

**CVS Oversight Committee Meeting
February 8, 2007 2:00pm to 4:00pm Video/Teleconference**

Attendees:

For CCC:

Phil Howard, State Center CCD

Catherine McKenzie, CCC CO

Jack Lemley, Butte CC

For CSU:

Jeff Layne, CSU Chico

John Rolon, CSU CO

For CENIC:

Cassandra Patrizio

Sherilyn Evans

For UC:

Howard Laurence, UCSD

Kim Dorsey, UCOP

ABSENT:

Lou Albert, LACCD

Mike Arnold, Kern CCD

Dave Barnett, Santa Cruz COE and DC-TAC chair

John Haskins, UCSB and HPR-TAC chair

Jorge Mata, LACCD

Roger Parker, CSU Hayward

Alan Phillips, Imperial COE

Mike Shannon, UCOP

Minutes from December 11, 2006 Meeting

The minutes from the December 11, 2006 meeting were accepted. The minutes will be posted to the CVS website.

CVS Scheduling Desk Update

Cassandra Patrizio gave an update on the status of the CVS Scheduling Desk. The new CVS Scheduling Desk software has now been in production since June 1, 2006, and has gone through two cycles of heavy scheduling at the beginning of each semester. Patrizio reported the following comparison; for the fall 2006 semester, the majority of the scheduling was done by Patrizio at CENIC, approximately 40 conferences per week. By the spring 2007 semester 75% of these conferences were being scheduled by campus video administrators.

CVS Policies and Procedures

Sherilyn Evans introduced this topic by presenting background information regarding the current CVS Usage Guidelines. At the time of migration from 4CNET CENIC agreed to maintain the same policies and procedures for CVS and then review and revise as necessary after migration. The End Users sub-committee, chaired by Jeff Layne, was given the charge of reviewing the current usage guidelines and making suggestions to the CVS Oversight Committee regarding changes. The resulting document with suggested changes was sent to the CVS Oversight committee prior to this meeting for review.

Layne and Patrizio pointed out some of the additions and changes recommended by the End User sub-committee. The majority of the suggested changes reflect how processes have been changed by implementation of the new CVS Scheduling Desk software.

Other changes were raised as questions by the End User sub-committee for consideration by the Oversight Committee. For example, is it still under the Oversight Committee's purview to make recommendations about software and hardware updates or is that strictly a job for CENIC? Suggestions were made specifically regarding rewording the software/hardware maintenance section, I.C. and rewording section I.H, reserving a conference site. Layne and Patrizio will review and implement changes and return the guidelines to the Oversight Committee for acceptance at the next Oversight Committee Meeting.

Information on Template Views

In order to address the desire by some users to be able to change the screen view for videoconferences Patrizio submitted examples of different "views." 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 pros and cons of opening up this feature to the public were discussed at the December 12, 2006 Oversight committee meeting and the consensus was to explore use of this feature further. In response, Patrizio created written descriptions for each template view and requested feedback. A suggestion was made to limit the number of views available. The written descriptions were well received, and it was suggested that the CVS website include a "key" with the written descriptions and pictures of each view, as well as guidelines for use of different views. Patrizio will revise the "key", and will write up some guidelines for template view use for the committee's review 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, it was decided that the original cost model may have been too generous. Sherilyn Evans prepared a new draft fee schedule in an effort to provide a fee that would be more equitable to the contributions made by the educational segments that pay for CVS, without inhibiting participation by

the private school sites. This new draft was sent to the Oversight committee prior to the meeting for review. The new draft includes the following provisions:

One time set-up fee of \$6,000., This is a one-time, non-recurring payment due at start of service.

Annual fee of \$2,000. Full payment of the annual fee is due at start of service and annually thereafter.

Payment of these fees will allow a site: connection of one codec, setup of two video administrator accounts, one primary and one back-up, access to the CVS Scheduling Desk, listing the codec as a resource in the CVS Scheduling Desk, and technical support/troubleshooting.

For each additional codec:

One time set-up fee of \$1,000. This is a one-time, non-recurring payment due at time of addition. Multiple codecs may be added at the same time without additional set-up fees, but additional set-up fees will be incurred for subsequent codec additions.

Annual Additional Codec Fee of \$500 per codec. Fee will be pro-rated if codec is added after start of normal service year. Full payment is due at time of addition and annually to coincide with Annual per site fee thereafter.

The committee agreed that the new fee schedule better represents a fair share of the costs being required of new participant sites. Evans advised the committee that this proposal needs to be presented to the Business Advisory Council (BAC) for approval. Since Catherine McKenzie is also a member of the BAC, she will request this item be added to the BAC agenda. John Rolon suggested the fee schedule be reviewed annually to ensure revision as appropriate.

MGC Manager Update

CENIC is working on a plan to upgrade the CVS MCU's to the latest stable version of MGC Manager, but wants to be conservative with this given our high production environment. Patrizio is working with CENIC's service provider, WireOne, and Polycom to develop a timeline for implementation. Summer would be the preferred time since production is much lower then. Patrizio will report on status at the next meeting.

UC CVS Migration

Patrizio gave the committee an update on the UC migration to CVS. The follow up meeting held January 10 was very successful and the goal laid out at that meeting was to have the 9 campuses, plus UCOP up and running on CVS by the end of March 2007. Gatekeepers have been shipped out to the following campuses within the UC system; UCLA, UCSB, UCD, UCB, UCR, UCSD, UCSC and UCI, and CENIC, is working with the network contacts at each campus on installation and configuration. Shipping information has been received for UCOP and UCSF and those gatekeepers will be shipped out shortly. Purchase of a gatekeeper for UC Merced was recently approved by UCOP and is in process. Another videoconference is being planned to update the UC community on the migration and to discuss training of video administrators on the CVS Scheduling Desk.

CVS Road Show

The CVS Road Show is a new event that Patrizio will be hosting at various locations throughout the state. These are being planned as half day events, consisting of two presentations on videoconferencing and the CVS Scheduler, followed by a light lunch and possible videoconference equipment demo's in a trade show format. A survey was sent to the videoconferencing community in January to assess topics of interest, location and dates. Patrizio reported an almost 10% return rate on the survey. Based on survey results the locations for the Road Show will be: South Orange County/North San Diego, Los Angeles Metro, San Francisco Bay Area and Sacramento Metro. Patrizio is currently working to identify and reserve space at a CVS site in each of these areas. Once that is done, she will recruit presenters and vendors. Registration will be handled via online sign up at the CVS Web site. Any committee members interested in presenting at the road show should contact Patrizio.

Other Issues

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

At the last meeting 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 said that she has been researching the reports but needed more information on what particular information might be of interest to the committee. Suggestions included: how much time is used for instruction vs. administrative meetings, how many hours of use per year per segment (campus or district), how many hours of activity within each segment (CSU, UC, CCC) vs. between segments, how many total hours usage per room/resource. Patrizio said she would return to the next meeting with more information.

Evans reminded everyone about the CENIC '07 conference: Making Waves that is coming up on March 11-14, 2007 in La Jolla, CA. In particular, this year there are several presentations that focus on videoconferencing that should be of interest for the videoconferencing community. Committee members were encouraged to consider attending the conference.

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 third or fourth week of March.