

CalREN Video Services Oversight Committee Meeting
May 28, 2004 10:30am – 11:40am Telephone conference call

Attendees:

For CCC:

Mike Arnold, Kern CCD
Phil Howard, State Center CCD

For CSU:

Mark Crase, CSU CO
Jeff Layne, CSU Chico
Roger Parker, CSU Hayward
John Rolon, CSU CO

For CENIC:

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

For K-12:

Dave Barnett, Santa Cruz COE
Todd Finnell, Imperial COE

For UC:

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

Absent:

Lou Albert, LACCD
Jack Lemley, Butte CC
Jorge Mata, LACCD
Catherine McKenzie, CCC_CO,

After roll call, Sherilyn Evans reported that, per agreement at the last meeting, a draft of May 3 minutes was sent to all committee members electronically. Having received no requests for revisions, she is having these minutes posted to the CalREN Video Services Web site.

Jeff Layne provided a review of the activities of the video user subcommittee. Regarding composition of the subcommittee, Layne reported that, as agreed, the number of CSU reps was reduced from 6 to 3 (not including the committee chair), and Wayne Clement was added as the third UC rep on this committee.

Layne reported that the subcommittee has formed several workgroups to address issues as requested by the Oversight committee. One workgroup has already provided a template for a “daily conference schedule” to larger user group for review. Layne expects to provide a draft to the Oversight committee soon. FAQ and scheduler requirements, as well as videoconferencing policies and procedures are being discussed and will be sent to all subcommittee members by June 3. There will be a full video user committee meeting (by videoconference) on June 9 to discuss the various drafts. Patrick Thompson of CSU Fresno has volunteered to setup collaboration tools for this subcommittee via Blackboard.

Given the urgency expressed by campuses for a daily conference schedule, Dolgonas asked when Layne anticipates the template will be ready. Layne estimated that a first draft should be available for review on or shortly after June 9. Dolgonas asked if the Oversight committee should review and approve the template before CENIC moves forward with development based on the recommendations of the video user committee. Someone (Phil Howard?) commented that he served on the template working group, and that he thought it would be fine to have the Oversight committee review the template before development work is done. Chris Taylor agreed that it would be good to have the Oversight committee review the template. Dolgonas agreed that being as inclusive as possible is good, but pointed out the need for fast turnaround. Taylor suggested review be limited to 2-3 days for comment once the draft template is available. This will give people a chance to be looped in, without delaying the process by too much time.

Evans reviewed status of action items from last meeting. She noted that firewall and NAT issues continue to inhibit migration progress. Mark Crase asked if intervention by CSU CO has helped. Evans reported that John Rolon’s assistance has been helpful in motivating CSU campuses to spend time working on migration, but campuses remain adamant that gatekeepers and codecs be placed inside firewalls, with the associated firewall configuration issues that typically slow migration progress. Dolgonas reminded everyone that this is the reality, so we need to anticipate adequate duration for migration where these issues arise.

Evans asked if CCC’s might identify a person to assist in similar way as John Rolon has with CSU. Dolgonas added that specific issues where intervention is needed could be handled with assistance from the CO on case-by case basis. (someone – didn’t catch the name) suggested that establishing a schedule with specific dates for each campus may be the right way to go.

Taylor asked if the letter to campus presidents might help to move things forward. Dolgonas recalled that it was suggested at the first CVS Oversight Committee meeting that such a letter might be addressed to the campus presidents. This issue was discussed at the CENIC TAC meeting last week. In their discussion of CVS, the TAC concluded that the best contact for such a letter at many campuses may not be the President. Dolgonas will draft a letter for review by the CVS Oversight Committee, at which time we’ll revisit the issue of best contact or contacts.

Dolgonas asked Todd Finnell to provide an update on K-12 pilot and coordination with other K-12 groups. Finnell reported that at last TTSC meeting he presented a CVS update. He recommended that the TTSC follow a similar structure for K-12 specific issues. That is, the

TTSC would be like the CVS Oversight committee and would create technical and user subcommittees that would loop in additional staff from COE's and districts. Dolgonas asked if this will result in individuals being identified as video contacts on an ongoing basis. Finnell believes that it will. In fact, the CVS video user subcommittee is interested in compilation of a comprehensive list including all segments, and the K-12 effort is expected to tie-in with the CVS effort.

Finnell asked, "At what point do we expect to include K-12 resources in the infrastructure of CVS?" He noted that ICOE has an MCU and ISDN lines that can be made available if needed. Evans agreed that the additional resources might be helpful in the future, but observed that we need to be aware that with the additional resources come a significantly larger volume of potential additional users. Dave Reese commented that we need to begin factoring in how K-12 will integrate into CVS. For example, how to we add K-12 based MCU's to the scheduling software? As a new action item, it was agreed that we need to setup a meeting for CENIC (Dolgonas, Evans, and Reese) to meet with K-12 representatives (Finnell and David Barnett) to begin discussions.

Evans asked if we could setup a regular meeting schedule for the CVS Oversight Committee. Dolgonas asked if once per month is sufficient or if we need to meet more or less often. There was general agreement that we need to meet more often, about every two weeks, for the short term. There was also general agreement that we should setup these meetings for the 2nd and 4th Fridays of each month at 1pm for an hour.

There was a quick review of status of action items identified at the end of the May 3 meeting:

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. – **IN PROGRESS** – see item 1 below.

2) CENIC will continue discussions with CSU and CCC regarding assistance with firewall and other technical problems. – **IN PROGRESS** – will be handled on case-by-case basis

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. – **IN PROGRESS** – see item 3 below.

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. **DONE**

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. – **IN PROGRESS** – see item 4 below.

6) Jeff Layne will work to complete video user subcommittee membership. **DONE**

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. – **IN PROGRESS** – see item 5 below.

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. **DONE**

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. **DONE**

New action items identified as of the end of the May 28 meeting:

1) CENIC will continue efforts to restore daily listings of scheduled videoconferences. To support this effort, Jeff Layne will provide the template created by the video user group after the June 9 video user group meeting. This template will define the format and specific information elements needed to create a "daily calendar" of all videoconferences scheduled for a given day. CVS Oversight Committee will have 2-3 days to provide comment to CENIC on the draft template.

2) CENIC will continue discussions with CSU and CCC regarding assistance with firewall and other technical problems. In the future this will be handled on case-by-case basis.

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 Oversight committee for review. Discussion of the draft will be an agenda item for the next CVS Oversight Committee meeting.

4) In response to committee recommendations, CENIC will draft policy info for posting to the CVS Web site. The video user group is developing some recommendations for scheduling policies and procedures, which Jeff Layne will submit to the Oversight committee for review. . Specific policies and policy documents must be approved by the CVS Oversight Committee prior to posting.

5) The video user committee will complete a draft of a suggested list of questions (and answers) that should appear in the FAQ for CVS. Jeff Layne will provide the draft to the CVS Oversight Committee for review.

6) 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.

7) CENIC will revise 05-28-04 meeting minutes and send them (via email to the cvs-oversight list) to the committee for review by COB on Wednesday, June 16. If no comments are received by COB Monday, June 21, 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.

8) CENIC will schedule regular CVS Oversight Committee meetings the 2nd and 4th Fridays of each month from 1-2pm. A dial-in number will be established for future meetings and sent via email to the cvs-oversight list.