

**CVS Oversight Committee Meeting  
December 11, 2006 1:00pm to 3:00pm Video/Teleconference**

Attendees:

For CCC:

Phil Howard, State Center CCD

Bob Quinn, CCC CO

Jack Lemley, Butte CC

For CSU:

Jeff Layne, CSU Chico

For CENIC:

Cassandra Patrizio

For UC:

Howard Laurence, UCSD

Kim Dorsey, UCOP

John Haskins, UCSB and HPR-TAC chair

ABSENT:

Lou Albert, LACCD

Mike Arnold, Kern CCD

Dave Barnett, Santa Cruz COE and DC-TAC chair

Jorge Mata, LACCD

Roger Parker, CSU Hayward

Mike Shannon, UCOP

Alan Phillips, Imperial COE

Sherilyn Evans, CENIC

**Minutes from November 8, 2006 Meeting**

The minutes from the November 8, 2006 meeting were accepted. The minutes will be posted to the CVS website.

**CVS Users List Update**

Cassandra Patrizio gave an update on the status of the Video Administrators List in CVS. Accounts have been created for all CSU Video Admins and for all but 1 campus of the CCC. Patrizio is working on getting contact information for the K12 sites that participate in special programs via CVS. The video resources listed in CVS for the sites assigned to a given video administrator have also been assigned to the video admin, so email confirmations should now go out to all the participating sites whenever conferences are scheduled.

### **Migration to CVS Scheduling Desk**

Patrizio summarized the total number of user accounts requested to-date for the CVS Scheduling Desk. (Please refer to the report sent to the committee on December 6, 2006 detailing this information). Since the last committee meeting the total number of accounts is; 27 CSU users, 48 CCC users, 4 K12 and 4 UC. These are users who have gone through the training and account creation process, and have received their login information.

### **CVS Policies and Procedures**

Volunteers from the CSU, CCC and UC have been gathered for the Video End Users Sub Committee. Jeff Layne continues to chair this committee, and a meeting was held December 6, 2006. The committee reviewed the usage guidelines currently in place on the CVS website at <http://cvs.cenic.org> under Users Guide. The goal was to adjust these policy guidelines with respect to the new scheduling system and to review the policies and suggest revisions as appropriate. Many suggestions were made, and Layne and Patrizio are currently drafting the guidelines based on the recommendations of the Video End Users Sub Committee. After a second review by the Sub Committee, there will be a presentation of the recommendations to the Oversight Committee.

### **Information on Template Views**

Patrizio addressed the desire by some users to be able to change the screen view for videoconferences. Currently, the standard for CVS is a “single site” view on the screen, meaning, everyone sees a full screen view of the person talking (or making the most noise) at any given time. The scheduling software has the capability to allow up to 22 different views for as many as 12 participants by developing templates.

### **Benefits and Limitations:**

Templates would allow users to choose from up to 22 different screen views for their conferences, allowing greater flexibility. We’ve received input that this is especially useful for instructors, who would benefit by being able to lecture and see the remote students at the same time.

Within the scheduling software, the template views are displayed in text form only as written descriptions. These descriptions can be customized, but are limited to 50 characters per template. Since there is no graphic representation of the templates and the length of the text description is limited, users may have difficulty visualizing the template choices. We can, of course, mitigate this by providing screen shots of each view on the CVS Web pages for reference.

Once users become familiar with the views, they will have more control over individual conferences. The CVS Scheduling Desk allows users to change the template view for a conference anytime prior to the start of the conference, which means they will be able to adjust for late additions as required.

Views cannot be changed after the conference has started. For example, if a conference is scheduled using a view that matches the total number of participating sites, and then more participant sites are added after the conference begins, the user cannot change the view, and not all participating sites will be included on screen. Also, if the number of sites in a conference does not match the template selected, the scheduling software will not alert the user to this discrepancy. When there are more participant sites than windows in the selected template view, only the participants who have most recently spoken are shown in the windows on screen.

Patrizio will develop a suggested set of templates, along with descriptive text for each template view. Patrizio will also research options for changing views to determine if there is a way to do so for a conference that is already in progress. She will provide additional information to committee at the next meeting.

### **Participation in CVS by other entities**

There have been several requests by private school sites connected to CalREN, but not currently on CVS, to participate in CVS videoconferencing. Because such sites do not pay for the CVS infrastructure, a fee model is being developed for these types of requests. Based on input from the Oversight Committee, Patrizio and Evans prepared a draft fee schedule for the committee to review. Patrizio reported the following monetary suggestions:

Annual fee = \$2,000.00 (This would include connection of one codec, two video administrator accounts, one primary and one back-up, with access to the CVS Scheduling Desk, listing the codec as a resource in the CVS Scheduling Desk, and technical support/troubleshooting.)

Additional Codec Fee = \$500.00 per codec (This would primarily be used to offset the cost of the additional resource load that additional codecs put on CVS (e.g., MCU ports, support calls, etc.)

Patrizio will send out the actual draft immediately after the meeting. Bob Quinn suggested that the usage be tracked for the year and reassessed at that time. Patrizio requested that any suggestions or changes to the fee schedule be brought to the next meeting.

### **MGC Manager Update**

CENIC is considering upgrading to the latest stable version of MGC Manager, but wants to be conservative with this given our high production environment. There was a meeting with Polycom recently and CENIC is awaiting more information regarding version 7.0.4, which is the version Polycom recommends we use. Patrizio will continue to update the committee as more information becomes available.

**Other Issues**

Patrizio opened the floor for discussion of issues not on the agenda.

Howard Laurence asked if there was a way within the CVS Scheduling Desk to get a report of usage for the committee to review. Patrizio will look into the available usage reports and report back to the committee.

Patrizio gave an update on the UC migration to CVS. A meeting has been planned with the Media Directors, Network contacts and Video Administrators for the 10 UC campuses for which gatekeepers have been purchased for January 9, 2007. This meeting will be used to answer various questions that have been raised by the campus contacts. CENIC and UCOP will also provide a status update on progress of the migration and next steps for campuses.

Howard Laurence asked whether the Oversight Committee meeting might be able to be streamed online or recorded for those who cannot attend to watch at a later time online. Video archiving and streaming are among the new services currently being researched for inclusion in CVS, and Patrizio will continue to update the committee as more information becomes available.

**Next Meeting**

Suggested meeting dates for the next Oversight Committee meeting will be sent via email. The meeting date will be determined by committee member availability. There was interest in identifying a date to meet in the first week of February.