

KAN-ED User Advisory Council
Meeting Minutes for November 7, 2003

Opening:

President, Greg Rasmussen called the regular meeting of the KAN-ED User Advisory Council to order at 10:00 a.m. on November 7, 2003 at the Kansas Board of Regents office in Topeka, KS.

Present:

Council Members – Kay Bradt, Mel Chastain, Les Lacy, Jennifer Findley, Janet Story-Anderson, Greg Rasmussen, Gloria Davis, Duane Johnson, Fred Atchison, Milt Pippenger

Council Members Absent – Sal Tayani (Jana Craig from KSDE was there as interim), David Cook

Others Present – Hal Gardner, Chrisy Madden, Brad Williams, Eldon Rightmeier, Randy Stout, Chip Shockey, Ken Tomberlin, Kevin Oellien, Carol Swinney, Carol Woolbright, Lesta Jagers, Linda Grindhol, Milt Dougherty, Steve Wyckoff, Larry Patrick.

Item 2 on Agenda – Approval of Agenda and October Minutes

Minutes approved and agenda approved with the change being made to switch items 5 and 6 to allow Jennifer Findley to leave for another meeting.

Item 3 on Agenda – Housekeeping

Hal pointed out the new KAN-ED booth set up at the entrance to the meeting room that would be used for future conferences including KHA and KTLC.

Item 4 on Agenda – DVD Presentation

Previewed trailers for KAN-ED DVD. 27 trailers done at this point. First two are on the KAIDE (Kansas Association for Interactive Distance Education) organization. Designed to have the look and feel of a website for ease of navigation. Also designed so that any staff, council member, or KAN-ED rep. can load on a laptop and/or projector system to use for presentations. Mel then previewed two trailers, the first being on KAIDE and the other on the database trials. Mel then walked through the navigation of the DVD and suggested that some parts of the DVD could be used in conjunction with the portal. DVD contains not only trailers but also power point's and narratives.

Item 6 on Agenda – Governance & Administrative Workgroup Report

Jennifer Findley reported that Governance is focusing on 3 main areas:

1. Clarifying governance process – how different governing groups (council, delegates, workgroups) act and interact. Refers to document provided by Dennis King. Process will be worked on by a workgroup and finalized prior to December 11th Delegate Assembly. Copies will be emailed to council to sign off on.

2. Lobbying – Hal can elaborate further on this subject, at the moment waiting on some directive from the Kansas Board of Regents before going further.
3. Identifying how to issue monies – have reviewed processes used by the State Library and Kansas State and hope to have more to discuss at next council meeting. Shooting to have a process in place by end of January, early February.

Hal urged Gloria Davis to meet with Jana Craig from KSDE (Kansas Department of Education) regarding policy making and e-learning.

Item 5 on Agenda – Technical & Infrastructure Report

Brad updated council on KAN-ED's erate funding request. He informed the council that KAN-ED did receive 1.6 million in funds. He then turned it over to Eldon for updates on the Network Plan, Trade Study, and RFP process. Eldon went over the original statute and the report/recommendation that was given by Dr. Wilcox to connect all providers to the network using existing resource. Eldon then covered possible NAP locations. Network was seen originally as a data network with security mentioned by not prioritized. Deployment Strategy was released in February, 2003 in Great Bend during the ITV Retreat and it became clear that video was taking on more of a role with a larger use of the network than data. In June the RFP was issued with the specific statement, "KAN-ED is to be a cost effective and user oriented data, video, and services network to KAN-ED constituents, it is to be future proof, secure and reliable with any to any connectivity. Main point, aggregate as many functions as possible. Important statement in this RFP: "The NAP is considered to be the building block of the KAN-ED network. This equipment will be the key to efficient and effective delivery of KAN-ED services. Its functional capabilities will also determine the ultimate success or failure of network operations. Pricing of this equipment will determine how many NAPs will be deployed which will determine how close the network will come to the end user. How close the network comes to the end user will ultimately determine the number of end users." The RFP went out in June and came back in September, with KAN-ED reviewing them the last couple months. As that process was going, RTG was putting together a trade study. The purpose of that trade study was to evaluate available options (KANWIN/KANREN), look at the matrix (how do we score those 200 some criteria), benchmark the evaluation, fact find with KANWIN, KANREN, and compare studies done by Missouri, Illinois, and Indiana. Respondents to the RFP included AT&T, Cox, DCSS of Wichita, McGraw, Quest, SBC, and Sprint. Equipment providers responding were Cisco, Nortel, and Juniper. What did the trade study say and where are we at this point? Basically, out of the trade study, the network team has come to the conclusion that we should proceed with the Network Plan, much like the original plan in Jerry Niebaum's original document to the UAC in December of 2002 not necessarily at this point and time our present method of operation. So at this point we want to extend that core (the network) out to 16 locations (NAPs) with 16 OC3 links, using 700 members as our baseline. Central management with decentralized execution. Those 16 NAPs will be Juniper as it is the best equipment available on the market to meet KAN-ED's needs. This procurement was not based on popularity or persuasion, but on performance plus cost. In other words, value. The technical benefits of this

product are feature rich, security oriented, H.323 video oriented, fast deliver. This is not necessarily the popular product, but it is a good product and Eldon guarantees it is the cost effective product. If we stayed on the present Method of Operation (KANWIN/KANREN) to connect 700 members would cost 7.5 million at 3.0 meg standard. To do it with our plan (16 NAPs) with OC3's it will cost 3.9 million. That is cost before erate or cost discountings (such as rural health monies). Eldon mentioned that he is now looking at the next round of negotiations based on a revised statement of work and technical specifications. Basically we have asked them to go back and bundle services and putting together spin numbers. We hope to award around 12/1/03. Wanting to get with portal team so that access can be web-based through portal. Will also start lab testing the Juniper products end of December and January. Our goal is to start deployment in March of 2004 for Dodge City, Topeka, Kansas City and Wichita. In April or May start deployment for Salina, Junction City, Burlington, and either Parsons or Pittsburg. In June start with either Holton or Hiawatha, Hays, Victoria, and possibly Ulysses. We have additional 4 to 6 locations not pinned down. Brad then covered more on the erate funding received (bundled service with Internet 2 across the network along with others). KAN-ED will provide matrixes of services to rural counties without impairing contracts. Will be an erate symposium on KAN-ED Live on the 25th of November.

Lunch Break

Item 7 on Agenda KAIDE Protocol Summaries

Carol Swinney with the KAIDE (Kansas Association for Interactive Distance Education) walked through a power point presentation with the Council on KAIDE and their current protocols and how that might tie in with KAN-ED. She started with a brief history lesson on IDL in Kansas then went into the four protocols, starting with Technical. (refer to attachments).

1. Technical Protocols: Currently protocols for the KAN-ED network and those wanting to use the KAN-ED network for video will be using an H.323 standard with 3 megs. per site acquiring circuits, classroom equipment, and transport equipment. It is recommended that equipment be leased so that it qualifies for erate funding. 60 of the sites currently using IDL use a 3 codec solution with allows multipoint casting. 10 sites are using a single codec solution which is point to point). Only requirements are that they be H.323 compliant. Timelines for decisions on leasing equipment should start before early fall (this is when the erate window for applications opens). Contact any KAIDE director with questions.
2. Scheduling Protocols: One of the largest challenges in IDL is scheduling, some sites begin scheduling of classes in the fall but it really starts with most in January of each year. Have schedules and classes set for pre-enrollments in March. In most locations the Network Directors (along with principals, counselors, and superintendents) are responsible for the scheduling of classes. The only current policies on scheduling are that there be no more than 4 sites with 24 students. Rarely is there a minimum number of students. The whole point of IDL is to

provide that course for the one student that wouldn't otherwise receive it. There are also strong relationships with most high schools and community colleges. Seven of the nine networks surveyed are sharing classes. The receiving site is usually the site that adjusts their schedule or calendar to the submitting site and most times this occurs in the spirit of collaboration. TODD Reliance Software is the utilized software in most networks.

3. Training Protocols: Training outcomes must be in place for IDL to be successful. No network requires more than 1 year of training to teach IDL but more training is highly recommended. Some networks provide stipends for training and in most cases the Network Director is responsible for training. Technical support and class preparation are also services provided by networks to the teachers.
4. Financial Protocols: These protocols vary throughout the networks. In some networks, instructional compensation is provided – teachers should receive additional dollars to teach IDL as the duties go beyond that of the classroom teacher with materials having to be prepared far in advanced and sent (mail, fax), in some cases lessons are set up with a web interface (such as Blackboard), and then there is travel to the receiving sites. Two of the seven networks surveyed charge for high school classes with the money going back to the sending site to encourage schools to provide IDL.

Hal suggested that the KAIDE group meet with Gloria Davis and Jana Craig regarding helping to set policy (if needed) with the State Board of Education and the Board of Regents.

Item 8 on the Agenda – Conference Planning

Hal and Chrisy asked that council members review the conference matrix on roundtables and get back with Chrisy as to which ones they are willing to serve on at the conference. KAN-ED will market on list serves and through the newsletter. Suggested that the KAIDE group meet with keynoter Ed Klonoski and the Futures group meet with Rich Wolf sometime during the conference. Pioneers of the original KAN-ED legislation will be brought in for recognition on the 11th.

Item 9 on the Agenda – Legislative Updates

Hal touched on various topics to keep in mind for future meetings and workgroups, including: Letter writing campaign development to the legislature. Steve Wyckoff informed the council of the progress of the Futures group and their first meeting on October 31st in Hays with Dr. Hammond. The Futures group will also get the pleasure (through videoconferencing) of meeting with Phil Bonds, the Undersecretary of Commerce on Technical Education, in February. Hal then suggested that KAN-ED umbrella in the Ft. Riley Communications initiative by finding some private monies to aid in the project of allowing communications between family members and those serving in the Middle East. Council agreed to pursue.

Item 10 on the Agenda – RTG updates

Chip again thanked the technical group for all of their hard work with the RFP process. Currently RTG is doing a lot of distribution review, reports, and studies to backup, support, and preview other projects. Working closely with OEIE and Jan Middendorf's

group they plan to review a lot of materials. Coordination Analysis Review and Publication with the following documents: Needs Assessment and the Trade Study. These are companion documents being done in parallel based on KITO (Kansas Information Technology Officer) guidelines. It will extend beyond just the NAPs on out to the end user. Statements of Work are the technical purchasing and determinations for three elements: 1. The NAPs, 2) Bandwidth and Backbone elements and trying to bring the independents into it that did not participate initially, and 3) Network Operations center/Network Management System and that KAN-ED will provide that quality of service to our end users and all the institutions. This needs to be tied in with the portal process, everything is going to reside inside the intranet or externally the extranet and controlled through various access procedures in the portal. We should be able to find everything that happens in the world of KAN-ED (through authorization) through the portal system. One of the key issues RTG is working on is the KAN-ED Annual Report and draft versions will be forthcoming to all council and staff for information and feedback. After the first of the year RTG will be: Completing a legislative white paper to work on getting continuation of KAN-ED in the next legislative session (04'/05'); Endowment trusts with private organizations; Maps on Fiber working with the KCC; Public Relations Campaign, and Financial Modeling Plan.

Milt Dougherty covered current progress being made in the Content and Services group. Milt has been attending all of the regional delegate meetings and collecting feedback from these groups. The Content and Services group has divided into subcommittees working on specific tasks, including: elearning, community networking, mini grants (working with Governance group on this one), KAN-ED Live topics, free resources, training for content, database follow up, and Internet 2 and the JASON Project. Milt has also been meeting with vendors and creating relationships and has 2 major vendors prepared to do a statewide (90 day) trails starting next year. Milt also touched briefly on the Vendor Expo that KAN-ED is planning for March 11 and 12 in Wichita KS, with more information to follow.

Ken Tomberlin updated the council on current and future marketing for KAN-ED. The booth (as showcased in the room) was developed and Ken will be present with booth and information at the KHA conference and the Global Learning (I2) conference in Wichita and of course the Technology Conference in December. He is currently working on toolkits and also traveling to the regional meetings with information, power points, trailers, brochures, etc. that can be used for presentation purposes for those spreading the word about KAN-ED.

Item 11 on the Agenda – Next Meeting and Adjournment

The next meeting will be on January 9th at Topeka. The following meeting dates were also set: February 6th, March 5th, April 2nd (perhaps in conjunction with Tri-Conference), May 7th and June 4th. Meeting was then adjourned.