



Legend

- Key Point
- ✓ Item Resolved
- Action Item
- ☞ See attached document

CTO Meeting Minutes-Final

Name:	Campus Technology Officers					
Date, Time:	May 17, 2006	9:00am-11:00am	Location:	Via Video		
Purpose:	Regular Meeting					
Facilitator:	Lee Alley			Note taker:	Sally Phares	
Attendees:	Steve Zink	A	Lori Temple	A	Terry Norris	P
	Lyle Pritchett	A	Brian Chongtai	P	Steve Zideck	A
	Jeff Cox	P	Don Moxley	A	Rand Key	A
	Aron Smetana	P	Don Diener	P	John Molt	P
Topic:			Presenter:	Sally/Ed	Time:	9:00am
Informational:						
Role Check Opening •Introduction(s)-Ed Anderson introduced Paul Mudgett who is the new System Security Officer at SCS						
Topic:	CALEA	Discussion	Presenter:	Don Diener	Time:	9:15am
Discussion:						
Noted: the 2 nd order was published May 3, 2006, arguments heard by court May 5. Discussion by all indicated that interconnected VoIP is likely to be included and not traditional broadband networks. The FCC has deferred the technical requirement standards to outside entities. No standards have been set at this time. There is likely to be a ruling in August 2006 and perhaps some standards information beginning to be available. The CTOs asked to note this item as a potential agenda item for August. →CALEA-tentative August agenda item						
Topic:	Project Management Office		Presenter:	McDonald	Time:	9:45am
Discussion/Decision:						
•Tabbed Project Status-Annie noted there are 94 items on the project list and asked that everyone take a look at the new format which also breaks out the projects by institution with tabs. Note: Terry Norris noted that CCSN has not yet made a decision about what they plan to use for student email. •Email Planning Process-The attached document was presented as the first briefing regarding long term planning for the overall email services to students. Several campuses were able to designate their representatives, others will let the PMO know as soon as they have some conversation at their institutions. → NSC-Brian Chontai UNLV-? UNR-Aron Smetana CCSN-Terry Norris						

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TMCC-Steve Zideck GBC-?		WNCC-? DRI-?	
  Project Briefing - email futures request 5.3.06.doc			
<ul style="list-style-type: none"> •Annie explained that at the July meeting she expects to bring forth the next briefing on the question of SCS' hosting services. 			
Topic:	Roundtable	Presenter	All
		Time	10:15am
Information:			
<p>Much discussion and descriptions about the upcoming summer projects; many include VoIP in some form; many are working on virtual server services and various software upgrades.</p> <p>NSC-server virtualization; Brian asked Ed Anderson status of fiber to NSC-RFP will go out soon.</p> <p>UNR-virtual servers due to costs; WebCT 6 upgrade; financial and HR tie into their active directory for authentication.</p> <p>TMCC-summer will be busy; no specifics</p> <p>CCSN- WebCT CE 6 upgrade; plans to review Angel next fiscal year.</p> <p>→ CCSN brought up the issue of the Statewide WebCT group. Discussion included notes about the different levels of WebCT being used and other LMS systems coming into the picture. Some noted this group was still very helpful on a collaborative level, others were not so sure. It was decided that since the group originated in April 2001 as an ad hoc committee from the Connectivity Group, that it should be addressed there. Ed Anderson agreed to check with the chair for availability and put it on an upcoming Connectivity agenda.</p> <p>UNLV-VoIP over summer; working on security policy.</p> <p>GBC-a GBC technology committee has been formed to address various needs and do planning; working on wireless and archival for servers.</p>			
Topic:	Wrap-up	Presenter:	Sally
		Time:	10:00am
Information:			
<ul style="list-style-type: none"> •Next meeting June 21, 2006 via video-noted the July 7 meeting is planned to be held in Elko Agenda items for next meeting? 			

Email Services Planning

The SCS Project Office has received a request from Stephen Zideck, Director Applications Development TMCC, to look forward in understanding and planning for delivering essential email services to students, faculty and staff.

Within the Higher Education industry, basic email services have been provided by campuses to their students for over a decade. SCS has provided a central mechanism for campuses to offer basic email services since 1988 and has provided an email address for every student that is unique throughout NSHE in recent years.

Email communication is becoming more and more common as the channel of choice for institutions to deliver official campus information to their students.

Students and faculty are becoming more sophisticated in both their use and needs for email and other productivity tools such as calendaring, address books, multiple attachment capability, and more and more storage. NSHE campuses' email systems do not contain the rich functionality students and faculty would like to be able to use.

These are but a few of the questions that such a taskforce should investigate and report:

- What should a campus' email system provide functionally to its constituents?
- At what cost?
- How should it be deployed? Should we offer email for life?
- How do we handle the issues of spam, virus and forwarding emails?
- How do we encrypt FERPA protected data, such as grades, when they are sent via email?
- Should it be free or fee?

The PMO would propose the creation of a system-wide taskforce representing the campus roles affected by this service. The membership of this system-wide taskforce would be developed from nominations from each campus CTO for areas deemed relevant to assessing the requirements. Membership would include administrative personnel, faculty, students and technology professionals. Membership from campus executive levels, such as Vice Presidents of Student Affairs or Student Services should be included in order to understand the campus strategic goals in communicating with students and alumni through the use of email.

Ideally, these members would be able to discuss the functional needs for communication and productivity tools used by students and faculty. Members would be knowledgeable about campus user volumes (# of students; growth factors; retention factors; strategic uses for email being discussed by the campuses; etc.), and have a general understanding of the interfaces that would be needed to other applications.

Once a taskforce is assembled a scope would be defined for the assessment. Deliverables would be defined and dates and duration estimated.

A framework will be followed to facilitate the gathering, documentation, options evaluated and analyses performed as the basis for recommendations.

The framework may include several types of activities:

- Education to the membership on state of the industry/technology
- Gathering Requirements**
 - Interviews:
 - Taskforce members
 - Student Government
 - Focus groups
 - Faculty Senates
 - On-line Surveys
 - Campus users
- Gap Analyses of Current vs. Future Needs
- Application Sizing
 - Users
 - Storage
 - Archiving
- Trends and Directions within Higher Education
- Solution options
 - Outsourcing options
 - Open source application options
 - COTS options
- Cost Benefit Analysis of each option considered

** NOTE: While the Taskforce could perform all interviews and surveys as a group, hearing from each campus directly, the CTOs may prefer their campus perform their own requirements gathering through interviews and surveys at their own campus, then bringing it to the taskforce for the remainder of the assessment activities.

The end result of the process should enable NSHE to evaluate all options to either develop or buy email services and be able to formulate a recommendation and a budget request for same.

We would like the CTOs to discuss this and to provide the names of campus leaders they believe should represent their campuses on this taskforce.