

CalREN Video Services Oversight Committee Meeting
May 3, 2004 10:30am – 11:40am Telephone conference call

Attendees:

For CCC:

Lou Albert, LACCD
Mike Arnold, Kern CCD
Phil Howard, State Center CCD
Jack Lemley, Butte CC

For CSU:

Jeff Layne, CSU Chico
John Rolon, CSU CO

For CENIC:

Jim Dolgonas, Chief Operations Officer
Sherilyn Evans, Director, Technology Consulting
Chris Taylor, DC-TAC and CSUMB
Mike Van Norman, HPR-TAC and UCLA

For K-12:

Todd Finnell, Imperial COE

For UC:

Kim Dorsey, UCOP
Howard Laurence, UCSD
Mike Shannon, UCOP

Absent:

Dave Barnett, Santa Cruz COE
Mark Crase, CSU CO
Jorge Mata, LACCD
Catherine McKenzie, CCC_CO,
Roger Parker, CSU Hayward
Dave Reese, CENIC Chief Technology Officer

After roll call, Jim Dolgonas suggested a walk through of the April minutes. Members were encouraged to comment on accuracy and identify next steps emanating from the topics discussed. Dolgonas commented that, after reading through the minutes, it occurred to him that the audience for completed minutes is the entire [CVS](#)/CalVIP community. Others agreed and also agreed that we should review minutes with an expectation of broad publication of this information.

In reviewing the charge to the oversight committee, Dolgonas observed that communicating effectively will require campus contacts to carry messages regarding videoconferencing into appropriate groups within each segment. Given that this is an important responsibility of the

campus contacts that we expect to identify, he asked for suggestions on identifying the right contacts at each campus/institution with which we need to communicate. It was agreed that CENIC should draft a letter for review by the committee to be sent to each site requesting a contact be designated. Per discussion at the last meeting, for CSU and CCC sites, this letter will be addressed to the President of each campus.

Dolgonas asked if we need to send the same letter to K-12 or a different letter since the majority of issues we need to address in the short term are related to transition, rather than new service. Todd Finnell agreed that, without editing, broad dissemination of such a letter into the K-12 community might confuse rather than inform. Finnell suggested that the TTSC (a statewide technical steering committee for K-12 formed by the County Superintendents organization) be asked to refine the message for broader K-12 dissemination through TTSC.

Jeff Layne will ask the video user subcommittee how best to link campus contacts with interested campus members.

Catherine McKenzie was absent, but other CCC representatives believe that McKenzie is working on updating the CCC video administrator list. Since the CSU contacts listed in the 4CNet video administrator list have recently been updated, this list could be used as a jumping off point. However it is done, CCC representatives emphasized that we need to refresh the list given the number of changes that are likely.

Phil Howard (or was it someone else?) commented that he would be interested in obtaining a list of K-12 contacts, once a sufficient number of K-12 sites have joined the effort.

Michael Shannon observed that media directors and TAC members at each UC campus could serve as site contacts for distribution of videoconferencing information throughout their respective campuses. Shannon also noted that we should add UCDC as a site. Howard Laurence added that we need to make it clear to campus contacts that they have responsibility for distribution to all appropriate folks on campuses. Kim Dorsey offered that she and Laurence are forming a videoconferencing user group for UC campuses to enhance communications with these folks, which should address some of this concern.

In reviewing the discussion regarding gatekeeper/firewall configuration (gatekeeper inside or outside the firewall) all agreed that no one standard configuration could be specified. Chris Taylor remarked that we seem to agree that the gatekeeper is an appropriate point of demarcation for responsibility, but we don't agree on the gatekeeper's location on the network: inside or outside the firewall. Taylor believes that this means additional resources are needed to assist with firewall issues. Rolon proposed we look at a draft white paper on firewalls developed by Michel Davidoff. If useful, we could post to the CVS Web site. Rolon will send this document to the cvs-oversight list for the committee to review.

In reviewing the discussion regarding scheduling software, the committee agreed that restoring the ability to see a list of conferences scheduled for a specific day is the highest priority. Dolgonas confirmed that, after reviewing both software programs, CENIC believes there is a way to extract information for daily reports. Through discussion with central administrations for

the segments, we need to identify resources to fund this effort. Dolgonas has discussed with Catherine McKenzie and Mark Crase and believes they understand the need for this capability. Therefore, we should assume funding will be available. The next step is to identify what the report should look like. Layne requested that the video user subcommittee be involved in this effort. Upon agreement by the committee, he will change the subcommittee's first priority to provide CENIC with feedback on format and data required for the daily report.

Regarding formation of the subcommittee, Layne reported that there are already six volunteers from CSU. Layne feels this may be too heavily weighted on the CSU side. There was general agreement that 3-4 members from each segment would provide appropriate representation. Layne will work with the CSU volunteers to trim down the number of CSU reps from 6 to 3 (not including the committee chair). Mike Arnold requested that Wayne Clement from Kern CC be added as a CCC representative to the subcommittee. Layne mentioned that John Parker from Los Rios CCD had also volunteered to represent CCC. Howard volunteered to represent CCC on this committee, too, bringing the total number of CCC representatives to four. Layne will confirm these appointments with McKenzie before making them official. Shannon suggested that UC representation would be adequate at three representatives and asked Laurence and Dorsey to work together to identify a third volunteer from UC for this committee for Layne. Finnell suggested that two K-12 representatives would be sufficient for the present and will send Layne confirmation of the two K-12 representatives as soon as he discusses with Paul Tichinin, the chair of the TTSC. In terms of CENIC participation on the subcommittee, Kelly Stack will serve as CENIC's representative. Sherilyn Evans and Dave Reese will be available on an "as needed" basis for technical questions and consultation.

A quick review of status of action items identified at the end of the April 16 meeting:

- 1) Jeff Layne will confirm if he can chair video user committee and, if so, convene that group to look at scheduling software requirements. **DONE**
- 2) CENIC will look at what we can do in the short term to provide daily reports of all videoconferences. **IN PROGRESS – see item 1 below.**
- 3) CENIC will discuss obtaining additional resources with CSU and CCC toward assisting with firewall and other technical problems. Catherine McKenzie will work on identifying a core group of CCC volunteers who could mount support effort to provide assistance throughout the CCC system. **IN PROGRESS – see item 2 below.**
- 4) CENIC will create a listserv for this group. **DONE**
- 5) CENIC will send draft of minutes for this meeting to the group. **DONE**
- 6) Next meeting to review these minutes via teleconference in two weeks – details to be sent to listserv. **DONE**

Action items identified at the end of this meeting (both carry-over and new):

- 1) CENIC will continue efforts to restore daily listings of scheduled videoconferences. To support this effort, Jeff Layne will ask the video user subcommittee to create a template defining the format and specific information elements needed to create a "daily calendar" of all videoconferences scheduled for a given day. This will now have higher priority than the task of defining requirements for a long term scheduling solution. The committee will use a printout from the 4CNet Scheduler and a list of the discrete items that can be culled from the new scheduling program to develop this template. Kelly Stack will provide these two items to the subcommittee.
- 2) CENIC will continue discussions with CSU and CCC regarding assistance with firewall and other technical problems.
- 3) CENIC will draft a letter requesting campus contacts for review by the Oversight committee. This letter should include background info about the project, current status, and the URL for the CVS Web site, along with expected responsibilities of officially designated contacts with regard to distribution of CVS information. This draft will be sent to the committee for review. Discussion of the draft will be an agenda item for the next CVS Oversight Committee meeting.
- 4) CENIC will revise 04-16-04 meeting minutes and send them to the committee for review by COB on Wednesday, May 5. If no comments are received by COB Monday, May 10, minutes will be posted to CVS Web site. If comments need to be discussed, this will be added as an agenda item for the next CVS Oversight Committee meeting.
- 5) In response to committee recommendations, CENIC will draft policy info for posting to the CVS Web site. The specific policies and policy documents will be reviewed by the CVS Oversight Committee prior to posting.
- 6) Jeff Layne will work to complete video user subcommittee membership.
- 7) Jeff Layne will add a second immediate task for the video user subcommittee: a suggested list of questions that should appear in the FAQ for CVS.
- 8) John Rolon will send the firewall white paper to the CVS-oversight listserv for the committee to review with a goal of adding this information to the CVS Web site.
- 9) John Rolon will send a copy of original CalVIP RFP to the CVS-oversight listserv for reference by all committee members.
- 10) The next meeting of the CVS Oversight Committee will be scheduled to take place in 1-2 weeks as a one hour telephone conference. CENIC will poll members on availability and schedule the call based on when the greatest number are available to participate.