MEETING AGENDA

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, April 14, 2009
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or click here for all documents (17 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - February 10, 2009

4. Project Reviews

- Ongoing Reviews (as needed)
    - Nebraska Department of Education - Statewide Online Assessment System - Pat Roschewski and Brent Gaswick
    - Retirement Systems - Jerry Brown
    - Health and Human Services - MMIS - James Ohmberger
    - Nebraska State College System and University of Nebraska - Student Information System

5. Discussion: Project Status Form (Pursuant to a motion on October 14, 2008, the Technical Panel committed to reviewing the form used for project status reporting.)

6. Standards and Guidelines

- Recommendations to the NITC *
    - NITC 7-403: Scheduling Standard for Synchronous Distance Learning and Videoconferencing (Revised)
      - Comments Received (3)

7. Regular Informational Items and Work Group Updates (as needed)

- Accessibility of Information Technology Work Group - Horn
- Learning Management System Standards Work Group - Langer
- Security Architecture Work Group - Weakly
- Statewide Synchronous Video Network Work Group - Winkle

8. Other Business

9. Next Meeting Date - May 12, 2009

10. Adjourn

* Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: http://nitc.ne.gov/
Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on March 6, 2009. The agenda was posted to the NITC website on April 10, 2009.

TECHNICAL PANEL
Nebraska Information Technology Commission
Tuesday, February 10, 2009, 9:00 a.m. - 10:30 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:
Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were five members present at the time of roll call. A quorum was present. The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on January 21, 2009. The agenda was posted to the NITC website on February 6, 2009. A copy of the Open Meetings Act was posted on the south wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF JANUARY 13, 2009 MINUTES

Mr. Langer moved to approve the January 13, 2009 as presented. Ms. Decker seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0. Motion carried.

DISCUSSION: STATEWIDE ONLINE ASSESSMENT SYSTEM - NEBRASKA DEPARTMENT OF EDUCATION, Bob Beecham, Mike Kozak, Brent Gaswick, and Lori Henkenius, Nebraska Department of Education.

Representatives provided background information on the project.

The project is in its second year planning and first year of implementation. All schools have been invited to participate in the pilot occurring April 13-May 1. Currently, the Department of Education is collecting student local assessment data. Training sessions have been developed for administrators, curriculum directors, principals, technology directors and lead teachers. Training for technology directors will occur in March.   DRC is the project contractor and they will be hosting the data servers. Not all school districts are ready to use the testing system. Paper copies of the test are available.

Issues and concerns from the Technical Panel members included the following:
- Readiness and ability of school districts to do online testing. More information needs to be shared with local districts. Some are not aware of the processes or requirements from the Department of Education. Mr. Beecham stated that the vendor has agreed to be at any informational meetings. The panel recommended sharing information at the following meetings: NOC, February 18th in Columbus, and the NETA Technology Coordinators Meeting, February 19th in Grand Island.
- Costs to the school districts.
- Security. The State Board of Education is also very concerned about security and access to the data. The board has policies and processes regarding data.
- Accessibility. Ms. Horn recommended that accessibility be tested before implementation to assure it is in compliance with 508. She also stated that with timed tests, some students with disabilities may need additional time.

- Technical support for school districts. The question was raised as to whether a help desk will be available during testing. Both the Department of Education and DRC have help desks. The DRC help desk is available 24/7.
- Use of Network Nebraska. A question was raised concerning coordination with Network Nebraska. Members also asked if the Educational Service Units have been involved with examining the technical requirements for the schools, including local caching requirements. Mr. Rolfes recommended that the department be encouraged to use Network Nebraska, and employ regional caching servers to take advantage of the high bandwidth WAN network. Mr. Cone stated that the Educational Service Units will most likely make a recommendation to host regional caching locations.

Members noted that the project appears to meet the definition of an "enterprise project". Ms. Decker recommended that the project provide an architectural drawing of the project and project plan. It is evident that the LB 1208 Distance Education network will be affected. The Technical Panel wants to make sure that the network is adequate. The Office of the CIO needs to be involved and updated.

[Note: See "Other Business" below for a motion on this item.]

PROJECT REPORTING - DISCUSS LOGISTICS FOR PROJECT REPORTING AT FUTURE MEETINGS
Rick Becker

At the last meeting, project reports ran an hour and a half and took up much of the meeting time. The Technical Panel needs to consider how to handle these reports. After discussion, the following items were agreed to:
- Reporting agencies will be asked to provide written project reports a week before each meeting of the Technical Panel during which reports will be discussed. Staff will distribute the reports by email to the members and alternates. Reports will not be linked to the agenda.
- The Technical Panel will work with reporting agencies to determine the frequency of reports. In most cases, written reports will be monthly.
- The projects will be discussed during the regular meetings of the Technical Panel on the second Tuesday of each month. However, to allow for sufficient time, the meetings will be scheduled to begin at 9:00 a.m. and end at 12:00 p.m. The CAP meetings, which normally occur after the Technical Panel, will need to be rescheduled to another day.

STANDARDS AND GUIDELINES - NITC 7-403: SCHEDULING STANDARD FOR SYNCHRONOUS DISTANCE LEARNING AND VIDEOCONFERENCING (REVISED) AND SET FOR 30-DAY COMMENT PERIOD

Mr. Winkle discussed additional changes to the document. Because of these changes, the document will need to be reposted for another 30-day comment period.

Ms. Horn moved to post the revised NITC 7-403 for the 30-day comment period. Mr. Langer seconded. Roll call: Winkle-Yes, Weir-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. WC3 has issued new official guidelines. In addition, 508 is scheduled to be revised but will not be available until 2010. WC3 included a lot of pieces dealing with website guidelines. The work group will review these issues.

Learning Management System Standards Work Group, Kirk Langer. The work group is determining what digital content repository needs unify us. If we can follow a model of centralization and aggregation, with an agnostic backend content management environment, and then collaborate these efforts, then school districts can have the freedom to select the best management system that meets their needs. Equella will

be coming to Nebraska on February 19-20 to meet with the work group. It is hoped that this will be a service provided by Network Nebraska. NET has initiated a public and government content management site that could be available to schools for educational classes on February19, UNL will be involved as well.

Security Architecture Work Group, Steve Henderson. Steve Hartman resigned in December. Interviews are currently being conducted for his replacement.

Statewide Synchronous Video Network Work Group, Mike Winkle. Information was provided earlier in the meeting.

OTHER BUSINESS

Mr. Becker noted that the NITC will be meeting on March 3. If the Technical Panel wants to recommend that the Department of Education's Statewide Online Assessment System project be designated as an enterprise project, the panel may want to go on record with that recommendation at this meeting.

Mr. Langer moved to recommend to the NITC that the Department of Education's Statewide Online Assessment System project be designated as an enterprise project. Ms. Decker seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0. Motion carried.

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the NITC Technical Panel will be held on March 10, 2009, 9:00 a.m. in Varner Hall, Lincoln, Nebraska.

Ms. Decker moved to adjourn. Mr. Langer seconded. All were in favor. Motion carried.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker.

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines

Draft Document
30-Day Comment Period

Title: Scheduling Standard for Synchronous Distance Learning and
Videoconferencing (Revised)

Notes to Readers:

1. The following document is a draft document under review by the Technical Panel of the Nebraska Information Technology Commission (NITC). This document is posted at http://nitc.ne.gov/standards/comment/.
2. If you have comments on this document, you can submit them by email to rick.becker@nebraska.gov, or call 402-471-7984 for more information on submitting comments.
3. The comment period for this document ends on March 12, 2009.
4. The Technical Panel will consider this document and any comments received at a public meeting following the comment period, currently scheduled for April 14, 2009. Information about this meeting will be posted on the NITC website at http://nitc.ne.gov/.
5. For reference purposes, the current version of this document, adopted by the NITC on May 1, 2006, is posted here: http://nitc.ne.gov/standards/video/SchedulingStandards_20060501.pdf

NITC 7-403 (Draft)

Title	Scheduling Standard for Synchronous Distance Learning and Videoconferencing
Category	Network Architecture
Applicability	See Section 3

1. Standard

This document consists of a list of five components and accompanying features that must be available in any software system that is developed for use in scheduling of synchronous events using videoconferencing technology.

It is the intent that any and all such scheduling systems defined by the specifications below be accessible either through the Internet or within a defined Intranet as decided upon by the system administrators.

The following sections describe the various levels and types of scheduling or coordination that must be accommodated.

1.1 Hardware control component

When attempting to link two or more sites electronically, a system must have the capability to coordinate the connectivity between/among the sites. This includes controlling the network and endpoint hardware and bandwidth necessary to cause a successful connection.

1.1.1 Standards for hardware control system
A hardware control system must be able to control ~~all~~ hardware in a network and be capable of linking into ~~all the~~ other systems listed in this standard to enable the following:

1.1.1.1 Browser-based access

1.1.1.2 Locate devices by IP address (both static and DHCP)

1.1.1.3 Locate devices by MAC address

1.1.1.4 Facilitate far-end control in endpoint devices with the capability

1.1.1.5 Display a call list that is understood by non-technical staff using plain English site descriptions

1.1.1.6 Hardware and software systems must work such that the scheduling system is available for use at least 99.9% of the time

1.1.1.7 Automatically accumulate log data that may be searched by system administrators using multiple search variables

1.1.1.8 Maintain security in ways that can be defined by system administrators including:

>1.1.1.8.1 Provide an identity management system that allows for multiple levels of user access as defined by system administrators

1.1.1.9 Facilitate various types of events

>1.1.1.9.1 Broadcast to all
>1.1.1.9.2 Broadcast to some
>1.1.1.9.3 2-way point-to-point
>1.1.1.9.4 2-way multipoint

1.2 Event logging component

A system coordinator must have the ability to track information about events. This may include knowing the number of people at a site, the minutes an event runs at any given site, or the number of events a specific organization schedules.

1.2.1 Standards for event logging system
An event logging system must be able to automatically store data and permit reporting and be capable of linking into ~~the all the~~ other systems listed in this standard to include the following:

1.2.1.1 Browser-based access

1.2.1.2 Store data in an ODBC compliant relational database

1.2.1.3 Provide fields for logging various pieces of information

1.2.1.4 Permit system administrator defined fields (no fewer than 64)

1.2.1.5 Local contact and facility arrangement info

1.3 Facilities coordination component

If an event will include locations for which more than one person/organization has responsibility, then some mechanism must exist for coordinating use of facilities. There may be technical or administrative limits as to the number or types of sites that can participate in any given event. This could be as simple as users coordinating times over the telephone or through e-mail, but for some applications there may be a greater need for pre-scheduling and coordination among multiple administrators.

1.3.1 Standards for facilities coordination system

A facilities coordination system shall enable access to facilities based on defined permissions, resolve conflicts based on pre-determined policies and be capable of linking into ~~all the~~ other systems listed in this standard to include the following:

1.3.1.1 Browser-based access

1.3.1.2 System editable user access

1.3.1.2.1 Building level admin such that the facilities at a specific location can set policies for that site and permit use by others
1.3.1.2.2 Regional admin (organization / geo-political) such that a group of facilities can set policies for all related sites and permit use by others
1.3.1.2.3 Sector admin such that groups of groups of facilities can set policies for all related sites and permit use by others
1.3.1.2.4 User account directory service with definable permissions for each account

1.3.1.3 Facilities information to be posted

1.3.1.3.1 Identify technology available by site
1.3.1.3.2 Physical site location
1.3.1.3.3 Local contact and facility arrangement info

1.3.1.4 Permit system administrator defined fields (no less than 64) that would provide for ~~E~~event information to be posted

~~1.3.1.4.1 Definable credit type~~
~~1.3.1.4.2 Definable student type~~
~~1.3.1.4.3 Event/course prerequisites~~
~~1.3.1.4.4 Event/course descriptions~~
~~1.3.1.4.5 Teacher / event leader / presenter~~
~~1.3.1.4.6 Materials needed~~
~~1.3.1.4.7 Event coordinator info~~
~~1.3.1.4.8 Target audience~~

1.4 People coordination component

If a specific location is to be used, this implies that operational support will need to be dedicated to cause successful events. Since there will be a variety of site designs and equipment configurations, then there may be a variety of demands on staff time. Finally, there may be limitations as to the total number of participants allowed.

1.4.1 Standards for people coordination system
A people coordination system must enable interaction of people based on policies set by system administrators and be capable of linking into ~~all the~~ other systems listed in this standard to include the following:

1.4.1.1 Browser-based access

1.4.1.2 Allow for multiple permission levels

1.4.1.2.1 View schedules
1.4.1.2.2 Request systems/facilities
1.4.1.2.3 Approve systems/facilities use

1.4.1.3 Provide information about instructor/facilitator and their availability

1.4.1.4 Allow for predetermined maximum number of attendees

1.4.1.5 Track and display count of committed and remaining attendees

1.4.1.6 Allow for predetermined maximum number of sites

1.4.1.7 Track and display count of committed and remaining sites

1.5 Event clearinghouse component

As system users see a need for pre-scheduled events coordinated among a large number of facilities and administrators, the concept of a virtual location for brokering of events becomes attractive. Such a clearinghouse should serve as a way that event coordinators might let others know the specifics of events they are planning (e.g. a certain class with a specific sort of content will be offered on a certain schedule for a certain period of time or a specific event will happen one time on a specific day at a specific time).

Such an event clearinghouse should also serve as a way for interested parties to find events that meet their specific needs (e.g. a school administrator has a certain number of students who need a specific class that is not offered locally). Availability might also include information about participant or site number limitations (the total seats/sites in the class/event, the number requested/registered so far and the number remaining of the total).

1.5.1 Standards for an event clearinghouse system
An event clearinghouse system must enable online interaction for publishing of event

information and be capable of linking into ~~all the~~ other systems listed in this standard to include the following:

      1.5.1.1 Browser-based access

      1.5.1.2 Posting of one-time single events

      1.5.1.3 Posting of sequenced or cyclical events

      1.5.1.4 Posting of costs to participate in an event

      1.5.1.5 Permit system administrator defined fields (no less than 256)

      1.5.1.6 Provide for automated multiple time zone accommodation

      1.5.1.7 Use an ODBC compliant relational database

      1.5.1.8 User defined search/reporting capability

      1.5.1.9 Provide for automated email notification of site requests/confirmations

2.0 Purpose and Objectives

The purpose of this standard is to establish and define the needs for scheduling to be addressed when purchasing and maintaining scheduling coordination systems.

2.1 Objective

The objective of this standard is to enable all existing and future synchronous distance learning and videoconferencing facilities in Nebraska to achieve interoperability and maintain an acceptable scheduling of services through recurring and ad hoc event coordination.

3.0 Applicability

These standards apply to the purchase and maintenance of synchronous distance learning and videoconferencing software systems used by educational institutions.

General Statement on Applicability
The Governing board or chief administrative officer of each organization is responsible for selecting and using a synchronous distance learning and videoconferencing software system that is in compliance with these standards. The NITC will consider adherence to technical standards as part of its evaluation and prioritization of funding requests.

It is the intent of the Technical Panel and NITC that the guidelines and policies for usage of such scheduling and clearinghouse systems be determined by the administrative entities that oversee such distance learning and videoconferencing.

• These standards do not apply to the following entities:

- University of Nebraska (relating to the university's academic research mission)
- Any entity which applies for, and receives, a waiver pursuant to NITC 1-103an exemption.

3.1 Exemption

Exemptions may be granted by the NITC Technical Panel upon request by an agency or other entity.

3.1.1 Exemption Process
Any agency or other entity may request an exemption from this standard by submitting a "Request for Exemption" to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail (ocio.nitc@nebraska.gov) or letter (Office of the NITC, 501 S. 14th Street, Lincoln, NE 68509). The NITC Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

4.0 Responsibility

An effective program for scheduling standards compliance involves cooperation of many different entities. Major participants and their responsibilities include:

4.1 Nebraska Information Technology Commission

The NITC provides strategic direction for state agencies and educational institutions in the area of information technology. The NITC also has statutory responsibility to adopt minimum technical standards and guidelines for acceptable and cost-effective use of information technology. Implicit in these requirements is the responsibility to promote adequate quality of service and uniformity for information systems through adoption of policies, standards, and guidelines.

4.2 Technical Panel Statewide Synchronous Video Work Group

The NITC Technical Panel, with advice from the Statewide Synchronous Video Work Group, has responsibility for recommending scheduling standard policies and guidelines and making available best practices to operational entities.

4.3 Educational Service Unit Coordinating Council

By statute 79-1248, the ESUCC has multiple responsibilities involving the coordination of distance education, including (3) Facilitation of scheduling for qualified distance education courses.

4.4 Agency and Institutional Heads

The highest authority within an agency or institution is responsible for interoperability of information resources that are consistent with this policy. The authority may delegate this responsibility but delegation does not remove the accountability.

4.5 Information Technology Staff

Technical staff must be aware of the opportunities and responsibility to meet the goals of interoperability of information systems.

5.0 Related Documents

5.1 Statewide Synchronous Video Work Group Charter:
http://www.nitc.state.ne.us/tp/workgroups/video/charter.pdf

5.2 Glossary of Terms
http://www.nitc.state.ne.us/standards/1-101.html

VERSION DATE: DRAFT – January 13, 2009
HISTORY: Original version adopted on May 1, 2006. Amended on XXX xx, 2009.

Yvette Holly   to: Walter Weir   02/24/09 04:41 PM

Cc: Arnold J Bateman, Dayna Souza, Deb Schroeder, Don Mihulka, ehoffman, Gary F Aerts, John Fiene, Joshua W Mauk, Kate R Tempelmeyer, Rick Golden, Roger Terry, Walter Weir

Hi Walter and Rick,

Thank you for asking for input on this document.   I would like to request you add the following words (shown in red) to Section 3.0 Applicability

These standards do not apply to the following entities:

- University of Nebraska (relating to the university's academic research and patient care mission)

Please let me know if you need any additional information, or if I need to contact anyone else to make this change. Thank you!

Yvette

Yvette Holly, Assistant Vice Chancellor
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Hi Walter - We agree with Yvette's comment. Under the section "People coordination component" we would also suggest changing "operational support will need to cause successful events" to operational support will be available to support the success of events ". Lanyce

Lanyce Keel
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NITC Standard 7-403

Ed Hoffman   to: wweir   03/06/09 03:29 PM

Walter,

I received comments on standard 7-403 from two of our campuses, (CSC and WSC). I will summarize below:

- Upgrades and room renovations to make classrooms compatible would be expensive. The expense of these upgrades and renovations would very likely outweigh any potential benefit.
- Necessitating a standard (especially if subscription or fee based) within a centralized system would not offer benefit to the program and only add additional expense.
- Existing videoconferencing equipment should be exempted.
- Since this is a tech panel discussion that primarily affects education it would appear to me that this should be reviewed by the ed council in totality prior to the tech panel taking a vote.

I would agree that we should consider the economic impact of bringing equipment into compliance as well the effect on work loads for technical/scheduling staff.

Thanks,

Ed.

Ed Hoffman
Vice Chancellor for Facilities, Planning, and Information Technology

Comments and concerns addressing NITC Standard (7-403):

- Unclear exactly how the "standards for hardware control system" applies to our current in-house operations and classrooms setups. To have ALL EXISTING hardware and room equipment completely automated and remotely controllable would likely require costly upgrades and room renovations. The expense of these upgrades and renovations would very likely outweigh any potential benefit(s)
- Coordination/Scheduling/Operations of CSC's current ITV classrooms are handled in house. Although standards based interoperable equipment is used, very little if any programming is extended beyond our own independent classroom locations. Necessitating a standard (especially if subscription or fee based) within a centralized system would NOT offer benefit to the program and only add additional expense.
- Applicability of the NITC standard could address videoconferencing programs and equipment currently in use more clearly. EXISTING videoconferencing equipment that currently is standards based and interoperable as previously defined by other state regulations with the sole intent of maintaining "in-house" programming should be exempt from specific requirements as stated. However, educational institutions with the intent to deliver, exchange, offer, or market videoconferencing programming to other educational entities could directly benefit from complying with this standard.