

CalREN Video Services Oversight Committee Meeting  
June 25, 2004 1:00pm – 2:00pm Telephone conference call

Attendees:

For CCC:

Phil Howard, State Center CCD  
Catherine McKenzie, CCC CO

For CSU:

Jeff Layne, CSU Chico  
Roger Parker, CSU Hayward

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:

Howard Laurence, UCSD  
Mike Shannon, UCOP

ABSENT:

Lou Albert, LACCD  
Mike Arnold, Kern CCD  
Mark Crase, CSU CO  
Kim Dorsey, UCOP  
Jack Lemley, Butte CC  
Jorge Mata, LACCD  
John Rolon, CSU CO

Jim Dolgonas started the meeting with a roll call. Dolgonas then asked if there were any comments on or revisions to the May 28 meeting minutes. There were none, so the minutes will be posted to the CVS Web site.

Sherilyn Evans reported on status of development of a daily listing of scheduled conferences. After sending the recommended template developed by the CVS video user subcommittee to the CVS Oversight Committee, Evans received one suggested change – that the list of scheduled conferences include ISDN information. CENIC is currently seeking a programmer for this work. Jeff Layne noted that the goal is to be able to obtain a list of all conferences scheduled for a

specific day, week, or month, available by the fall semester, which starts in August for some campuses. Evans agreed with Layne's suggestion that there be a test period, which means the work will need to be completed in about a month. Evans reported that CENIC is already working to identify a programmer to complete this work, and she encouraged committee members to contact her immediately if they can refer someone for this work.

Layne provided an update on the work of the CVS video user subcommittee. The video user committee has met twice since being formed. They have completed a template for the daily list of video conferences and recommended features for scheduling software. (Materials on both have been sent to and reviewed by the Oversight committee.) They are currently working on a draft of policies and procedures for videoconference users and have developed 10-12 pages so far. They are also working on a draft FAQ and a glossary of videoconferencing terms.

In terms of the scheduling software recommendations, some of these features were discussed further, in particular, ADA compliance. Dolgonas asked if any CVS member organizations already have ADA guidelines that we might use in assessing scheduling programs. Catherine McKenzie offered that CCC maintains some information. Chris Taylor volunteered to obtain information from CSUMB as well. Michael Van Norman observed that UCLA has completed work in this area and that Kelly Stack, who now provides support for CVS at CENIC, was on this working group at UCLA. McKenzie and Taylor will obtain and forward ADA info, and Evans will ask Kelly Stack to provide info she may have.

Dolgonas outlined next steps for identifying scheduling software for CVS. They are:

- 1) form technical subcommittee (David Barnett, Sherilyn Evans, Todd Finnell, Jorge Mata, Catherine McKenzie, Roger Parker, Dave Reese, Chris Taylor, and Michael Van Norman volunteered to serve on this committee)
- 2) identify products to review (Jeff Layne offered to ask CSU Fresno for information from their evaluation of scheduling products and to send a query to a national listserv for suggestions and comments on scheduling products, and Roger Parker offered to look up software info from the original CalVIP RFP and send it to the CVS listserv. Roger also advised the group that CSU agreed to honor a request from vendors to consider the proposal info confidential, so we need to treat this info as such.)

Dolgonas next opened discussion on the letter to campuses, which was sent as a draft to committee members. He reminded the committee that at the CENIC TAC meeting there was agreement that this letter should focus on CCC sites since most CSU sites had migrated to H.323 video. The idea of writing to the campus presidents came out of the first CVS Oversight committee meeting. The purpose is to get each campus to identify a single point of contact to be responsible for progress on H.323 migration. Dolgonas asked if this is still the right contact.

McKenzie noted that we already have a list of video and technical contacts for each of the CC campuses. She has rechecked this list to ensure that we have the right contacts, so there may no longer be a need for the letter. Taylor observed that the CSU campuses also had both video and technical contacts, but that it was often helpful to be able to identify one individual at the campus as having overall responsibility and authority for the video migration process. He suggested that it is reasonable for CENIC to require a single point of contact at each site. McKenzie suggested

that it would be better to ask the campus CIO's to appoint a contact and commented that the campus contact might actually be the CIO in some cases. Dolgonas asked McKenzie to modify the draft as she deems appropriate.

Status of action items identified at 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. **Template and review done – see Item 1 below.**

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. **ONGOING**

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. **Draft completed and discussed – see Item 3 below.**

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. **IN PROGRESS – see Item 4 below.**

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. **IN PROGRESS – see Item 5 below.**

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. **PENDING – the draft is not yet available.**

7) CENIC will revise 05-28-04 meeting minutes and send them 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. **DONE**

8) CENIC will schedule regular CVS Oversight Committee meetings the 2<sup>nd</sup> and 4<sup>th</sup> 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. **DONE**

New action items identified as of the end of the June 25 meeting:

- 1) CENIC will continue efforts to restore daily listings of scheduled videoconferences. CENIC will hire a programmer to develop an application using the template developed by the Video User subcommittee.
- 2) CENIC drafted a letter, which was reviewed by the Oversight committee. Catherine McKenzie will revise the draft specifically for CCC audience.
- 3) In response to committee recommendations, CENIC will draft policy info for posting to the CVS Web site. The video user group is working on this and has developed 10-12 pages already. When the first draft is complete, 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.
- 4) The video user committee is working on 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.
- 5) 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.
- 6) Roger Parker will send scheduling software info from the CalVIP RFP to the committee.
- 7) Jeff Layne will request info on scheduling software from CSU Fresno (based on their evaluation) and from national listserv subscribers.
- 8) 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.  
**ONGOING**
- 9) CENIC will draft 06-25-04 meeting minutes and send them (via email to the cvs-oversight list) to the committee for review. If discussion of minutes is required, this will be added as an agenda item for the next CVS Oversight Committee meeting.