, 9:00 a.m.

Instructional Services Subcommittee Meeting - December 16, 2005, 10:00 a.m.

Technical Services Subcommittee Meeting - December 16, 2005, 10:00 a.m.

Please place these materials in your Steering Committee Binder.

FY 2006 STRATEGIC PLAN GOAL 1 - ACTION

Issue

Goal 1 of the FY 2006 is now ready for final review and approval by the Steering Committee.

Background

The UEN Technical Services subcommittee, in the April meeting, authorized a Technical Services retreat with the intent of updating goal one of the UEN strategic plan. The retreat was held on August 10 and 11, 2005.

Ryan Thomas, Technical Services subcommittee chairman, offered to host the 2005 retreat in Price at the College of Eastern Utah campus. Arrangements were made for meeting rooms, meals, an outing to a Dinosaur dig, a visit to the CEU museum and several other activities. We would like to extend a special thanks to President Thomas and CEU for their hospitality.

A working group comprising nine individuals met on June 7 for half a day of preliminary planning. Using information collected during that meeting the UEN management team spent many more hours planning the retreat agenda and activities.

Many steering committee members, regional leaders and other interested parties met and worked together through the afternoon of August 10th and again through the day on August 11th.

Expectations and objectives were shared during the afternoon session on August 10th. The following presentations were given:

- Higher education and public education perspectives on expectations of UEN, opportunities to collaborate, anticipated services and applications. Each group was given 30 minutes for this presentation.
- Elementary Schools issues
- Funding issues, especially those pertaining to E-Rate
- Operational issues and concerns regarding increasing complexity of operating an Ethernet based network, accountability and management
- Research needs and concerns

Participants were divided into five groups. Each group was asked to consider one or two existing strategic objectives. Four of the groups were assigned to consider adding new objectives based on the presentations made during the first afternoon.

These groups met early on August 11th for individual discussions. Each group was then given 30 minutes to present the discussion results and make recommendations for modifications or additions to goal one strategic objectives.

Upon completion of the five group reports, President Thomas led a discussion to finalize a draft document to be presented at the August Steering Committee meeting. Assignments were given to UEN staff, as all work could not be completed prior to adjournment of the retreat. UEN staff met on August 16 and prepared a final document. This has been provided as an attachment to this report.

UEN thanks all those who took time from busy schedules to attend this retreat and give input.

Recommendation

It is recommended that the Steering Committee members carefully review the revised goal one and objectives. Extensive discussion is encouraged, as a number of significant policy directions are included in the draft document. After this review, and based on modifications that may be made as a result of the discussion, final approval of goal one of the FY 2006 Strategic Plan is requested.

TAB 30 ATTACHMENT A

FY 2006 STRATEGIC PLAN GOAL ONE - DRAFT

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

- 1.1 Objective 1: Operate and maintain the UEN network based on best practices.
 - 1.1.1 Incorporate operational issues in to T-forums.
 - 1.1.2 Create and maintain operational priority list.
 - 1.1.3 Create clear business objectives in Service Level Agreements (SLAs) with performance criteria.
 - 1.1.4 Revise Network Operational Agreements to include operational expectations that flow bi-directionally.
 - 1.1.5 Create knowledge-based system and share with stakeholders.
 - 1.1.6 Identify operational clients and their needs.
 - 1.1.7 Develop operational processes.
 - 1.1.7.1 What applications are involved?
 - 1.1.7.2 What groups need to be involved?
 - 1.1.8 Operational training at T-Forums and Summits.
 - 1.1.9 Increase operational staff centrally and in the field.
 - 1.1.10 Strengthen operational coordination between Technical and Instructional Services departments and staff members.
 - 1.1.11 Develop tools and reports to better manage network assets.
 - 1.1.12 Monitor Backbone capacity and increase as necessary.
- 1.2 Objective 2: Increase reliability of the network to 99.99%.
 - 1.2.1 Explore diverse path options and increased bandwidth for the north, south and east rings.
 - 1.2.2 Implement QOS on serial and Ethernet circuits where there are constrained links.
- 1.3 Objective 3: Increase network capacity by upgrading remaining higher education campuses and secondary schools to high speed broadband connectivity.
 - 1.3.1 Issue RFP, select vendors, secure funding and work with districts and vendors to complete high speed broadband projects at remaining secondary schools and district offices.
 - 1.3.2 Complete CUT Sevier Ethernet Project.

- 1.3.3 Complete South Central Garfield/Kane Ethernet Project.
 - 1.3.4 Complete Snow Backbone Ethernet Project.
 - 1.3.5 Complete UBTA Ethernet Project.
 - 1.3.6 Complete installation of GP2 sites.
 - 1.3.7 Work with Davis District to develop E-Rate filing and GeoMax contract under the UEN master agreement.
 - 1.3.8 Complete All West, and Beehive projects.
 - 1.3.9 Complete San Juan CIB Phase II project.
 - 1.3.10 Explore options with regional service centers to increase bandwidth to Escalante Valley, Antimony and Koosharem.
 - 1.3.11 Establish guidelines for UEN participation with community networks where available.
- 1.4 Objective 4: Work collaboratively with those districts desiring to increase network capacity of elementary schools and develop a cost model and plan to finish installation of Ethernet circuits to all elementary schools.
- 1.5 Objective 5: Provide support to district and higher education technology staff to ensure that the enhanced capacity and reliability of the Network is fully utilized.
- 1.6 Objective 6: Expand Internet capacity to meet growth in network traffic.
- 1.6.1 Explore additional alternate Internet PoP sites.
 - 1.6.2 Explore, develop and implement ways to keep local traffic local.
- 1.7 Objective 7: Plan and implement funding strategies that are adequate to support Network growth plans.
- 1.7.1 Continue to expand and use E-Rate funding.
 - 1.7.1.1 Help districts with filings.
 - 1.7.2 Revise and reaffirm the E-Rate position paper.
 - 1.7.3 Create a plan to buffer the E-Rate program.
 - 1.7.3.1 Establish a reserve fund equal to the prior year's E-Rate reimbursements.
 - 1.7.3.2 Monitor national E-Rate policies and develop contingency plans based on changes.
- 1.8 Objective 8: Protect the Network through improved security and security practices.
- 1.8.1 Continue the UtahSAINT user group.
 - 1.8.1.1 Keep current and publish security contacts list.

- 1.8.1.2 Conduct weekly and ad hoc security calls.
 - 1.8.1.3 Plan and conduct two security conferences per year.
 - 1.8.1.4 Support other state security activities.
 - 1.8.1.5 Develop single-issue forums for specific needs.
 - 1.8.2 Provide leadership role for security expertise and assistance as required by districts and higher education institutions.
 - 1.8.2.1 Conduct and coordinate outside security assessment.
 - 1.8.2.2 Assist with security configuration and design.
 - 1.8.2.3 Provide security monitoring and reports.
 - 1.8.3 Work with Steering Committee to develop security policies.
 - 1.8.4 Continue to develop security monitoring tools.
- 1.9 Objective 9: Support the high capacity/high speed network needs of university researchers.
- 1.9.1 Participate in national and regional network partnerships (Internet 2, National Lambda Rail, The Quilt and Western Lights).
 - 1.9.1.1 Install 10 Gigabit Connection to NLR in Denver.
 - 1.9.2 Provide for implementation of IPV6 on the Network.
 - 1.9.2.1 Implement IPV6 DNS resolution.
 - 1.9.2.2 Enable IPV6 throughout the UEN Backbone.
 - 1.9.3 Collaborate with researchers to develop grant proposals and support research projects.
 - 1.9.4 Support U of U and USU Fiber Project.
 - 1.9.5 Support development of Utah Fiber Infrastructure Project.
- 1.10 Objective 10: Support the installation and other technical requirements of the IP Video Distance Education System.
- 1.10.1 Complete installation of new IP video sites.
 - 1.10.1.1 Develop and conduct IP Video site certification.
 - 1.10.2 Technical training for IP Video at the local level.
 - 1.10.3 Update IP Video standards as required.
 - 1.10.4 Migrate IP video to the gigabit backbone from T-1's and CVDS.
- 1.11 Objective 11: Provide technical leadership and staff/stakeholder development
- 1.11.1 Work with the Steering Committee to formalize Regional Technical Forums.
 - 1.11.1.1 Define expectations (i.e. frequency of meetings, leadership roles, format, participants, etc.).

- 1.11.1.2 Establish annual reporting relationship between regional leaders and the UEN Steering Committee.
- 1.11.2 Provide leadership in technical training.
 - 1.11.2.1 Regional training.
 - 1.11.2.2 More depth of training.
 - 1.11.2.3 More frequent training sessions.
- 1.11.3 Focus on refining security training.
- 1.11.4 Increase opportunities for collaboration of all UEN stakeholders.
- 1.11.5 Strengthen the UEN working relationship with TCC.
- 1.11.6 Provide leadership in technical product selection.
 - 1.11.6.1 Develop bandwidth management best practices and recommended vendors.
 - 1.11.6.2 Define best practices and help choose/direct vendor selection decisions based on UEN's knowledge and experience.
- 1.11.7 Provide training and leadership in the area of improving LAN reliability and speed on a local level.

TAB 30 ATTACHMENT B

FY 2006 STRATEGIC PLAN

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 eNewsletter.

EDNET FACILITATORS - ACTION

Issue

A task force was created by the Instructional Services Subcommittee to evaluate EDNET facilitator issue and to propose steps to resolve the problems that were identified. The revised draft of the Facilitator Policy was discussed at the June, 2005 meeting. It was determined that the final draft of this policy be presented at the August 2005 Steering Committee Meeting.

Recommendation

It is recommended that the Instructional Services Subcommittee adopt the facilitator policy and recommend final approval to the UEN Steering Committee.

TAB 31 ATTACHMENT A

DISTANCE LEARNING FACILITATORS POLICY - FINAL DRAFT

August 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 provide the highest quality educational experience.

2. Policy

- 2.1 A certified facilitator is required in all classes, events and meetings carried over the UEN interactive video network.
- 2.2 If there is no certified facilitator present for the test time or if they are absent for more than 10 minutes 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.

eMEDIA COMMITTEE REPORT - DISCUSSION

Issue

The Academic Libraries requested greater input into the UEN eMedia project.

Background

The Instructional Services Committee had discussion about the eMedia service and the larger UEN Digital Media Service direction at the 2005 Instructional Services Committee Retreat. The committee decided to form a subcommittee with representation from higher education, The Utah Academic Library Consortium (UALC) and public education to discuss the project and provide input on strategy and vision especially as it applies to working with higher education. Gary Wixom and Ray Timothy selected committee members and led the discussion

Committee Meeting Report

Date: August 1, 2005

Location: Board of Regents Offices, Salt Lake City

Attending: Ray Timothy, Gary Wixom, Cory Stokes, Mike Freeman, Wayne Peay, Valerie Craige, Cynthia Grua, Scott Herd and Rick Gaisford

Absent: Lesley McLaughlin, Don Cressall, Glen Taylor, Rita Ruesch

Purpose

The purpose of this meeting is to explore whether/how UEN's eMedia project can serve public and higher education needs?

Project Status Report

Throughout February – March 2005, 78 teachers successfully piloted accessing, downloading and using UIMC licensed videos provided via UEN's North Plains TeleScope based eMedia service. UEN is looking at a September 2005 general release of the eMedia service with the UIMC titles plus some KUED titles. As of end of July there were 139 video programs digitized and cataloged representing all of the UIMC 2002 purchase and over half of the 2003 purchase. UEN contracted a librarian from the Park City public school district to catalog the videos using Library of Congress subject headings. UIMC has purchased approximately 250 video titles a year for the last

four years. During this time period, the consortium has worked aggressively to secure digital rights for K-12. Digital rights generally allow five years use in K-12 settings (versus the general public); copies of digitized media made by educators during the five year period can be used in perpetuity.

UEN recently upgraded the North Plains TeleScope software. UEN is also in the process of connecting the eMedia service to the my.uen Web service (via LDAP) to provide easy, single-sign on access for educators. UEN will also create a generic account for students and parents of students, treating these digitized assets as a collection to be included in the K-12 Pioneer Library.

Interns provide a college student “labor force” to digitize, edit and caption videos. Cory Stokes, eMedia Project Manager, is working with a USU student intern to digitize video. UEN is working with the UVSC Multimedia Communications Department to provide internship opportunities for their students with faculty supervising student interns to digitize and encode video. There is also some interest from Mike Harper, a UVSC faculty member, to explore storing digitized assets on a UVSC streaming server that is indexed through the UEN TeleScope system. This instructor may teach media management in his curriculum and possibly using the UEN system.

Status Report on UALC libraries’ digitization efforts.

Digitization is a component of a larger library project. UALC libraries have solved the issue of delivering traditional materials – books, other print materials – electronically. Libraries are now looking at delivering institutional resources. This concept is called an institutional repository and will include academic assets as well as policy documents, research project notes, etc.

UALC is not building a single massive server for the system or for a single institution. Rather it is looking at common protocols and mechanisms so that different projects/collections can be connected. Faculty developed materials supporting their teaching activities should be brought together into a teaching repository. Libraries strive to build systems that allow us to coalesce individual systems across the state.

The Mountain West Digital Library (MWDL) is an example of such a system. Using ContentDM, and establishing it as a standard for higher education in Utah academic libraries, UNLV, UN Reno and other entities in the Mountain West, institutions share and harvest their digital asset records providing in a single access point. Libraries are digitizing media (although video and audio files are not the primary focus or expertise).

Faculty members need education on the value of including self-created assets in a digital environment. They need to know they can retain copyright and dictate access to their assets, that assets can be available to the general public or restricted to an institution. At the institutional level, libraries want to provide access to those materials that have been required at that institution. Thus there might be some licensing restrictions to assets within collections found on the MWDL.

Open Discussion

Differences in missions

Could the higher education academic libraries’ efforts have served public education?

No. The design of the eMedia project specifically addressed public education's UIMC request. UALC can help with the metadata issues. The Virage video logging capabilities are sophisticated beyond what the academic libraries are doing. UEN is working to master the "ingestion" phase of digital asset management.

Another point that absolutely distinguishes libraries: quality assurance. Libraries identify resources as quality resources. Patrons know if they find a digital asset at a library, its value and quality have been assessed. One of the areas libraries and the network share an interest in is the digitization of the KUED collection.

A third difference is that libraries more strongly want to make sure there is a central point of access across HE.

A final difference is that in HE, each individual institution has purchased certain videos, some with digital rights. There is no central accounting of these institutional collections, campus by campus or across the system. Therefore, identifying a higher education academic assets collection is a different process than digitizing the UIMC collection: we have to invite faculty to contribute, a whole process in itself.

Sharing

Can UEN distribute the recently acquired PBS assets through Academic Pioneer or MWDL? Yes. Getting materials digitized can be done anywhere. Libraries want to make sure assets live over time and people have a decent chance of finding the assets.

Mapping everything back to Dublin Core is key: we need to strive for common metadata. Paul Burrows has a matrix of eMedia metadata fields that shows how they relate back to Dublin Core. The eMedia project is striving to set up an XML gateway to provide an XML translation into an open archives initiative (OAI) compliant file that could then be harvested by ContentDM or other OAI harvesters. The UALC digitization committee should review the eMedia metadata schema before it is finalized to ensure compatibility.

Serving Faculty

The academic libraries become concerned when UEN recruits faculty and resources from USHE institutions to do projects that duplicates the work of libraries. Libraries provide a number of support services related to DAM including providing copyright and ownership policy. Directing faculty to a different organization may cut off communication on related issues.

Faculty are higher education's most important asset. It will take time and patience to educate them about new learning repository models and assist them in preparing their resources for digital storage and sharing. Libraries are prepared to put in the time; UEN does not have the staff resources needed for this effort. UEN does have the resources to work in concert with campus entities.

The role of UEN in terms of digital content is much like Pioneer: UEN produced digital content should be of a broad nature for K-20, assets of interest across the state.

CMS Repository

UEN has thought about integrating a repository with the statewide course management

system (CMS). Wayne Peay is of the opinion that the CMS should link out to collections with no integration between collection systems and the CMS interface or file storage.

Recommendation

Set CMS integration to the side for the moment. Any asset repository included as part of a CMS product will most probably be far less sophisticated than repository systems currently being developed, but we are not ready to explore integration at this point.

Next Steps

UEN has a vision document that it will refine based on today's discussion. UALC has as an August agenda item, developing a vision statement for its IR project. Drafts can be submitted to HE Advisory, PECC, UALC in September, IS Committee in October.

Linda Fife desires, as chair of the UEN Instructional Services Subcommittee, to keep current on what is happening. We need to keep all appropriate committee chairs up to date.

Recommendation

UEN should focus its efforts in the next year on mastering digitization of media and storing and "serving up" assets. UEN should invest its energy in making the public education UIMC collection work well. In the meantime higher education will work on bringing its institutional repository up and educating campuses. The committee makes five recommendations:

1. Deploy the UIMC collection to public education. Assess how the process works for K-12. Retool the process as needed.
2. Next year (FY 2007), review the applicability of supporting asset collections for higher education. Work with the stakeholders represented in today's meeting to conduct this assessment.
3. If contacted by higher education faculty or staff, UEN should connect them to their campus library director. Work through the library director to support higher education DAM efforts.
4. Report DAM activities through PECC, HE Advisory, UALC, and the UEN Instructional Services Subcommittee. The IS Subcommittee is the logical forum for state-wide discussions; the other three groups already include various stakeholders who should be included in DAM discussions.
5. Draft a vision document including eMedia project evaluation criteria. Share a draft with the PECC, HE Advisory, UALC. Once input from these committee is applied, report to the UEN Instructional Services Subcommittee.

In summary, open communication is key: for both public and higher education, librarians and teachers and faculty should be included in the process of digitizing,

managing, hosting, and serving up media. To ensure support for its projects, UEN has got to listen to the messages coming from its stakeholders. Stakeholders have got to communicate their desires clearly and completely. The five recommendations assure this communication loop. The strength in Utah partnerships is seen when we collaborate.

IP VIDEO PROJECT STATUS REPORT - DISCUSSION

Issue

The second planned phase of legacy EDNET site migration is complete. Focus is now on remaining EDNET sites, new sites and network upgrades. A full report is included in this tab. In addition, UEN's policy regarding installation of IP Video with Charter Schools is available for review.

Background

IP Site Migration and Installation

- UEN Field Engineers and Support Staff have made phenomenal strides in completing our very long “short” list of end site conversions and new installations for summer 2005. (Please refer to Attachment A for a complete list of the converted and new sites).
- Based on this aggressive installation and conversion effort an equally aggressive effort to provide many levels of updated end site and support staff training and resources have been and continue to be accomplished. Big hats off the Local Service Representatives (L.S.R.'s) for this daunting task.
- This now completes the second planned phase of legacy EDNET site migration and then some, as part of the UEN IP Video Project. UEN has even been able to identify and accommodate sites and needs that were not previously anticipated. Big hats off to the administration and local stakeholders for working together to accomplish these efforts.
- The project teams are turning focus to the remaining legacy EDNET sites, the requested new sites and other remaining network pieces for the next phase of the project.

EDNET IP Video MCU Installation and Management Software Operations Status

- By the start of the semester or shortly after UEN will have in place more than 5 MCU's installed and operational at strategic HUB locations around the state.
- UEN was fortunate enough to have been able to provide vendor training for key UEN and stakeholder staff on the operation of these devices and associated software with more planned for the newly installed locations and staff.

- With these MCU installations UEN should have more than enough capacity to accommodate anticipated events and classes for the 2005/2006 school year and well beyond.
- All pre-scheduled events are auto-initiating without incident.
- All events are able to be pre-scheduled and are consistently auto-initiating as they should, meaning little to no manual intervention is needed for these events. Though with Hybrid events involving legacy EDNET sites and IP sites manual initiation and switching is still needed.
- The scheduling software does have a few shortcomings. The most major being a stifling search ability that UEN software engineers and the vendor are continuing to address. In the mean time the EDNET Scheduling dept. and Software development staff have devised a more manual process accommodation to get us through the immediacy of the fall semester. We are looking to a mid fall release of updated code for the software that will help correct some of the current shortcomings and bugs.

Faculty and Facilitator Training

Utah State University continues to work toward completion of a Course Management Training Module using WebCT for use in training the Logan faculty. It will be expanded to include others in the near future. UEN technical facilitator training has been occurring almost daily all over the state for the past month. The eastern 1/3 of the state has been migrated to IP, thus requiring facilitators to learn the operation of all new equipment. Since most of the IP sites will still be participating in hybrid events where legacy EDNET equipment and satellite receivers are still in place, facilitators must continue to be certified in the operation of all methods of delivery and the functions of both hardware and software. New training materials have been developed to reflect the operation of the new IP equipment. The Draft Distance Learning Facilitator Policy, the Draft Roles and Responsibilities Document and the Updated Fee Waiver have been included in all training activities and widely distributed. Practice and follow-up continue to require lots of time from facilitators and the service representatives who do the training. The State Office of Education Distance Learning Specialist has trained all new distance public education teachers and numerous higher education faculty.

Recommendation

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

TAB 2 ATTACHMENT A

IP SITE MIGRATION AND INSTALLATION

HUB	SITE	PRIORITY	TYPE	FUNDING	REMARKS/ STATUS
DATC	BONNEVILLE HS	A	S	UEN	COMPLETE
SAN JUAN	MONTICELLO HS-A	A	S	UEN/CIB	COMPLETE
	MONTICELLO HS -B	A	C	UEN/CIB	COMPLETE
	WHITEHORSE HS-A	A	S	UEN/CIB	COMPLETE
	WHITE HORSE HS-B	A	C	UEN/CIB	COMPLETE
	SAN JUAN HS-A	A	S	UEN	COMPLETE
	SAN JUAN HS-B	A	C	UEN	COMPLETE
	MOAB-HS	B	S	UEN	COMPLETE
	MOAB VOCATIONAL CENTER	B	S	UEN	COMPLETE
	MONTEZUMA CREEK-CEU	A	S	UEN/CIB/CEU	COMPLETE
	MONTICELLO CEU	A	S	UEN/CIB/CEU	COMPLETE
	CEU SAN JUAN-A	A	C	RUS/CEU	COMPLETE
	CEU SAN JUAN-B	A	C	RUS/CEU	COMPLETE
	CEU SAN JUAN-C	A	C	RUS/CEU	COMPLETE
	RED MESA HS (Ariz)	A	S	RUS/CEU	COMPLETE
	MONUMENT VALLEY HS (Ariz)	A	S	RUS/CEU	COMPLETE
	SAN JUAN TECH (Colorado)	A	S	RUS/CEU	COMPLETE
	CEU MONUMENT VALLEY	X	S	UEN/CIB/CEU	COMPLETE
SLCC	CYPRUS HS	A	C	PTFP/UEN	COMPLETE
	CENTER CITY HS	A	C	PTFP/UEN	COMPLETE
	OLYMPUS HS	A	C	PTFP/UEN	COMPLETE
	EBC CREDIT UNION RM	A	C	UEN	COMPLETE
	SLCC	A	C	UEN	COMPLETE
SNOW	DELTA ATC	B+	C	UEN	COMPLETE
	JUAB-HS-B	A	S	UEN	COMPLETE
	KANAB HS-A	A	S	UEN	COMPLETE
	KANAB HS-B	A	S	UEN	COMPLETE
UBATC	MANILA-HS	X	S	UEN/CIB	COMPLETE
	RICH HS-A	C	S	E-RATE/ 70%	COMPLETE
	RICH HS-B	C	S	E-RATE/ 70%	COMPLETE
	TABIONIA HS-A	x	S	RUS/UEN	COMPLETE

	TABIONIA HS-B	x	S	RUS/UEN	COMPLETE
	WEST MIDDLE SCHOOL	A-	S	RUS/UEN	IN PROCESS
	UINTAH RIVER HS	A-	S	RUS/UEN	IN PROCESS
	UBATC-A	A	C	UEN	COMPLETE
	UBATC-B	A	C	UEN	COMPLETE
	UBATC-C	A	C	UEN	COMPLETE
	USU DCE-ROOSEVELT-C	A	C	USU	COMPLETE
	USU VERNAL-B	X	C	USU	COMPLETE
	USU-VERNAL-C	A	C	USU	COMPLETE
	USU-VERNAL-D	A	S	USU	COMPLETE
	UINTA HS	A	C	UEN	COMPLETE
USU					
UVSC	TIMPANOGAS HS	A	S	UEN	COMPLETE
UPGRADES	PARK VALLEY	FX	C	UEN	COMPLETE
	BEAR RIVER	FX	C	UEN	COMPLETE
	BOXELDER	FX	C	UEN	COMPLETE
	GRANGER HS	FX	C	UEN	COMPLETE
	HILLCREST HS	FX	C	UEN	COMPLETE
	USU MURRAY	FX	C	UEN	COMPLETE
	USU MOAB	FX	C	UEN	COMPLETE
	USU ROOSEVELT	FX	C	UEN	COMPLETE
	USU TOOELE	FX	C	UEN	COMPLETE
	MONUMENT VALLEY HS	FX	C	UEN	COMPLETE
	TOOELE HS	FX	C	UEN	COMPLETE
	WEBER STATE UNIV	FX	C	UEN	COMPLETE
	NAVAJO MT (BROKEN)	FX	C	UEN	COMPLETE
	WENDOVER	EX	S	UEN	COMPLETE
	GRANTSVILLE-1	EX	S	UEN	COMPLETE
	GRANTSVILLE -2	EX	S	UEN	COMPLETE
	DUGWAY	EX	S	UEN	COMPLETE
	GROUSE CREEK	EX	S	UEN	COMPLETE
	CARBON HS	EX	S	UEN	COMPLETE
	USU EDITH BOWEN	TANDB	C	UEN	COMPLETE

CHARTER SCHOOLS - DISCUSSION

Issue

As the number of charter schools increase, UEN staff and Steering Committee members will need to better understand the charter schools organization, the role UEN should perform in providing Network connectivity, and other requests for service from charter schools.

Background

Charter schools are alternative, taxpayer-funded public schools that are meant to offer unique learning experiences for students. In 1998, the legislature authorized the organization and management of these special schools and in 1999 the first seven charters opened their doors. There are 38 charter schools in Utah today and the pace of development has increased dramatically in the last two years. It is anticipated that there could be 50 charter schools by the beginning of the 2007 school year serving as many as 25,000 students. UEN provides network services for these schools just as we do for schools in local districts. This growth has not been anticipated nor included in all UEN planning documents, nor has it been adequately funded. UEN staff have met with the directors of the charter schools to outline connectivity policies and to plan ahead for their need for UEN resources.

The Basic Internet and Interactive Video Conferencing Services document has been used by UEN staff up to this point. It has been distributed to charter schools via the state charter school's office. As this area of charter school development expands, UEN must be ready to handle the increased costs of connectivity and impacts on the network.

Recommendation

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

TAB 3 ATTACHMENT A

2005 CHARTER SCHOOL SERVICES

Utah Education Network and Charter Schools Basic Internet and Interactive Video Conferencing Services

Internet Connectivity

Charter Schools within the state are eligible for Utah Education Network Internet connectivity services if the school has 7th – 12th grade enrollments. UEN will arrange for equipment purchase, installation, and payment of circuit charges for secondary schools. UEN's legislative mandate and funding only extends to secondary schools at this time. If you are a K-6 school, UEN will work with the public school district in which the Charter School is located to assist that district to provide connectivity if possible.

- Complete application form requesting connectivity prior to opening of a school
- Site visit, purchase and installation of equipment
- Service level agreements signed

Interactive Video Conferencing -Video Connectivity

Schools, institutions, and agencies wishing to become Utah Education Network – EDNET - sites proceed through a multi-step site selection and certification process. This process will take 4-6 months to ensure quality and integrity of the transport and delivery of programming.

- Orientation meeting/ Application
- Submission of Application/ Site Survey Visit
- Network Assessment - Readiness
- UEN Budget Review/School Purchase/Funding
- Equipment Order/Installation
- Training and Site Certification

At this time the courses, classes, certifications which are delivered via EDNET, on-line, UEN Satellite Services and H.323 IP Video (IVC) are all appropriate for high school and college students. However, there is more programming being introduced daily which is appropriate for K-7 students and adults. The introduction of IP Video is allowing UEN to further expand its services.

For further information on what is available and how to apply:

Claire Gardner

Utah Education Network

Distance Learning Services Manager

cgardner@media.utah.edu

(801) 585-5507 office

(801) 554-9754 cell

(801) 585-6105 fax

UEN PROFESSIONAL DEVELOPMENT UPDATE - DISCUSSION

Issue

Victoria Rasmussen will provide a status report on the work of the UEN Professional Development department.

Background

This year was an eventful one for professional development:

- FIRST TIME: Nearly every Saturday class in FY 2005 had a waiting list.
- FIRST TIME: Every Summer class (June, July & August 2005) had a waiting list, some with over 15 people.
- Completed major remodel effort in our lab.
- Implemented twice monthly educator eNewsletter prepared and emailed by Rich Finlinson (UEN Public Information). There was always a small increase in registrations within two days of sending out the eNewsletter.
- Completed major redesign of our Web site, making it more useful, attractive and informative.
- Hired 2 instructors due to staff turnover and status change.

Staffing

We are now fully staffed for the first time in a couple years with five full-time instructors, one part time Web designer (for USOE), manager and administrative assistant. Staff include:

- Victoria Rasmussen – Manager.
- Vickie Arnold – Administrative Assistant.
- Jessica Anderson – USOE Web site design, part time.
- Jared Covili – UEN-TV workshop coordinator and focused on Web design, GPS and digital still and video camera.
- Ann Howden – Pioneer library training lead and focused on WebQuests, technology integration strategies, digital camera and Inspiration software.
- Douglas Jones – ITC program coordinator.
- Ross Rogers – GIS workshop coordinator and focused on MS Office training, UEN resources and tools and GPS.

- Tim Stack – Web Academy coordinator and initiating podcasting and video tutorial creation classes, as well as digital video and department Web site maintenance.

Renee Willemsen in Instructional Services continues to administer Intel Teach to the Future and PBS Teacherline professional development grants and Nate Southerland also in Instructional Services has taken over administration of the Educational Technology Endorsement Program.

Summary of Participation Numbers

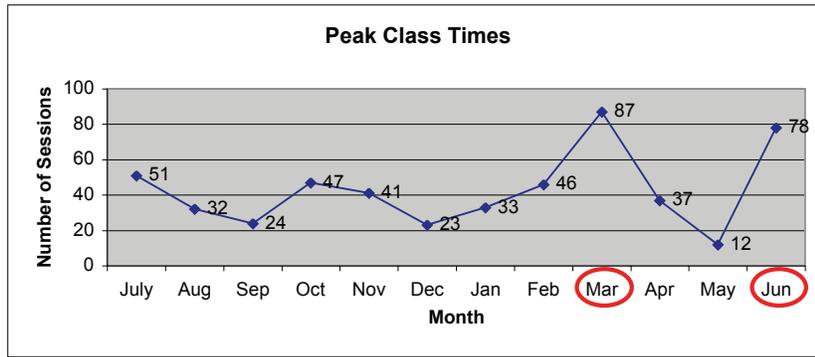
While the number of sessions remains about the same as last year, data shows that participants are spending longer in classes. This fits with best practices for sustained professional development.

2003-2004	2004-2005
515 Sessions	511 Sessions
8946 Participants	9454 Participants
40530 Participant hours	45640 Participant hours
17.4 Participant per class average	18.5 Participants per class average

From January 1, 2005 to August 12, 2005 UEN awarded 675 SUU Credits, 165 USOE credits and 400 certificates for relicensure points.

We appear to have reached a plateau and will probably not see significant growth unless we address these limiting factors:

1. Number of requests: schools and districts have many activities competing for time during the school day and year. This is not something we can control.
2. Number of instructors: at this time, the staffing is able to handle virtually all requested classes, but we are not in a position to take on additional training programs.
3. Facility: we have only one classroom and therefore can schedule only a limited number of presentations. We held classes in our lab 5 days per week for most of the year. For fall of '05 we will have classes 6 days per week, essentially using the lab every day that it is available and it is not a holiday. At this time, having a single facility appears to be our greatest limiting factor.
4. Participant Interest: Our summer classes were full with waiting lists and Saturday classes during the school year also. Although participant interest is not consistent throughout the week and the year, at certain peak times we have been unable to provide all the training opportunities desired by participants.



March and June sessions are high due to the number of conference presentations we traditionally do during those months.

March

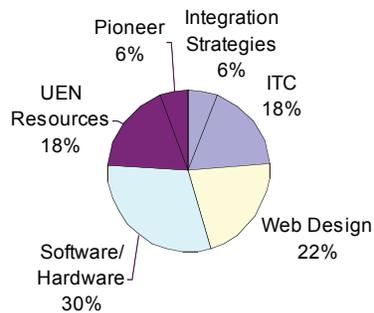
2 conferences, 47 sessions

June

7 conferences, 35 sessions

Summary by Type of Classes

Classes by Category



UEN Resources: 123 sessions or 24% (29 Pioneer only, 94 multiple resources and tools). Includes Pioneer Library: my.uen, Lesson plan tool, Rubric tool, Curriculum search, Web site resources, Internet searching and evaluation, etc.

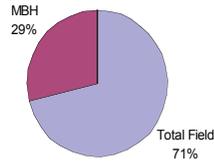
Technology Integration: 121 sessions or 24% (30 general, 91 ITC). Includes ePortfolios for Students, WebQuests, Use Technology to Teach, UEN-TV subject area workshops, and turn-key Integrating Technology and Curriculum (ITC) Workshops:.

Web Design: 112 sessions or 22%. Including three Web Academy classes on Dreamweaver and Fireworks, all conference presentations on Web design and Flash Web animation.

Software/Hardware: 155 sessions or 30%. Including digital video, digital camera, MS Office products, GPS, GIS, etc.

On-site and “Field-based” Comparison

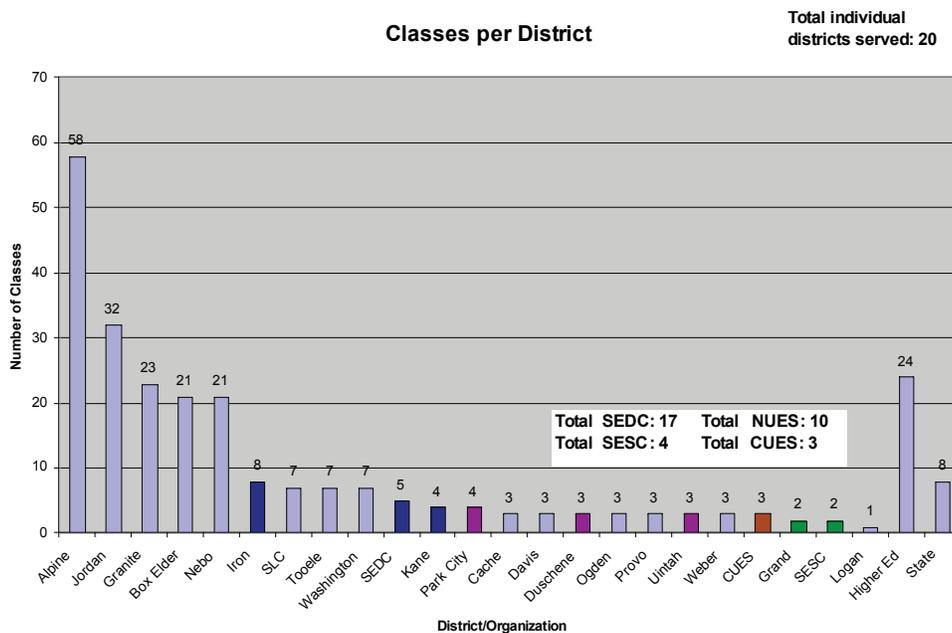
Percent Field vs. On Site



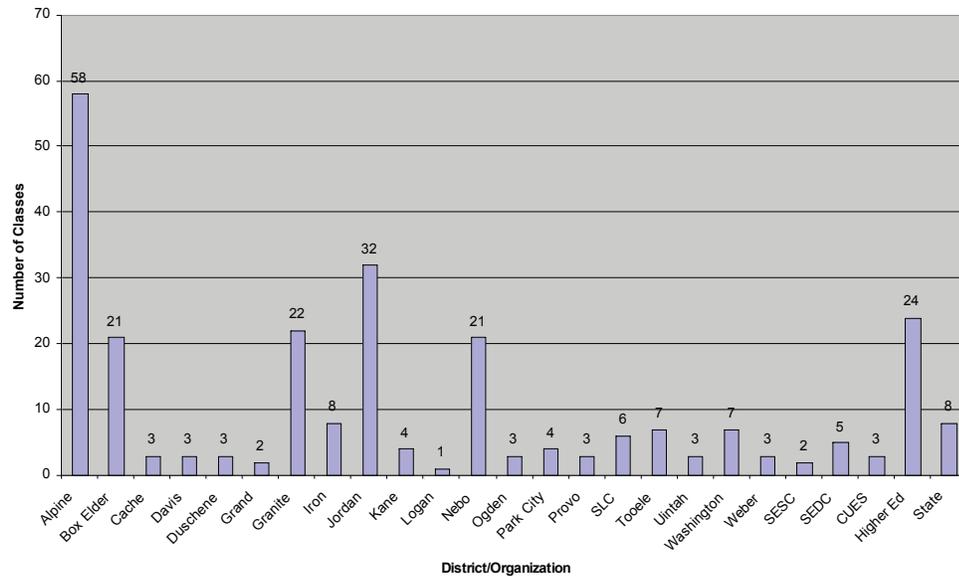
- On-site, classes scheduled at our MBH computer classroom at the University of Utah: 29% (148)
- Field-based, requested classes throughout the state: 71% (363)
- This balance has held steady – within a couple percentage points – for the past three years.

Summary of Requests by Organization

- 20 individual districts served: Alpine, Box Elder, Cache, Davis, Duchesne, Grand, Granite, Iron, Jordan, Kane, Logan, Nebo, Ogden, Park City, Provo, SLC, Tooele, Uintah, Washington and Weber.
- Alpine, Jordan, Granite, Box Elder and Nebo were the top five requestors, respectively
- 3 regional service centers served directly: SESC, SEDC, CUES
- All regional service centers served via UEN Trainer staff position
- 5 higher education institutions served: CEU, SLCC, UVSC, U of U, Westminster
- 16 conferences supported



Classes per District



Professional Development Web Site

In September and October 2004 the Professional Development section of *www.uen.org* received around 4,200 visitors each month.

By March and April the numbers jumped to about 9,500 visitors each month. While we normally see increased traffic across the UEN site in the spring, doubling the visitors to a section is far above the usual trend.

Visitors to the Professional Development pages have increased during the summer months with 12,000 - 14,000 visitors in June and July.

New Classes and Projects

New classes are slated for Fall 2005. These courses are designed based on user request, and technology advances in education. New classes include:

- Podcasting for your Classroom
- Make Online Video Tutorials
- Digital Camera II
- Visual Learning with Inspiration
- Online classes using LearnKey video training software
 - ◊ Microsoft Office (Excel, Publisher, Word, Access and PowerPoint),
 - ◊ Adobe Photoshop
 - ◊ Macromedia Suite (Dreamweaver, Fireworks, Flash)
 - ◊

Other projects slated for this fall:

- Review and organize a major revision and update of Pioneer Library instructional materials.
- Complete suite of online video tutorials for Pioneer Library and other UEN tools and resources.
- Restructure office area to maximize space and improve efficiency for common office activities.
- Implement new online registration and tracking. We anticipate users being able to track their own registration, attendance and credit data via my.uen by the end of the school year.
- Participants in “The GPS Classroom” may have an option to pay UEN the cost of a pre-selected GPS unit which UEN will then purchase and provide to the participant at the time of class. Participants will learn with the unit and be able to keep it after class. We are considering offering classes with this “materials fee” whenever possible and hope to build this into a successful additional service from UEN.

Recommendation

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

PIONEER LIBRARY 10TH ANNIVERSARY - DISCUSSION

Issue

On April 10, 2006 the Pioneer Online Library will celebrate 10 years of service to Utah students, educators and library patrons. As a part of planning for the anniversary Rick Cline and Rich Finlinson conducted on site focus group discussions with librarians in Weber, Cache, Davis and Salt Lake Counties in early August. Rick and Rich will show a brief presentation which conveys specific ideas to highlight Pioneer Library's benefits of statewide accessibility, credible resources and cost effectiveness.

Background

Pioneer, Utah's Online Library was created in 1996 through the combined efforts of Utah's public libraries, higher and public education, state government and the Utah Education Network. Pioneer Library provides electronic information resources to the students, teachers and citizens of Utah that would otherwise be too expensive for each partner to offer.

The Pioneer Library consortium has leveraged their funding to license the best online library resources possible. The partners currently share four electronic library resources including EBSCO, ProQuest/SIRS, Deseret Morning News Archives and Visual Thesaurus.

Recommendation

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

ADULT EDUCATION - DISCUSSION

Issue

The Utah Education Network continues to develop its adult education activities in cooperation with district adult education directors, adult education staff at the Utah State Office of Education, the Department of Workforce Services and the Utah System of Higher Education. This item outlines several current efforts and possible future activities.

Background

An ongoing survey of district adult education directors throughout the state has exposed the following needs:

1. Adult education programs operating in rural areas with few participants struggle to provide quality courses for adult students. A number of adult education directors have suggested offering adult high school completion courses over the new Interactive Video Conferencing (IVC) system or through Web casting for students in rural areas, allowing students to take courses from highly qualified teachers in a specific subject area rather than an adult education generalist. This option is being explored to determine how and when such courses will be offered and how the logistics will be handled.
2. Many rural adult education programs across the state currently use the *Anywhere Learning Systems* software package to tutor students in core subjects. The high cost of this software has been a barrier for some programs who wish to use it. UEN is currently investigating the feasibility of licensing this software on a broader level to take advantage of economies of scale.
3. Adult educators, especially those in corrections education programs, have expressed a need for greater access to video resources, including the *GED Connection* and *Workplace Essentials Skills* series. We are currently exploring ways to increase access to copies of these materials.
4. English Language Learning (ELL) and English as a Second Language (ESL) programs are a major component of adult basic education statewide. UEN is currently searching for broadcast programming and internet resources to assist adult ESL teachers and students. ELLIS, a local provider of adult ESL software, may be an excellent candidate for providing computer-based instruction for this population.
5. More resources in the areas of financial literacy, computer literacy and parenting

skills are needed. UEN is searching for additional materials and exploring the possibility of producing new materials in these areas.

6. Several adult education directors have suggested holding audio or video conferences following the broadcasts of *GED Connection*, *Workplace Essentials Skills*, and *TV411*. This option will be explored this fall.
7. Several adult education directors have suggested using Utah Electronic High School courses for adult high school completion, but have indicated that the courses are presented at an advanced level of literacy and may be inappropriate for adults completing high school courses.
8. Recently adult education directors in several Wasatch Front programs have expressed a need for distance-delivered high school completion courses in both core subject areas and elective areas, particularly the fine arts, computer technology, and financial literacy. UEN is exploring the possibility of hosting Web casts of high school completion courses which will be available for adult learners in programs statewide.

In addition to the above needs, conversations with adult education stakeholders have led to the following:

- UEN has created an Adult Education Resource Center on the UEN Web site. This center houses resources for adult educators and students and will be continually updated with new resources.
- The first of a series of quarterly electronic newsletters for adult educators was published and distributed by email at the beginning of June. Responses from recipients have been favorable.
- An electronic mailing list for adult educators has been created and will serve as a means for communicating with stakeholders in the adult education community.
- UEN has taken over the maintenance of electronic mailing lists and the Web site for the Utah Association for Adult, Community, and Continuing Education (UAACCE), an organization for adult educators statewide.
- UEN will sponsor a breakout session and a vendor booth for the annual *Speaking of Women's Health* conference on October 22, 2005 at the Salt Palace. Details on this project will be available in the near future.
- The Department of Workforce Services is working on a series of courses to teach "soft skills" to adults entering the workforce. UEN currently provides the *Workplace Essential Skills* series on UEN-TV and will continue to support the efforts of DWS in this arena.

The current needs assessment being conducted among adult education directors will soon be expanded to include additional programs in the urban areas of the state as well as other private and public organizations. Additional needs will be outlined and prioritized as they are identified.

Recommendation

In order to help direct and facilitate UEN's adult education efforts, it is recommended that the Instructional Services Subcommittee direct the Adult Education Specialist and Co-Chairs to nominate an Adult Education professional to join the Instructional Services Subcommittee.

UEN-TV UPDATE - DISCUSSION

Issue

This report summarizes recent activities of UEN-TV.

Background

Programming

A copy of the fall programming grid, which began August 9, is included in Attachment A. The UEN-TV listings Web site ranks 7th in the top ten visits to *www.uen.org*, with 21,348 visits in July. Top visited UEN-TV series information pages in July were:

1. The Big Comfy Couch
2. Redwall
3. French in Action
4. Cancer Story
5. Destinos: An Introduction to Spanish

Teacher professional development workshops on UEN-TV ranked first in the number of Web site visits on the UEN Professional Development page in July. Viewer response to the programming changes has been positive.

CPB Digital Services Fund Grant

UEN-TV was recently awarded a \$300,000 grant from the Corporation for Public Broadcasting Digital Services Fund. The grant, "Datacasting Educational Media for Youth in Custody" will use UEN-TV's digital TV signal to send educational media to 13 Wasatch Front Youth in Custody centers. Teachers at the centers will use content from UEN-TV, UIMC and KUED 7 to provide court-ordered individualized education programs. The Utah State Office of Education Youth in Custody department and the Utah Division of Juvenile Justice are partners on this project. An executive summary of the grant is included in Attachment B.

Other Grants

UEN is working with a team from Twin Cities PTV, Agency for Instructional Technology,

National Council for the Social Studies, and several independent producers on the Teaching American Government and Civics grant from CPB. In addition, UEN and KUED 7 have jointly applied for a grant of \$246,540 from the CPB Digital Distribution Fund to support digital master control and production equipment. Updates on these projects will be provided as we learn more.

2005-2006 Utah Educators Resource Guide

Teams from KUED 7, USOE and UEN have been collaboratively working on the Guide since March. This document has been renamed from the Utah Instructional Television and Resource Guide because the content now includes digital video, Web sites, professional development and TV resources. Copies of the Guide will also be shared in the October Steering Committee meeting.

Video on Demand

UEN-TV has completed an agreement with Comcast Cable and most of the UEN-TV programming is now available through Comcast's digital Video on Demand service. Subscribers to Comcast can view UEN-TV programs and telecourses by selecting "local programs" and following the TV menus. Comcast will provide monthly reports on this new service. UEN is also working with Comcast to pilot a local video-on-demand service for education. UEN will conduct workshops on using video in the classroom and offer some programming for this pilot project.

Call for Submissions Document

In September, UEN-TV plans to issue a call for submissions to high school and college film studies departments requesting student-developed interstitials (program breaks) that support the UEN-TV mission. This document was developed in cooperation with USOE Civics and Adult Education specialists. A copy of the Call for Submissions is included in Attachment C.

Recommendation

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

TAB 7 ATTACHMENT A

UEN-TV FALL PROGRAMMING GRID

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 AM	History ~ American Civ 1700 - SLCC	Performing Arts 1730 - UofU	Math ~ College Algebra 1050 - UVSC	Intro to Humanities 1100 - SLCC	Math ~ Introductory Algebra 0990 - UVSC	Survey of Gerontology 3050 - UofU	Math ~ Foundations for Algebra 0950 - UVSC
12:30 AM						Philosophy ~ Ethics & Values 2050 - UVSC	
1:00 AM		General Psychology 1010 - UVSC	Zoology ~ Intro to Human Anatomy 1090 - UVSC	Economics 2010-2020 - UofU	Anthropology ~ Intro to Soc/Cul Anthropology 1010 - UVSC		Intro to Statistics 300 - UofU
1:30 AM	World Geography 1600 - UofU						
2:00 AM		Mustdn Pnckes	Intro to Humanities 1010 - UVSC	Bioeng ~ Science w/o Walls 1510 - UofU	American Film 3210 - UofU	History ~ Western Civ 1020 - UofU	Intro to Mass Comm 1500 - UVSC
2:30 AM	The Shapiers						
3:00 AM		Auto B	Priscilla's Yoga	Fitness for Life 1050 - SLCC	PC World	Jerry Yarnell	
3:30 AM	Toy Castle						Classic Stretch
4:00 AM		Big Comfy	Sit & Be Fit	Lillias!	Sit & Be Fit	Lillias!	
4:30 AM	Real Wheels						Sit & Be Fit
5:00 AM		Guide Children Successfully	Instructional Television Blockfeed				
5:30 AM	Caregivers Lib.						
6:00 AM		Medical Answ.					
6:30 AM	Healthy Body						
7:00 AM		Zonya Health					
7:30 AM	French						
8:00 AM		Spanish					
8:30 AM	German						
9:00 AM		English					
9:30 AM	Sew w/Nancy						
10:00 AM		Creative Living					
10:30 AM	Joy of Painting						
11:00 AM		Simply Painting					
11:30 AM	Garden Smart						
12:00 PM		Yard&Garden					
12:30 PM	Wings/Canada						
1:00 PM		Mentors					
1:30 PM	Wknd Explorer						
2:00 PM		How It's Made					
2:30 PM	TV 411						
3:00 PM		Wolf: Travel					
3:30 PM	Smart Travel						
4:00 PM		Performing & Visual Arts					
4:30 PM	Eurp. Journal						
5:00 PM		Ut. Boardroom					
5:30 PM	Nature/ Science						
6:00 PM		GED					
6:30 PM	One on One						
7:00 PM		Explore Music					
7:30 PM	Whole Child						

Biography/People
Business/Economics
Childrens Programs
College Telecourses
Documentaries/Current Affairs
Exercise/Yoga
Health/Seniors
History/ World Culture
Hobby/How To
K-12 Instructional Television Blockfeed

Languages
Lifelong Learning/Special Interest
Monthly Features
Nature/Science
News/Public Affairs
Outdoors/Travel
Parenting
Performing & Visual Arts
Professional Development
Workplace/GED

Telecourse Schedule	Institution	Day	Time
Anthropology 1010 - Social & Cultural Anthropology	UVSC	Wed	2:00-5:00AM
Arts 1010 - Introduction to the Visual Arts	UofU		
Arts 3210 - American Film & Culture	UofU	Wed	5:00-6:00AM
Arts 1730 - Introduction to the Performing Arts	UofU	Mon	12:00-2:00AM
Bioengineering 1510 - Science With Out Walls	UofU	Tue	5:00-6:00AM
Biology 1010 - General Biology	UVSC	Mon, Wed, Fri	11:00-12:00AM
Communications 1010 - Elements of Effective Communication	SLCC	Fri	3:00-5:00AM
Communications 1500 - Introduction to Mass Communication	UVSC	Fri	5:00-8:00AM
Economis 2020 - Principles of Macro-Economics	UofU		
Economics 2010 - Principles of Micro-Economics	UofU		
Economics 1740 - U.S. Economic History	SLCC	Tue	6:30-8:00AM
Family & Consumer Studies 2621 - The Whole Child	UofU	Sun	11:30-12:00AM
Geography 1600 - World Regional Geography	UofU	Fri	4:00-5:00AM
Gerontology 3050 - Gerontology	UofU	Fri	12:00-1:00AM
Health 1050 - Fitness for Life	SLCC	Wed	7:00-8:00AM
History 1700 - American Civilization	SLCC	Sun	12:00-3:00AM
History 1020 - Western Civilization	UofU		
History 1050 - World History	UofU		
Humanities 1010 - Introduction to the Humanities	UVSC	Mon	5:00-8:00AM
Humanities 1100 - Introduction to the Humanities	SLCC	Wed	12:00-2:00AM
Math 0950 - Foundations for Algebra	UVSC	Sat	12:00-3:00AM
Math 0990 - Introduction to Algebra	UVSC	Thu	12:00-3:00AM
Math 1050 - College Algebra	UVSC	Tue	12:00-3:00AM
Philosophy 2050 - Ethics & Values	UVSC	Fri	1:00-4:00AM
Physics 1270 - Conceptual Astronomy	SLCC		
Political Science 4790 - U.S. Constitution	UofU		
Psychology 3400 - Abnormal Psychology	UofU		
Psychology 1010 - General Psycholgoy	UofU	Wed	6:00-7:00AM
Psychology 1010 - General Psycholgoy	UVSC	Sun	3:00-6:00AM
Psychology 1220 - Infancy & Childhood	UofU	Tue	11:00-12:00AM
Sociology 1010 - Introduction to Sociology	UVSC	Fri	5:00-8:00AM
Statistics 3000 - Introduction to Statistics	UofU	Thu	
Zoology 1090 - Introduction to Human Anatomy	UVSC	Mon	2:00-5:00AM

TAB 7 ATTACHMENT B

CPB DIGITAL SERVICES FUND GRANT APPLICATION - EXECUTIVE SUMMARY

Submitted by KUEN-TV and KUED-TV

Project Description

This project addresses critical educational needs for Youth in Custody and corrections programs in Utah. KUEN will use its digital television signal to distribute educational media resources to secure juvenile detention sites administered by the Utah Division of Juvenile Justice Services. Media will be housed on local computer servers to be accessed by Youth in Custody teachers as they administer court-ordered individual education programs. Content will include 200 digital video titles correlated to Utah Curriculum Standards (eMedia), two local video productions addressing teen pregnancy and violence (Nathan's Story and No Safe Place: Violence Against Women), and two educational encyclopedias (Utah Multimedia Collections Encyclopedia and Utah Place Names).

Project Scope and Duration

The project will impact thirteen youth detention and residential centers with extremely limited Internet capabilities. In Utah, 39% of youth ages 10-18 have contact with the Juvenile Justice System. An average of 1,200 youth is treated in a Utah residential facility each day, and over 109,000 nationally, and are court-ordered to attend school while incarcerated. Digital delivered media will provide the only digital multimedia content available to students and teachers at these sites. Teachers will receive extensive training and support as they implement video with their programs. This program serves as a prototype for other digital broadcasters, and builds station capacity for expanded datacasting projects in the future.

Timeline

The project will begin September 2005 and extend through June 2007.

TAB 7 ATTACHMENT C

CALL FOR SUBMISSIONS

August 5, 2005

To: All film departments at Utah high schools, colleges and universities.

Subject: Invitation to submit original interstitials.

UEN-TV invites submissions for interstitials (public service announcements or fillers) to be aired statewide on Channel 9 beginning Spring 2006.

Subject

Interstitials should address one of the following life skills topics:

- Social and civic responsibility; civic engagement
- Personal growth and character development
- Personal health and well-being
- Financial literacy/managing finances
- Lifelong learning skills (value of education, study skills, resources, etc.)

Audience

UEN-TV's audience consists of approximately 750,000 households statewide. Interstitials will be aired during UEN-TV's afternoon and evening weekday programming and during weekend daytime programming. Programming in these blocks is specifically targeted toward adults in Utah seeking to build knowledge, skills and awareness in the above areas.

Submission Deadlines

Interstitials must be submitted by December 1, 2005 for airing beginning Spring 2006 or by April 15, 2006 for airing beginning Summer 2006.

Submission Details:

1. Public Service Announcements must be broadcast quality and submitted on Beta SP, DVCPPro, DVCPPro 50 or Mini DV. These formats may change in the future as technology/equipment changes.
2. Interstitials must not point to any Web site except *www.uen.org*. Any call for action must fit with the mission of UEN-TV and public television. For example, study in school is an appropriate call to action, buy study books is not.
3. Any lengths will be accepted, but spots between 10 seconds and three minutes will

likely receive more airplay due to average length of breaks.

4. Final decision about airing Public Service Announcements will be made jointly by the UEN-TV Program Manager and Station Manager, and will be based on consistency with and support of mission, continuity in program schedule and balance between institutions.

For additional information concerning UEN-TV's policies regarding public service announcements, visit www.uen.org/tv/psa_policy.shtml or contact Kyle Anderson, UEN-TV Program Manager, at (801) 581-7749.

Examples of guiding questions

- What are the most pressing issues faced by people around me?
- What have I seen lately that shows people around me successfully dealing with these issues?
- What knowledge, skills, or awareness are essential for living a happy, stable and fulfilling life?
- How can I motivate people to change their behavior or attitudes through visual media?
- What worthwhile concept can I convey most powerfully through visual media?
- Is my content best presented in English or another language?

Examples of possible themes

Note: These examples are not meant to be comprehensive. You are encouraged to be creative in selecting and presenting themes.

Social and civic responsibility; civic engagement

- The voting process.
- Being involved in the community.
- Being a responsible citizen.
- Political leadership.

Personal growth and character development

- Good parenting.
- Volunteering in the community.
- Leadership qualities.
- Serving others.

Personal health and well-being

- Personal hygiene.

- Healthy foods and nutrition.
- Symptoms and solutions for depression.
- Signs of abusive relationships.

Financial literacy/managing finances

- Avoiding excessive debt.
- Smart loan shopping.
- Using credit wisely.
- Protecting yourself from identity theft.
- Budgeting and financial planning.

Lifelong learning skills (value of education, study skills, resources, etc.)

- Value of education.
- Good study habits.
- Educational options in early, middle and old age.
- Local education programs.
- Financing education.

QUARTER FOUR PROGRESS REPORT ON FY 2005 STRATEGIC PLAN - DISCUSSION

Issue

This report includes a summary of the activities conducted during April, May, and June 2005 for the UEN Instructional Services, Instructional Delivery and Public Information departments.

Background

Reports follow fiscal year quarters as outlined below:

Quarter 1 – July, August, September

Quarter 2 – October, November, December

Quarter 3 – January, February, March

Quarter 4 – April, May, June

Quarter 4 FY 2005 Strategic Plan Highlights

1. Completed eMedia system upgrades, added 50 UIMC titles.
2. Migrated CEU, Snow, Dixie to WebCT Vista. Drafted course management system RFP.
3. Planned tiered access to UEN.org services, deferred implementation to FY 2006.
4. Added 250 elementary student interactives to *www.uen.org*.
5. Participated in ePortfolio meetings with vendors and committees.
6. Added secondary Language Arts links to Utah Core.
7. Updated links on all HTML pages; added new header and footer.
8. Planned Pioneer Library campaign for 10th anniversary.
9. Donated 307 computers through Utah Tech Corps, held recycling event.
10. Hosted planning retreat with stakeholders.
11. Formed working group to address IP/EDNET facilitator issues and recommend policy.
12. TOC implemented new management software for IVC services, RADvision iVIEW.

13. Secured funding to update TOC. Began design process.
14. Acquired additional UEN-TV programming for Adult Learning, digital rights to *GED Connection* and *Workplace Essential Skills*, interstitials and program promotions.
15. Conducted rural Adult Learning needs assessment.
16. Completed 93 UEN Professional Development workshop sessions.
17. Trained additional 30 participant teachers with Intel Teach to the Future and 19 teachers with Interactive Thinking Tools workshops.
18. Completed remodel of UEN training lab at Milton Bennion Hall.

Recommendation

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

HIGHER EDUCATION ADVISORY COMMITTEE
REPORT - DISCUSSION

Issue

Members of the Higher Education Advisory Committee met via telephone conference call on July 20, 2005. Most of the committee members were traveling for the summer so this was a small group. The committee discussed the ePortfolio project, eMedia and Course Management System RFP.

There are many new members of the committee and they requested an updated list with phone numbers, emails, and other contact information be shared with the group.

The next meeting of the Higher Education Advisory Committee will be September 21, 2005 at the Board of Regents office at the Gateway. Contact Cyd Grua if you have questions or suggestions.

Recommendation

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

**PUBLIC EDUCATION ADVISORY COMMITTEE
REPORT - DISCUSSION**

Issue

The Public Education Advisory Committee did not meet during the summer. The next meeting of this committee is scheduled for September 23, 2005. Contact Rick Gaisford if you have questions or suggestions for this committee.

Recommendation

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

SECONDARY SCHOOL ETHERNET MULTI-DISTRICT RFP - ACTION

Issue

UEN continues efforts to bring Ethernet connectivity to all district offices and secondary schools throughout the state. Multiple phases have been established to accomplish this work. Phase One (also known as the GL3 project) was completed earlier this summer. Phase Two is well under way and will be completed later this year. Phase Three contracts were established prior to the E-Rate filing deadline in February 2005. Work began on Phase Three early this summer and should be completed by the end of this calendar year. UEN is now planning Phase Four which is intended to complete broadband Ethernet installation at remaining district offices and secondary schools. The first step is to create and circulate a multi-district RFP.

Background

As a continuation of the UEN Technical Services strategic plan to provision broadband Ethernet (100MB-1000MB) to every public secondary school and district office in the state, UEN staff will be conducting another RFP this fall. The scope of the RFP will include all remaining secondary schools (approximately 90 schools).

UEN staff have been working with all districts statewide over the past several months to plan the scope of the RFP and desired outcomes, including coordination on school preparation and readiness, facility and technical resource planning, and E-Rate filings. At the request of a few districts, UEN will include elementary schools for bids and evaluation of proposals. We anticipate the RFP will include at least 15 districts, both urban and rural, applied technology colleges, and charter schools.

As part of the RFP, backbone connections into several districts will also be included for upgraded service that is vital to the overall strategic plan. We have requested that one representative from each district and/or regional service center participate in the evaluation of proposals relevant to their district.

As part of the UEN Technical Services E-Rate strategic plan, UEN staff have made a concerted effort to move up the RFP process earlier in the year to facilitate receiving competitive and responsive proposals, conducting evaluations and negotiating contracts well advance of the E-Rate filing deadline next February. We anticipate having completed all contract negotiations resulting from the RFP before the Thanksgiving holiday in November. A final report will be shared with the Steering Committee in December.

Recommendation

It is recommended that the UEN Steering Committee endorse the efforts by UEN to work with the districts in developing and circulating this RFP.

FY 2006 REGIONAL PRIORITIES - DISCUSSION

Issue

UEN and the Regional Technical Forums have been working together over the past 4 years to establish regional priorities. These priorities have been addressed at UEN retreats prior to this year.

For the past few months UEN Advocates have been working with Regional leaders to develop regional priorities for the current fiscal year. A first draft of those priorities is presented as an attachment to this document.

Background

Regional needs and priorities continue to provided a focal point for resource allocation at UEN. Four years ago UEN identified 8 regions and brought together leadership from higher education and public education to provide leadership. Much of the activities addressed in each region have been left to the discretion of these local forum chairpersons. A common element for each region has been the development of regional priorities. This focus ensures that UEN is aware of local/regional issues and is able to provide targeted resources, in terms of staff time, equipment, training and other dollars, to meet these needs.

Last year the regional priorities were divided into two separate lists. One list addressed the nearly universal need to increase bandwidth. The second list addressed all other requests. Progress on the bandwidth list was hampered due to delays in SLD E-Rate funding commitments. Those commitments were received in the final fiscal quarter. The Phase Two project largely addresses the bandwidth requests included in last year's list.

The non-bandwidth request list was addressed throughout the year and approximately 90% of those items were addressed and completed.

This year requests continue to favor an increase in bandwidth to schools that have not yet received upgraded services. The complete list is included in Attachment A. The PRIORITIES column is based on the following hierarchy provided by and approved by the Steering Committee several years ago.

1. Initial Connectivity
2. Reliability – Equipment Replacement
3. Reliability – Alternate Path
4. Increased Capacity

5. Planned Equipment Replacement
6. Security
7. Training
8. Optimize Network Resources

Recommendation

The Steering Committee and regional Technical Forum leaders should review the FY 2006 Regional Priorities list for accuracy. Additionally, the prioritization scheme should be reviewed and validated. Once this is accomplished the list can be reviewed and further planning can be conducted for further consideration at the October Steering Committee meeting.

TAB 12 ATTACHMENT A

FY 2006 REGIONAL PRIORITIES LIST

Project	Region	Status	Priority
Juab backbone connectivity and selected schools.	CUES		4
Wayne school and backbone connectivity.	CUES		4
Re-bid the backbone from Wendover to Tooele.	UEN		4
Look at the Deaf and Blind School, all of the ATC's and Charter Schools.	UEN		4
Snow GeoMax.	CUES		4
Sevier Middle School Ethernet connectivity.	CUES		4
Alternate POP in St. George and GL3 backbone connectivity to Richfield, both from Capital and from Snow South to Richfield facility.	ITS		3
Network technician at NUES to assist the districts with networking needs.	NUES		8
Gigabit WAN Ethernet upgrades district offices and schools (Rich, North and South Summit Districts? All West); Park City Ecker Hills Middle School.	NUES		4
Morgan, Wasatch, and Park City backbone connectivity.	NUES		4
Network redundancy to individual district offices.	NUES		3
Voice gateway for IP telephony to Salt Lake.	NUES		8
Effective utilization of the MCU at UBATC region-wide.	NUES		8
Hardening of power at the NUES facility.	NUES		2
Number 1 Priority: Bandwidth (this includes implementing QOS and Multicast for needed sites).	SEDC		4
1. Ethernet services for high schools in South Central area - Milford High, Minersville, Escalante, Bryce Valley, Valley High, and Enterprise High	SEDC		4
1. UEN file E-Rate documents for the region elementary schools.	SEDC		8
2. Ethernet Services for Fiber High School sites (FN sites) in the Qwest area-Beaver High, Parowan High, Canyon View, Cedar High, Snow Canyon High, Pine View High, Dixie High, and Hurricane High.	SEDC		4
3. Ethernet Services for Middle and Intermediate Schools in the Qwest area-Cedar Middle, Lava Ridge, Desert Hills, Fossil Ridge, Snow Canyon, area-Cedar Middle, Lava Ridge, Desert Hills, Fossil Ridge, Snow Canyon, Dixie, Pine View and Hurricane.	SEDC		4
4. Help SEDC and the districts find a reliable high speed solution for Antimony, Panguitch, Boulder, Bryce Valley, Escalante, Milford, Kanab, Valley and E-Valley Elementary Schools (fund the one time connection costs for these sites and help develop an ongoing price structure that won't brake the districts).	SEDC		4
5. Ethernet Services for Eskdale.	SEDC		4
Number 2 Priority: Fund Additional Local Technical Support-Network Engineering for LAN/WAN	SEDC		8

Number 3 Priority: Security Training and Tools for the districts - On-going Peer-to-Peer management tools.	SEDC		6
Number 4 Priority: Backbone Redundancy - on it's way. This includes a redundant path from Dixie College and SUU to the Internet. This includes a redundant path from Dixie College and SUU to the Internet POP in SLC.	SEDC	DONE	3
Number 5 Priority: Elementary Connectivity - We need to start moving forward on this issue	SEDC		1
Number 6 Priority: Alternate POP to the Internet - on it's way.	SEDC	DONE	3
GeoMax service to Price (CEU).	SESC		4
Redundant data path for the SE Region.	SESC		3
Finish D.O. connections at Emery and Grand.	SESC		4
Place routers or L3 switches at Emery's secondary schools.	SESC		2
Finish Ethernet connection at East Carbon building.	SESC		4
Connect Helen M. Knight Intermediate school to UEN network.	SESC		4
Connect Grand technology office to UEN network.	SESC		1
Support for technical summits.	SESC		7
Continue funding for regional UEN supported positions.	SESC		8
Allocate an Ipv6 block of numbers to the SE Region.	SESC		8
Install 48 port conference bridge at San Juan District Office.	SESC	DONE	8
Fiber improvements & Ethernet connectivity at CEU San Juan.	SESC	DONE	4
San Juan CIB Phase II - Bandwidth Upgrades.	SESC		4
Finish the Ethernet projects.	SLCC		4
Generator backup at SLCC.	SLCC		2
Install 48 port conference bridge.	SLCC	In Process	8
Box Elder - Complete Ethernet solution for Bear River HS.	USU		4
Box Elder - Work on complete Ethernet solution for all schools.	USU		4
All - on-going sharing of information about monitoring and statistics.	USU		8
Box Elder - replace 2500 routers (still one at Grouse Creek or Park Valley?).	USU		2
Cache - Complete all schools in phase II.	USU		4
Cache - New school, Canyon Elementary ..	USU		1
Cache/BATC - Old Bourne bulding now BATC, Cache HS to relocate there? May be a way to get BATC Logan on GigE? .5 miles from main BATC Logan campus	USU		1
Logan - Phase II GeoMax Logan DO and HS, Phase III Mount Logan Middle, LHS So. Campus.	USU		4
Logan - UEN and Logan to work together on comprehensive bid/RFP for all schools.	USU		4

Bridgerland ATC - Ethernet to Logan and Brigham City campuses.	USU		4
USU all - Diverse/protected route to Logan.	USU		3
USU - Complete GL3.	USU	DONE	4
USU all - Remove LSS.	USU		8
USU - Internet POP.	USU		3
USU - Dedicated link for I2/NLR/High Performance/ research.	USU		4
Provo - Ethernet to remaining schools (iProvo except for DO and Independence HS).	UVSC		4
Alpine - Prepare 500 Sq. Ft space for equipment needed for Ethernet to schools.	UVSC		8
Alpine - move all services and aggregation point to Lindon Physical Facilities Compound.	UVSC		8
Alpine - Work with Qwest, Contera, AF City, County, UTOPIA and others for Ethernet plan for all schools.	UVSC		4
Alpine - Conterra install for Lehi HS.	UVSC		4
Nebo - Ethernet connectivity to secondary schools.	UVSC		4
Nebo - Connectivity to two new high schools, one new Jr. High and eight elementary schools.	UVSC		1
UVSC - Finish GL3.	UVSC	DONE	4
UVSC - Internet POP.	UVSC		3
UVSC - Firewall.	UVSC		6
UVSC - Port Mirror solution from new backbone equipment.	UVSC		6
UVCN - Fix routing from UEN to UVCN partners (iProvo, Spanish Fork, American Fork, County and UTOPIA).	UVSC		8
UVSC all - Higher b/w or Ethernet to all schools.	UVSC		4
American Achievement Academy circuit installation.	UVSC	In Process	1
Ronald Reagan Academy circuit installation.	UVSC	In Process	1
DATC - Complete GL3.	WSU	DONE	4
Ogden - Phase II - Ben Lomand HS, Ogden HS, Dist. Office, Washington High.	WSU	In Process	4
Ogden - Conterra Ethernet to secondary schools.	WSU		4
Ogden - GeoMax to both DO locations.	WSU		4
Weber - Secondary in phase II, Elementary in phase III.	WSU		4
Weber - move all services and aggregation point (except for voice) to Two Rivers. Still running a couple DS-3's at DO.	WSU		8
WSU - support 24/7 nature with robust connectivity.	WSU		2
WSU - Establish a permanent workable solution for the Davis campus.	WSU		4
WSU/DATC all - Remove LSS.	WSU		8
OWATC - Geomax to all three locations (Main, BDO in conjunction with Weber and Roy/Iomega location).	WSU		4
WSU - Complete GL3.	WSU	DONE	4
Install 48 port conference bridge.	WSU		8

FY 2005 FINAL PROGRESS REPORT - DISCUSSION

Issue

Each quarter UEN departments report on progress made toward meeting approved goals and objectives. During the final six months Technical Services has been busy upgrading the network in support of these goals.

Background

FY 2005 was a busy year for UEN Technical Services. Highlights of accomplishments for the final six months of the fiscal year include:

- Complete redesign of the UEN core terminating Wide Area Network (WAN) backbone connections and multiple Internet connections.
- Completion of the GL3 project bringing Gigabit Ethernet speeds to the statewide backbone.
- Completion of the CIB San Juan Project Phase 1.
- Installation of four new video conference bridges and 40+ digital video classroom sites.
- Upgrade of the Internet2 circuit from OC-3 to OC-12.
- Disconnect of low speed Sprint circuit and completion of planning for the Gigabit Ethernet Internet connection in St. George.
- Doubling of Internet bandwidth with a slight budget reduction.
- Greater definition of operational processes with increased productivity.
- Increased Storage Area Network (SAN) capacity and features.

We are now positioned to address new projects. The GeoMax Phase II project is well under way. Several sites have been installed and are working. Installation at all sites should be completed by the end of the second quarter.

The southern Internet PoP has been installed and is working well. Internet bandwidth has been doubled again this year with no increase in budget. Load balancing across three Internet links has been completed and we are ready for the start of another school year.

Installation of digital video classrooms will continue into the new academic year and with work that will be completed in FY2006 UEN will be nearing the half way point in converting from analog to digital video.

Plans are now being formulated to develop Ethernet Phase IV. Completion of Phase IV should allow UEN to complete installation of Ethernet services to all secondary schools and district offices.

Operations processes will be given greater emphasis in the next year. Concentrating in this area will increase UEN's customer focus and provide greater support to stakeholders across the state.

Recommendation

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

TAB 13 ATTACHMENT A

UEN TECHNICAL SERVICES QUARTER FOUR PROGRESS REPORT

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.

Quarter 3 and 4 Achievements

1. GL3 GigE backbone installed Logan to St. George.
2. GL3 GigE completed to Cache, Box Elder, Davis, Jordan, Granite, Salt Lake, Iron, Sevier, Washington district offices.
3. Sevier District moved to GL3.
4. GL3 Phase 2 equipment ordered.
5. Completion of all GP2 site surveys.
6. First GP2 sites installed with planning for installation of all sites.
7. Completion of the Granite School District Office move.
8. Completion of Sevier School District Office move.
9. Significant planning and initial implementation of GeoMax Phase II.
10. Completion Central Utah Telephone projects with Tintic as the exception.
11. UEN core restructuring at EBC in support of GL3.
12. NTIA grant project complete.
13. RUS grant project, San Juan portion complete.
14. Upgrade Load Balance Switches.
15. Replaced/Upgraded UEN proxy/filtering servers.
16. Enterprise Backup/Recovery System installed.
17. Install and Configure Redundant Checkpoint Firewall.

Quarter 2 Achievements

1. GL3 planning progress.
2. Engineering and planning for Uintah basin circuits to increase reliability and capacity.
3. Completion of the South Central Ethernet project.
4. Completion of a majority of GeoMax Phase 2 (GP2) site surveys.

5. Rollout of new UEN-TV Web site.
6. Completion of LDAP authentication service from legacy UEN educator database in support of organizations wanting to share authentication with UEN (e.g. UTIPS, OnTrack).
7. Initiated discussion with TCC Data Subcommittee regarding the desirability of Single Sign On Services at a statewide level. The Subcommittee concluded that this was a desirable goal to avoid inconvenience for educators by sharing authentication credentials and made that recommendation to the TCC.
8. Additional programming support to the Pioneer Library Web site including addition of Visual Thesaurus service. Improved programming infrastructure changes in support of tracking network subnet assignments for Pioneer Library vendors.
9. Enhancements to Core Curriculum database for USOE Core identifiers. Preliminary design discussions with USOE IT staff to plan for versioning support for the Core Curriculum data.
10. WebCT
 - Upgrade From Vista 3.0.2 to Vista 3.0.3
 - Various hot Fixes.
11. Enterprise Backup/Recovery System.
 - Software Identified and purchased.
 - Migrated Servers over to New System all but 14.
12. Completed setup of the Annenberg server mirror.
13. Upgraded Cisco Works server and configuration.
14. Upgraded web.media.utah.edu to Solaris 9 in support of KUED, KUER and Media Solutions.
15. NOC Development and Focus.
16. Filled 2 Intern positions.
17. Installed NOC documentation system and began loading processes and documentation.
18. Pioneer Library
 - Establish operational relationships with Pioneer Library vendors.
 - Document Pioneer Library operational and diagnostic processes.
 - First pass at developing a complete, accurate Pioneer Library IP address list.

Objective 2: Maintain and update data and microwave networks.

Quarter 3 and 4 Achievements

1. New backbone routing policy and standard implemented.
2. Started Opsware evaluation.
3. CIB Phase one complete.
4. CIB phase two funded and in process.

Quarter 2 Achievements:

1. Completion of San Juan CIB Phase I.
2. Completion of planning for CIB Phase II.

Objective 3: Increase Internet capacity.

Quarter 3 and 4 Achievements

1. Internet2 upgraded to OC-12 (622Mb/s).
2. New Internet Border Routers installed on all Internet/Internet2 connections.
3. Sprint Internet connection disconnected.
4. AFS Internet connection upgraded from 300 Mb/s to 600 Mb/s.
5. AFS Internet connection moved from Level3-only to Level3 + Global Crossing.
6. 360 Networks Internet connection upgraded from 450 Mb/s to 600 Mb/s.
7. Completed preparations for bringing up the Broadwing connection in St. George.
8. Completion of load-balancing for all three Internet links.

Quarter 2 Achievements

1. Completion and distribution of an Internet RFP.
2. Planning completed for increased I2 connectivity.

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

Quarter 3 and 4 Achievements

New dial plan for IP video created and implemented.

Idaho State University connection upgraded to clear-channel DS-3.

Implemented Jumbo Frames (9000-byte) to Internet2 and throughout backbone.

State ITS connection redundancy.

Resolved 3750 Netflow problem (replace with 6503).

Sybase server upgrade.

SAN converted to virtualized storage.

Upgraded stream.uen.org.

Upgraded NMIS server.

Quarter 2 Achievements

1. Enhancements to the Monthly Service Report allowing users to “drill down” for more detail on Service Calls, Incident Reports, Projects and Work Orders.
2. Completion and distribution of a state-wide Ethernet RFP.
3. Design and planning for the Western Lights SLC connectivity.
4. Substantially improved connectivity to ITS (redundant equipment, eliminated many single points of failure).
5. Improved processes with USU, WSU and ITS.
6. Implemented redundancy on critical single-failure-point devices within EBC.
7. Joint UTC committee presentation, with ITS, on UEN/State ITS reliability and connectivity.
8. Completion of planning and contract to provide ITS connectivity to Richfield via the UEN GeoMax backbone. This will also provide an expanded BYU connection and return paths from USU and Dixie to SLCC.

Objective 5: Increase security throughout the network.

Quarter 3 and 4 Achievements

1. Complete a joint security summit with State ITS.
2. All planning complete for August 2005 UTAHSAINT Summit.
3. Participated in organizing Security working group for StateNets.
4. Continued security training and site visits.

Quarter 2 Achievements

1. Tuning of the Arbor Network server and analysis of the data it provides.
2. Planning with state ITS for Q3 state security summit.

Objective 6: Support IP video and other delivery technologies.

Quarter 3 and 4 Achievements

1. Completed work on approved IP Video standard, major rework.
2. Completed Tandberg pilot.
3. Complete all Priority A site implementation (42 sites).
4. Installation of four 48 port conference bridges.
5. Planning started for implementation of the next 30 sites.
6. VoIP SIP implementation for satellite and EDNET rooms.
7. Emery DO upgrade in process.

Quarter 2 Achievements

1. Completed upgrade of Vernal video sites in collaboration with USU.
2. Video committee work on evaluating management software, bridge options and next generation end-site equipment.
3. Tandberg pilot started.

Objective 7: Provide technical leadership and staff/stakeholder development.

Quarter 3 and 4 Achievements

1. New Sr Network Engineer hired.
2. NOC Customer Care group created.
3. New NOC call-handling process.
4. Established a new circuit and equipment provisioning process.

INTERNET CAPACITY/ST. GEORGE POP UPDATE - DISCUSSION

Issue

A new Internet connection has been established at the UEN St. George Point of Presence and Internet capacity with other providers has been increased.

Background

For the past several years, UEN stakeholder have requested that Internet Points of Presence (PoP) be established in geographically diverse locations outside of the Salt Lake County area.

As a result of these requests, UEN contracted earlier this year with Broadwing Communications for a Gigabit Ethernet Internet connection in the St. George Point of Presence. This contract was reported at the February Steering Committee meeting. Additionally, Internet capacity has been increased on two additional connections. The American Fiber Systems (AFS) and 360 Networks connections have both been increased to 600Mbps. These actions were made possible with the May 2005 expiration of a contract with Sprint Communications. These changes now bring the total Internet bandwidth capacity to 1.8GB. This represents a doubling of capacity from last year's level with a modest decrease in the total Internet budget. UEN has already received E-Rate reimbursement commitments for this service for FY 2006.

The AFS connection was expanded in early May to accommodate the disconnection of Sprint on May 21st. The Broadwing connection became fully operational on August 5th 2005. At the present time Broadwing's routing is to its Salt Lake location. However, In the next few weeks work will be complete to point this circuit into Broadwing's Las Vegas location. Once the re-point is complete UEN will have a connection to the Internet that is not dependent on connectivity to the Salt Lake City area, thereby improving the overall reliability of our connection to the Internet.

Broadwing is well connected to the Internet and has excellent peering relationships with other Internet Service Providers (ISPs). For example, Broadwing peering with Electric Light Wave and XO Communications is the best we've experienced from any provider. In addition Broadwing has good connectivity to smaller ISPs and local/regional providers that service many Utah businesses.

Connectivity to Broadwing has been so good that it has required UEN to take additional steps to load balance our Internet traffic across all three of our Internet links. For example, about 70% of our traffic initially preferred the Broadwing route over the other two Internet links. This balancing effort will continue through August and September as fall term begins and traffic patterns and needs are established.

Improvements to the network as a result of these activities are as follows:

1. Doubles Internet capacity from 900MB to 1.8GB.
2. Reduces Internet expenditure by \$30,000 per year.
3. Adds an Internet point of presence in Southern Utah that is not dependent in any way to infrastructure to the Salt Lake Metro area.
4. Better balances the speed of the networks over three Internet connections resulting in better load balancing, control and access.
5. Provides an additional step toward a more diverse, reliable network.
6. Improves connectivity to the Internet due to additional peering relationships and connections that were not previously available.

Recommendation

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

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

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

**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

June 24, 2005 – 9:00 am

Members Present: Linda Fife, Stephen Fletcher, Stephen Hess, Kory Holdaway, Kay Jeppeson, Pat Lambrose, Jeff Livingston, Wayne Peay, Mike Petersen, Dick Siddoway, Weldon Sleight, Ryan Thomas and Gary Wixom.

Others Present: Charice Black, Barry Bryson, Jeff Egly, Claire Gardner, Cyd Grua, James Hodges, Rick Hughes, Laura Hunter, Jonathan Kadis, Karen Krier, Pete Kruckenberg, Lisa Kuhn, Jim Langston, Bryan Petersen, Nate Southerland, Jim Stewart and Cory Stokes

Welcome and Introductions

Gary Wixom welcomed everyone to the June meeting. Gary introduced two new members of the Steering Committee. Utah State Representative Kory Holdaway will replace long-time member Brent Goodfellow. Brent is now a member of the Utah State Senate. Stephen Fletcher is the new State CIO, and replaces Val Oveson as a member of the Steering Committee.

Committee of the Whole

Tab 7 – FY 2006 UEN Strategic Plan

Mike Petersen reviewed the FY 2006 Strategic Plan. Goals 2-7 are ready for review and approval. Goal 1 will not be completed until the Technical Services group has their retreat, which is now re-scheduled for the first part of August. For complete detailed information regarding Goals 2-7 see Tab 7, Attachment A which is a Draft of the FY 2006 Strategic Plan.

Gary Wixom asked if there were any questions or concerns regarding the Mission, Vision, Organization, Values and Need statements that were adopted two years ago.

Wayne Peay expressed concern about Goal 5 regarding eMedia, and whether the activities of this project will be a duplication of services that college libraries perform. Wayne also expressed concern about network security. The central issue is: what can

be done to better protect us against viruses, software installations, etc. He wishes to make sure that security is adequately addressed in the Plan.

Concern was also expressed regarding the IP video expansion and the costs this year compared to last year. Pat Lambrose asked if this information is in the budget. Laura Hunter advised that the costs are included in the budget.

Steve Hess questioned who is responsible for Goal 3.1.6. New faculty and facilitator training materials are in the process of being created by UEN and individual colleges and universities. More detailed information is being presented in the IS subcommittee meeting this morning.

Steve Hess made a motion to approve Goals 2-7 and the Mission, Vision, Organization Statement. **THIS MOTION WAS APPROVED WITH ALL VOTING IN FAVOR.**

Tab 8 – FY 2006 UEN Budget

Mike Petersen summarized major expenditure considerations for the Steering Committee members. UEN staff will be receiving a 2.5% salary increase. There was also money allocated from the legislature that will be used to help retain key UEN staff and to address market and equity issues. Circuit charges associated with the expansion of the backbone and network capacity have increased this year by \$3.2 million. Operating budgets will remain flat or be adjusted slightly. The Technical Services special project account is budgeted at the same amount the Legislature allocated this year. There is a specific budget to pay licensing and equipment expenditures for the course management system. The IP video budget includes the amount of the one-time state appropriation intended for that purpose. UEN funded activities like the regional service centers and hubs will remain the same as this year. For more detailed information regarding these choices see Tab 8 section 2.

Gary Wixom made a motion to approve the budget. **THIS MOTION WAS APPROVED WITH ALL VOTING IN FAVOR.**

Tab 9 – Security Report

Laura Hunter shared an update from the statewide Security Committee. Updates will be provided quarterly and will be sent to all conference attendees. It is hoped that this ongoing communication continues the security dialog within each state agency and throughout the state. Laura shared that they are planning an event to be held in October, 2005, which is Security Awareness Month in Utah.

Tab 10 – Steering Committee Meeting Schedule for 2005-2006

Mike Petersen recapped the three different formats that have been used in the past for the Steering Committee Meetings. He noted that there are advantages and drawbacks to each format, but suggested that the currently-used arrangement is the most friendly towards member's schedules. Wayne Peay suggested a fourth method which included videoconference calls in conjunction with format number 2. Steve Hess proposed that we continue to use the currently-followed meeting schedule, and encourage members to identify items included in subcommittee agendas that should be discussed in the

Committee of the Whole. This would allow members of the other subcommittee to participate in the detailed discussion of that item.

Two dates changes were noted on the 2005-2006 meeting schedule. The corrected dates are as follows:

- August 26, 2005
- October 28, 2005
- December 16, 2005
- February 17, 2006
- April 21, 2006
- June 16, 2006

A motion was made to approve the current format and the dates listed above. The agenda items concerning both the Instructional Services and Technical Services subcommittees will continue to be presented and discussed with the Committee of the Whole. **THIS MOTION WAS APPROVED WITH ALL VOTING IN FAVOR.**

Pat Lambrose requested that items 10, 11, and 14 in Tab 22 – Page 65 be reported out to the Committee of the Whole after the Technical Services Subcommittee meeting today.

Tab 11 – Vacancies and Term Expirations of Steering Committee Members

Mike Petersen reported that there were several vacancies and members terms which expire at the end of July. The Steering Committee Co-Chairs and Executive Committee recommended that the following members be approved to serve a second term from 2005 to 2009: Ray Timothy, Gary Wixom, Pat Lambrose, Dick Siddoway, Glen Taylor, Ryan Thomas and Ray Walker. The Co-Chairs and Executive Committee recommended that the following individuals be approved to serve 4 year terms on the Steering Committee: Jeff Livingston (replacing Ann Millner), M. Kay Jeppeson (replacing Barb White), Randy Merrill (replacing Larry Shumway), Kory Holdaway (replacing Brent Goodfellow) Tim Bridgewater (representing the Governor's Office), and Stephen Fletcher (replacing Val Oveson).

A motion was made to approve the recommendations of the Executive Committee and submit the recommendations to Governor Huntsman for final approval. **THIS MOTION WAS APPROVED WITH ALL VOTING IN FAVOR.**

Steering Committee Business Meeting

Instructional Services Subcommittee Report

Tab 12 – Course Management System RFP

Linda Fife reported that UEN and several of the smaller 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. Over time 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 program. In May, the Utah State Higher Education CIO's met and discussed the WebCT licensing/funding proposal for next year, and the advisability of UEN and the USHE initiating an RFP as soon as possible. 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 WebCT 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.

A motion was made to move forward with the RFP and to have a vendor selected by the end of September. We will continue putting together information that will support this project. **THIS MOTION PASSED WITH ALL VOTING IN FAVOR.**

Tab 13 – UEN-TV Programming Schedule

Linda Fife condensed the discussion of the new schedule and said that the most significant change was in the broadcast of the telecourses to begin at 11:00 p.m. and run through 8:00 a.m. For a more detailed list of the new schedule please see Tab 13, Attachment A.

The Instructional Services Subcommittee recommended approval of the new schedule and a motion was made to do so. **THIS MOTION PASSED WITH ALL VOTING IN FAVOR.**

Tab 14 – UEN Tiered Services

Linda Fife recapped Karen Krier's report on "premium" services. Anyone with a valid email address, including educators from outside of Utah, can register at myuen.org and access all of the Utah Education Network's tools and services. She explained that some of the services we have today are only valid for those in-state since the license does not cover out of state access. The plan to implement Tiered Services will enable us to continue providing all users access to UEN's "basic" service while limiting access to "premium" services to only those registered users associated with Utah education. For a detailed breakdown on Phase 1, 2 & 3 of the Tiered Services Plan please see Tab 14, page 34. The Instructional Services subcommittee recommended endorsement of the Tiered Services rollout plan.

A motion was made to approve the Tiered Services Plan. **THIS MOTION PASSED WITH ALL VOTING IN FAVOR.**

Tab 15 – EDNET Facilitators

Linda Fife explained that with the various iterations of technology over the years and impressive growth of the system and demand for classes, much of the original policy and procedures have become outdated regarding facilitators, at both the receiving and originating sites. 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 six months. For complete details please see Tab 15, and Tab 15, Attachments A, B and C for complete drafts on all new policies and forms. Linda shared that the committee will seek final approval of the Facilitator Policy at the August, 2005 meeting.

Tab 16 – Computer Classroom Remodel Project

Linda Fife reported that she could not do this item justice! The Instructional Services Subcommittee had seen a great presentation on the newly remodeled training lab at Milton Bennion Hall.

Tab 17 – Instructional Services Project Reports

Linda Fife turned this item over to Mike Petersen for discussion. Mike explained how we have two different vendors providing our IP equipment. Tandberg is in the office today and Mike invited those interested in seeing the equipment and how it works to stop by the Credit Union Conference Room after the meeting. Time constraints prevailed and committee members were asked to read the remainder of the reports.

Tab 18 – Public Education Advisory Committee Report

Because of time constraints Linda Fife simply asked the subcommittee and the Steering Committee to read the materials under Tab 18. Linda Fife asked Dick Siddoway to report on the statistics on the electronic high school. Dick reported that as of June 24, 2005, there have been 37,308 students signed up and 8566 seniors are getting their credits so they can graduate. Dick reported that they are “moving along”.

Tab 19 – Higher Education Advisory Committee Report

Due to lack of time, the chairs advised the Steering Committee to review the material under Tab 19.

Attendees: Charice Black, Linda Fife, Rich Finlinson, Claire Gardner, Cyd Grua, James Hodges, Kory Holdaway, Laura Hunter, Rick Hughes, Karen Krier, Pat Lambrose, Jim Langston, Jeff Livingston, Wayne Peay, Mike Petersen, Weldon Sleight, Dick Siddoway, Cory Stokes, Nate Southerland and Gary Wixom

Minutes compiled by Leah Bryner

Tab 12 - Course Management System RFP - Action - Gary Wixom

Gary Wixom presented information about new course management RFP. Mike Petersen clarified UEN has enough resources to support the current institutions. Decision will be made sometime in September.

If individual institutions choose a different platform, they will be responsible for supporting that platform and paying the annual license fees.

Action - Committee endorsed plan to initiate RFP for statewide course management system.

Tab 13 - UEN-TV Programming Schedule - Laura Hunter

Laura Hunter discussed fall program schedule changes and movement of telecourses to 11:00 p.m. to 8:00 a.m. block in order to provide better adult education programming in prime time.

Action - Committee approved schedule change.

Tab 14 - UEN Tiered Services - Karen Krier

Karen Krier discussed premium services on *www.uen.org* and implementing authentication process limiting access to “premium” services to those my.uen registered users associated with Utah education in accordance with Pioneer Library and Adobe contract requirements. Soft rollout of *myuen.org* will be in July, with full implementation in October 2005.

Action - Committee endorses rollout plan.

Tab 15 - EDNET Facilitators - Dick Siddoway

Oversight and training of facilitators was discussed, along with standardization of facilitator pay and clarification of facilitator job description.

Action - A final facilitator policy will be recommended to the Steering Committee at the August, 2005 meeting. Draft of proposed policy is included in June 2005 Steering Committee Materials.

Tab 16 - UEN Lab remodel at Milton Bennion Hall - Laura Hunter

Laura Hunter showed a PhotoStory presentation, created by Ann Howden, of the

newly remodeled UEN training lab at Milton Bennion Hall. Details of the remodel are included in June 2005 Steering Committee Materials.

Tab 17 - Instructional Services Project Reports

Tandberg vendors demonstrated their products in the Credit Union Conference Room at the Delores Doré Eccles Broadcast Center after the Steering Committee meeting. Johns Hopkins University and Avenet ePortfolio vendors were in Salt Lake City to demonstrate their products. Committee members were invited to attend.

Tab - 18 Public Education Advisory Committee Report - Dick Siddoway

Due to limited time, chairs advised the committee to review the material under Tab 18, but this report was not presented.

Tab 19 - Higher Education Advisory Committee Report - Linda Fife

Due to limited time, chairs advised the committee to review the material under Tab 19, but this report was not presented.

Technical Services Subcommittee Report

Tab 20 – Storage Area Network Presentation

Jim Stewart shared that Bryan Peterson gave a report on the UEN Storage Area Network that has been implemented. 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. UEN is positioned to take advantage of the benefits of SAN technology.

Tab 21 – GL3 Update

Jim Stewart reported that the GL3 project has been completed. 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 is still scheduled to be completed this summer. Mike Petersen wanted to extend thanks from the Steering Committee to ALL those involved in working on and completing this project.

A motion was made to have thanks extended to the GL3 team and all of Technical Services for their hard work in completing the GL3 Project. **THIS MOTION PASSED WITH ALL THOSE VOTING IN FAVOR.**

Tab 22– Strategic Plan Goal 1 Update

Jim Stewart talked about Goal 1 of the UEN strategic plan and that its focus is on the

priorities which are the responsibility of Technical Services staff. Jim stated that all of these goals and objectives would be covered during the Technical Services retreat, which is being held August 10th and 11th. The subcommittee will present a full report at the next Steering Committee meeting. For a detailed list of goals and objectives please see Tab 22, Attachment A.

Tab 23 – Internet Connectivity Status

Jim Stewart advised that the Broadwing link at St George is completed and UEN will now 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. UEN is still planning on connecting to the National Lambda Rail (NLR) network this fall. This is being done in cooperation with research departments at the University of Utah and Utah State University. This will provide a circuit into the NLR facility in Denver, CO.

Tab 24 – Ethernet Phase 2 Project

Jim Stewart reported that Jeff Egly is now the project manager and that there will be over 150 circuits installed this summer throughout the state. Implementation was delayed until ongoing Legislative funding and School Library Division (SLD) E-Rate notification was confirmed. Completion of this project should happen sometime in November, 2005.

Tab 25 – Technical Services E-Rate Process

Wayne Peay mentioned how important E-Rate funding is to the State and UEN. Tab 25 Attachment A is the draft that was drawn up specifically for the E-Rate Planning Process. 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. Jim Stewart highlighted how much work Barry Bryson and others in Technical Services and Lisa Kuhn and her staff have put into the E-Rate process and thanked them for their hard work. Lisa Kuhn reported that the circuit budget for FY 2006 will be \$8.7 million, E-Rate funding will be \$5.4 million.

Utah Education Network Technical Services Subcommittee Meeting Minutes

Attendees: Barry Bryson, Jeff Egly, Steve Fletcher, Steve Hess, M. Kay Jeppesen, Pete Kruckenberg, Lisa Kuhn, Jim Langston, Bryan Petersen, Jim Stewart, Ryan Thomas
Minutes compiled by Cindy Najarro

Tab 20 - Storage Area Network Presentation - Discussion

Bryan Petersen, UEN Computer Operations Manager presented a status report on the

UEN Storage Area Network (SAN). With SAN we don't have to buy disk space that won't be used right away. We have decreased our storage needs that were taking up and using the 1.2 terabytes unusable elsewhere and shrunk it down to 500 gigabytes. We now have 1/2 of the 1.2 terabytes that we can use and assign elsewhere. Another additional benefit of the virtualization of the storage is we can assign it out to a server for just a point in time. This has management implications for Bryan Petersen and our staff. The biggest advantage of putting in SAN is backups. It can now be done in a very short time.

Tab 21 - GL3 Update - Action

Jim Stewart reviewed the history of the CVDS backbone and the GeoMax project.

Pete Kruckenberg gave an update on the GL3 project. This is the most complex project UEN has undertaken and completed. We consider that this is the most complex IP network in the state. The network has been brought up to carrier quality in very real terms as far as the level of redundancy and in a way that allows us to have more capacity and reliability. We restructured the whole plan to focus first on resolving the most critical parts of the network. We started here at EBC which required us to begin with the most complex part of the network with the first cut. We started the reorganization of the project in January and did our first cut in February. We finished February 20th at EBC. Within ten days the team did 39 hours of maintenance. The last cut was completed on May 20th. The second wave is to implement our new routing policy and includes upgrading connectivity to campuses to GigE and putting in redundancy where there is support for it. We expect to complete the second wave in July. Almost the entire staff in UEN Technical Services has been involved.

Pete pointed out that there had been concern about the way we had to worked together. This project forced our organization to undergo some very significant changes in how we work both within departments and between departments. UEN is now in a great position to support the network and get ready for Phase 2. It has also been great to take all the experience we learned in Phase 1 and apply it to Phase 2. The customers have been largely supportive of this project.

Tab 22 - Strategic Plan Goal 1 Update - Discussion

A working group consisting of three representatives each from UEN, higher education and public education met on June 7, 2005. The group came up with a list of six objectives and a compilation of potential problems and key ideas which can be reviewed in the attachment to Tab 22. Ryan Thomas offered to host a Technical Services retreat at CEU. He offered, to those who would like to attend with their families, to open the swimming pool and museum.

It was recommended to the subcommittee to endorse what the working group has done and to move the date of the retreat to August 10th and 11th. It was agreed and will be brought up to the committee as a whole.

Tab 23 - Internet Connectivity Status - Discussion

Barry Bryson reported on the Internet Connectivity. Early in May we increased our connectivity with American Fiber Systems to 600 mg. This was in anticipation with

the Sprint turn down that occurred on May 20, 2005. In early August we will turn up a 600 mg circuit to Broadwing that will come out of Dixie. This has marked the third year in a row that we have doubled our Internet bandwidth. 360 Networks is allowing us to run up to 600 mg and with no further charge. We are getting better Internet connectivity and pricing than we could get from Quilt vendors. UEN will be connected to the National Lambda Rail (NLR) network this fall.

Tab 24 - Ethernet Phase 2 Project - Discussion

Jeff Egly, Field Operations Manager, discussed the Ethernet Phase 2 project. Site surveys are being done throughout the 15-16 school districts with over 150 sites being coordinated. There are numerous on-site improvements we have to coordinate with Qwest. UEN will also be working with Conterra.

The network hardware is on order for the project. We will be putting in 6500's at the district offices for Netflow reasons. Pete Kruckenberg said the initial equipment was spec'd out with a feature called Netflow for security monitoring and traffic management. The equipment ordered didn't support Netflow as presented to us from Cisco. We will be swapping out all initial devices and this will require a lot of work for Network Operations and Field Operations. All sites are scheduled to be installed over the next five months with completion in November.

We have met with Gunnison Telephone to schedule their portion that will turn up the remainder of South Sanpete sometime in July. We are making bandwidth improvements on the backbone in the Uintah Basin. We are working towards an August/September timeframe. South Central improvements are being made serving Kane and Garfield School Districts in the July/August timeframe.

Tab 25 - Technical Services E-Rate Process - Action

As the requirements of E-Rate become more complex, we need to make E-Rate something we track and have in process all year long. We want the districts to have a bigger say in the UEN requests. A draft of the current process is included in Attachment A of the Steering Committee materials was endorsed by the subcommittee. Lisa Kuhn reported that \$4.6 million in E-Rate funding has been approved so far for next year.

Tab 28 – Steering Committee Meeting Minutes

Gary Wixom asked for a correction to remove Linda Fife from being present at the previous meeting. A motion was made to approve the previous minutes with the one correction. THIS MOTION PASSED WITH ALL THOSE VOTING IN FAVOR.

Tab 29 – Other

Mike Petersen gave thanks and recognition to the following people:

Mike presented Jonathan Kadis and Rick Hughes each with a plaque. Rick and Jonathan have represented USU in all the UENSS activities for over 10 years. Their

contributions to the success of UENSS are invaluable.

Mike then made presentations to departing Steering Committee members Darrell White, Val Oveson, Bruce Christiansen, Larry Shumway, Ann Milner, and Brent Goodfellow. Mike thanked them all for their hard work and dedication to the UEN Steering Committee.

The meeting was adjourned and all were invited to attend lunch. An invitation to the next Steering Committee meeting to be held on August 26, 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

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OTHER