

**CVS Oversight Committee Meeting
April 5, 2007 1:00pm to 3:00pm Video/Teleconference**

Attendees:

For CCC:

Catherine McKenzie, CCC CO

For CSU:

Jeff Layne, CSU Chico

John Rolon, CSU CO

For CENIC:

Cassandra Patrizio

For UC:

Howard Laurence, UCSD

Mary Gibsen, UCSD

Kim Dorsey, UCOP

ABSENT:

Lou Albert, LACCD

Mike Arnold, Kern CCD

Dave Barnett, Santa Cruz COE and DC-TAC chair

Sherilyn Evans, CENIC

Phil Howard, State Center CCD

Jack Lemley, Butte CC

Ken Lindahl, UC Berkeley and HPR-TAC chair

Jorge Mata, LACCD

Roger Parker, CSU Hayward

Alan Phillips, Imperial COE

Mike Shannon, UCOP

Minutes from February 8, 2007 Meeting

The minutes from the February 8, 2007 meeting were accepted. The minutes will be posted to the CVS website.

CVS Scheduling Desk Update

Cassandra Patrizio gave an update on the UC Migration to CVS. All of the campuses with the exception of UC Merced have received a gatekeeper and are working to complete installation. Patrizio is working with the Video Administrators on each campus to complete the final steps of migration which include; configuring codecs to register with the gatekeeper, testing those codecs over the CENIC MCU and setting up account for the CVS Online Scheduling Desk. As of this meeting, UCSD, UCI and UCSB have completed migration. UCD, UCR and UCSC are working

to configure codecs. The gatekeepers for UCOP, UCB, UCLA and UCDC are installed at the campuses and are being configured by CENIC network operations engineers. UCSF has encountered some firewall issues with H.323, but engineers at CENIC are working with the network group at UCSF to resolve those issues. CENIC is still currently waiting to receive shipping and contact information from UC Merced. Overall the migration is moving along very smoothly. Kim Dorsey, who is leading this effort for UCOP also agreed that things have been moving along smoothly and said that UCOP is pleased with the migration process and progress.

CVS Policies and Procedures

At the last Oversight Committee meeting, the usage guidelines, presented by the End Users sub-committee were reviewed and several changes were suggested. Jeff Layne and Patrizio reviewed and implemented the changes to the usage guidelines that were made and returned the guidelines to the Oversight Committee for acceptance. The committee approved final version of the guidelines. One final suggestion by the committee was to include a list of resources at the end of the document (e.g., helpful web sites, specific persons with specific areas of knowledge, information and possible link to K12 video, etc.). Patrizio agreed to begin compiling data for this list. Howard Laurence volunteered to be listed as a resource for users who were interested in help with setting up a room for videoconferencing and also purchasing of equipment. It was agreed by the committee to have the new version of the usage guidelines posted to the web site as soon as possible, with additions to the resource list to be made as they are identified.

Patrizio suggested that the End Users sub-committee be convened again to review end user policies that have been in place since before the 4CNet migration, since there are some that may need to be modified or replaced. These policies are not currently published, but they are communicated to users as appropriate. An example of a policy for review is the current default call rate of 384Kbps. If a user would like a conference set at 768Kbps, a request must be submitted to the CVS Scheduling Desk and those requests are handled on a case-by-case basis. Another example is scheduling a guest participant via IP address. Prior to the implementation of PCS, guests could only be added as ISDN connections or by requesting an exception to the policy of connecting only CVS sites using IP. With PCS, video admins have the ability to add guests as they choose, making this policy unenforceable. Patrizio recommended that CENIC create a list of these policies and present them to the End Users sub-committee. The End User sub-committee will review the policies and make recommendations to the Oversight committee for revisions to the policies. The Oversight committee agreed to this course of action. After final policies have been approved by the Oversight Committee, CENIC should publish the policies on the CVS web site.

Information on Template Views

At the last meeting, the Oversight committee reviewed the various template views and written descriptions provided by Patrizio and decided that the number of options should be limited to one per configuration. It was also agreed that, in addition to a “key” on the CVS web site, usage guidelines should be provided for the template views. Patrizio had sent a new version of the key and a usage guidelines draft document to the committee for review prior to the meeting. During the meeting Patrizio asked for feedback regarding these documents. Several good suggestions were made for improving the guidelines document. The committee was happy with the key and asked that the revised guidelines and key be made available to users. Patrizio will make

recommended changes to the guidelines and bring it to the next meeting for acceptance. At that point the template views will be added to the CVS Online Scheduler, an email will be sent to the videoconferencing community about this new feature, and the key and guidelines will be published on the CVS web site.

Participation in CVS by other entities

Patrizio gave a brief update on the status of the fee schedule for non-CVS participants. At the last meeting, the Oversight committee approved a fee structure set up by CENIC for sites that are connected to CalREN, but not on CVS. Since that time, Catherine McKenzie has presented this proposal to CENIC's Business Advisory Council (BAC). The BAC requested additional information and clarifications, to which CENIC staff will respond. The fee schedule will then go before the BAC again for additional discussion and possible approval.

MGC Manager Update

CENIC is planning to upgrade the CVS MCU's to the latest stable version of MGC Manager this summer. As mentioned in previous meetings, summer is the ideal time to do this update since production decreases significantly during summer months. Based on conversations with our Polycom service provider, Wireone, our plan is to upgrade one MCU at a time. Patrizio will continue to update the committee as new information becomes available regarding this process.

CVS Roadshow

The CVS Roadshow is currently accepting registrations. Patrizio reported that approximately 15 people have signed up for the Cerritos event, 5 for the Palomar event and 6 for San Jose. There will not be an event in Sacramento due to low registration. Each location will feature at least one presenter from the CVS community discussing how videoconferencing is being used on their campus and a presentation on some of the advanced features of the CVS Online Scheduler. Continental breakfast and lunch will be served to participants.

Other Issues

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

At the last meeting Howard Laurence asked if the CVS Scheduling Desk can generate reports on usage that the Oversight committee could review. As a result of this inquiry, Patrizio has begun looking at available report formats. She will create a tip sheet on generating reports through the scheduling software for the Oversight Committee members.

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.