

**CVS Oversight Committee Meeting
June 26, 2007 1:00pm to 3:00pm Video/Teleconference**

Attendees:

For CCC:

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:

Kim Dorsey, UCOP

ABSENT:

Lou Albert, LACCD

Mike Arnold, Kern CCD

Dave Barnett, Santa Cruz COE and DC-TAC chair

Phil Howard, State Center CCD

Ken Lindahl, UC Berkeley and HPR-TAC chair

Howard Laurence, UCSD

Jorge Mata, LACCD

Roger Parker, CSU Hayward

Alan Phillips, Imperial COE

Mike Shannon, UCOP

Minutes from April 5, 2007 Meeting

The minutes from the April 5, 2007 meeting were accepted. The minutes will be posted to the CVS website.

CVS Scheduling Desk Update

A. UC Migration

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 accounts for the CVS Online Scheduling Desk. UCSD, UCI, UCSB, UCOP, UCD, UCR, UCB, UCLA and UCDC have completed migration. UCSC and UCSF are working to

configure codecs. CENIC is 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 agreed and said that UCOP is pleased with the migration process and progress.

B. CVS Usage Report

Patrizio distributed a report on CVS usage. This report compares usage statistics for 2006-07 to statistics provided by 4CNet for 2002-2003, the last year of 4CNet video services. Overall, videoconference usage is up. Overall, there was an increase in videoconference use of 10%. With the addition of the UC campuses CVS usage is expected to continue to rise.

One area in which videoconferencing saw a marked decrease was joint videoconferences between CCC and CSU sites. From 2002-03 to 2006-07 the number of joint videoconferences decreased by 77.2%.

The full report will be posted to the CVS Web site.

C. PCS End of Life announcement

In May 2007, Polycom announced End of Life on the Polycom Conference Suite Software (PCS) the software behind the CVS Online Scheduler. An End of Life announcement means that the company will continue to support the product for one year after the announcement date. CENIC has renewed the maintenance contract for the PCS product through May 2008 to ensure support for the coming year.

Research on possible replacement products is in process, Polycom, Tandberg, and LifeSize are three of the companies with products that claim to support Polycom equipment. A report will be made to the Oversight Committee when initial research has been completed.

CVS Policies and Procedures

At the last committee meeting, Patrizio suggested that the End Users sub-committee be convened again to review CVS policies. These policies originated with 4CNet video services, and some of them 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 addressed 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 administrators have the ability to add guests as they choose, making this policy unenforceable.

Patrizio recommended that CENIC create a list of the CVS 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 revised policies have been approved by the Oversight Committee, CENIC will announce this to the video admin community and publish the policies on the CVS Web site. Currently Patrizio and Jeff Layne, End Users sub-committee chair, are working to identify a time for the End Users sub-committee to meet.

Final Review of Template Views

At the last meeting, the Oversight committee reviewed the various template views and written descriptions, as well as the usage guidelines provided by Patrizio. Patrizio noted that the usage guidelines did not include instructions on how and where to change the view within PCS and said she would add that information. The committee agreed that, with the addition of the instructions, the documents were ready to be published on the CVS Web site, at which time the feature should be enabled. 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 by the end of July, 2007.

Participation in CVS by other entities

Sherilyn Evans gave a brief update on the status of the fee schedule for non-CVS participants. The fee schedule was reviewed by the CENIC Business Advisory Council (BAC) and approved. The BAC requested this fee schedule also be reviewed by the CENIC Finance Committee. The next meeting of the Finance Committee is scheduled for June 28 and the fee schedule is on the agenda for that meeting. A status update will be provided at the next Oversight committee meeting.

MGC Manager Update

Patrizio reported that the upgrade to the most stable current version of MGC Manager Software is moving forward. The Los Angeles MCU will be upgraded on June 27 with the Sunnyvale and Sacramento MCU's to follow as long as there are no problems experienced during the first upgrade. The committee will continue to be updated as the upgrade continues.

ACUTA

ACUTA, the Association for Communications Technology Professionals in Higher Education, recently presented a webinar on "New Federal Rules Governing the Discovery of Electronically Stored Information". This new, emerging topic is important because there are currently no guidelines specific to videoconferencing. Evans briefly summarized the issue, stating that CVS is not currently affected by regulations since everything over CVS is live. However as CVS moves toward offering services such as archiving for on-demand viewing this may become more of an issue. CENIC plans to stay on top of developments in this area and will continue to brief the committee on new developments.

Other Issues

Patrizio opened the floor for discussion of other issues.

Evans discussed the desire by several members of the community for new services such as archiving, webcasting and People + content. With the upgrade of the MGC Manager software, CVS will be better prepared to offer additional services. There is money in the CVS budget for the purchase of new hardware/software upgrades. CENIC staff have been researching current products and will report findings to the committee later this year. Catherine McKenzie asked about the possibility of finding a new scheduling product that could incorporate additional services to facilitate use.

Next Meeting

Suggested meeting dates for the next Oversight Committee meeting will be sent via email. The meeting date will be in the fall and determined by committee member availability.