

CalREN Video Services Oversight Committee Meeting  
July 9, 2004 1:00pm – 2:00pm Telephone conference call

Attendees:

For CCC:

Phil Howard, State Center CCD  
Catherine McKenzie, CCC CO

For CSU:

Mark Crase, CSU CO  
Jeff Layne, CSU Chico  
Roger Parker, CSU Hayward  
John Rolon, CSU CO

For CENIC:

Jim Dolgonas, Chief Operations Officer  
Sherilyn Evans, Director, Technology Consulting  
Chris Taylor, DC-TAC and CSUMB

For K-12:

Dave Barnett, Santa Cruz COE  
Todd Finnell, Imperial COE

For UC:

Kim Dorsey, UCOP  
Howard Laurence, UCSD

ABSENT:

Lou Albert, LACCD  
Mike Arnold, Kern CCD  
Jack Lemley, Butte CC  
Jorge Mata, LACCD  
Dave Reese, CENIC Chief Technology Officer  
Mike Shannon, UCOP  
Mike Van Norman, HPR-TAC and UCLA

Jim Dolgonas started the meeting with a roll call. Dolgonas then asked if there were any comments on or revisions to the June 25 meeting minutes. Roger Parker requested that the words “from the CalVIP RFP” be stricken from Action Item #6). Sherilyn Evans will do so. There being no other corrections to the minutes, they will be amended as agreed and posted to the CVS Web site.

Sherilyn Evans reported on status of development of a daily listing of scheduled conferences. CENIC has engaged a programmer for this work, and believes he is on target to deliver a working program in time to test in early August. Jeff Layne offered that Phil Howard and Patrick

Thompson are available if necessary to answer questions about the template for the daily list as development continues.

Phil Howard noted that Patrick Thompson has a strong background in videoconferencing and asked why Patrick was not a member of the CVS Oversight Committee. Evans reminded the committee that each segment's central administration (in this case the CSU Chancellor's Office) was asked to appoint members to this committee. Thompson was not one of the people selected by the CSU CO for participation on this committee. Layne commented on Thompson's extensive work in evaluating scheduling software and asked if the CSU CO would add Thompson as a CSU representative to the CVS Oversight Committee. John Rolon agreed on behalf of the CSU CO and offered to contact Thompson to invite him to participate.

Dolgonas offered thanks to everyone who provided ADA information. Based on an initial review of the materials, the points covered are more consistent than dissimilar. Dolgonas asked if we might ask the video user group to use these materials as a starting point to define a first draft of CVS guidelines for ADA. Layne will add this to the task list for his subcommittee.

Dolgonas then reviewed other action items from the last meeting related to identification of a scheduling software solution for CVS. They were:

**1) form technical subcommittee**

This was done and the members are David Barnett (chair), Sherilyn Evans, Todd Finnell, Jorge Mata, Catherine McKenzie, Roger Parker, Dave Reese, Chris Taylor, and Michael Van Norman.

**2) identify products to review**

Layne stated that he has not yet sent a query to the national listserv for suggestions nor spoken with Patrick Thompson about CSU Fresno's evaluation of products. Rolon offered to ask Thompson about the software evaluation during an upcoming meeting together. Layne said he would send a note to the national list for suggestions. Evans noted that Roger Parker had already sent committee members information from the original CalVIP RFP. In addition, Barnett provided a link to a whitepaper on videoconferencing software by Wainhouse. Evans will send the URL to the rest of the committee via the CVS listserv.

The next steps in this area are:

- 1) Barnett will convene the Technical Subcommittee to determine technical requirements for scheduling software.
- 2) Evans will compile a list of off-the-shelf software programs based on input from Oversight Committee.
- 3) the two subcommittees will separately rate off-the shelf products based on respective lists of requirements in combination with requirements specified in the original RFP.
- 4) when each subcommittee has rated the off-the-shelf products, they will provide a list of products meeting their respective requirements to the Oversight Committee.

Dolgonas advised that, for this first cut assessment, products should be rated based on specifications available through manufacturers and published reviews. We should not invest

time in live demonstrations until after we have narrowed down the field to products that are most likely to serve our purposes.

Catherine McKenzie opened discussion on the issue of sending letters to individual campuses. After considering further, she believes it would be more productive to contact each CCC campus video contact regarding the importance of the migration to H.323. Dolgonas agreed that the approach needs to work for CCC sites since migration work with CSU sites is almost finished. McKenzie will pursue this directly, requesting support directly from CENIC as needed, and this item will be removed from the CVS list of action items.

Status of action items identified at June 25 meeting:

- 1) CENIC will continue efforts to restore daily listings of scheduled videoconferences. **A programmer has been hired and is working on application. See Item 1 below.**
- 2) CENIC drafted a letter, which was reviewed by the Oversight committee. Catherine McKenzie will revise the draft specifically for CCC audience. **Letter no longer required (see notes in minutes above). DONE**
- 3) In response to committee recommendations, CENIC will draft policy info for posting to the CVS Web site. The video user group is working on this and will submit a draft to the Oversight committee for review. Specific policies and policy documents must be approved by the CVS Oversight Committee prior to posting. **IN PROGRESS – see Item 2 below.**
- 4) The video user committee is working on a draft of a suggested list of questions (and answers) that should appear in the FAQ for CVS and will provide the draft to the CVS Oversight Committee for review. **IN PROGRESS – see Item 3 below.**
- 5) John Rolon will send the firewall white paper to the CVS-oversight listserv for committee review with a goal of adding this information to the CVS Web site. Document has just recently been completed. Rolon will send it shortly. **IN PROGRESS – see Item 4 below.**
- 6) Roger Parker will send some scheduling software info to the committee. **DONE**
- 7) Jeff Layne will request info on scheduling software from CSU Fresno (based on their evaluation) and from national listserv subscribers. **IN PROGRESS – see Item 5 below.**
- 8) CENIC will continue discussions with CSU and CCC regarding assistance with firewall and other technical problems. In the future this will be handled on case-by-case basis. **ONGOING** (for the length of the project)
- 9) CENIC will draft 06-25-04 meeting minutes and send them (via email to the cvs-oversight list) to the committee for review. If discussion of minutes is required, this will be added as an agenda item for the next CVS Oversight Committee meeting. **DONE**

Action items identified at July 9 meeting:

- 1) CENIC will continue efforts to restore daily listings of scheduled videoconferences. Evans will report on progress at next meeting.
- 2) In response to committee recommendations, CENIC will draft policy info for posting to the CVS Web site. The video user group is working on this and will submit a draft to the Oversight committee for review. Specific policies and policy documents must be approved by the CVS Oversight Committee prior to posting. Layne will provide draft when ready.
- 3) The video user committee is working on a draft of a suggested list of questions (and answers) that should appear in the FAQ for CVS and will provide the draft to the CVS Oversight Committee for review. Layne will provide draft when ready.
- 4) John Rolon will send the firewall white paper to the CVS-oversight listserv for the committee to review with a goal of adding this information to the CVS Web site. Rolon will be sending out this document for review shortly.
- 5) Rolon will request info on scheduling software from CSU Fresno (based on their evaluation) and Layne will request info from national video users' listserv subscribers.
- 6) Layne will add drafting ADA guidelines for an RFP to the video user subcommittee task list.
- 7) CENIC will continue discussions with CSU and CCC regarding assistance with firewall and other technical problems. In the future this will be handled on case-by-case basis.  
**ONGOING** (for the length of the project)
- 8) CENIC will draft 07-09-04 meeting minutes and send them (via email to the cvs-oversight list) to the committee for review. If discussion of minutes is required, this will be added as an agenda item for the next CVS Oversight Committee meeting.