**Monday, February 25, 2002**

**LEAD Center’s Evaluation Discussion, led by Julie Foertsch**

**Lead’s Annual Evaluation Activities – How We Collect Our Data:**
- Interviews in Dec./Jan. with Project Administrators, Consultants, Community Leaders, and Committee Chairs
- Surveys of all AN-MSI meeting participants in May
- Attending and observing project meetings and activities (e.g., CAT visits)
- Interviews with campus representatives 6-12 months after last CAT visit
- Participation in Caucus conference calls
- Monitoring AN-MSI listserv exchanges, website postings

**The Project’s Benefits: What Do AN-MSI Participants Value Most About the Project?**
- Unifying three minority communities provides greater political leverage and allows sharing of resources
- Networking with other IT professionals lays groundwork for future collaborations
- Professional development & training opportunities
- Funding to attend National IT meetings and conferences
- Salary support for project administrators and people working on cross-campus initiatives

**A Major Lesson Learned from Our Evaluation Activities:**
- Project participants stress the need for greater communication between project members, especially now that there are so many different projects and initiatives underway.*
  *See NSF handout for eight other lessons.

**Communication: Overview of topics:**
1. Perceived communication gaps
   - Are there areas where communication is a problem or where project members aren’t getting the information they want about project activities? …About decisions being made?
   - Who should this information be coming from (Project Director; Community Leaders; Committee Chairs, those spearheading an effort?) and in what form (listserv; private emails; conference calls; group meetings?)
2. Things we don’t need/want publicly communicated
   • What type of project information shouldn’t be shared with the entire community/project membership?
   • What level of detail is desired regarding the initiatives that are going on?
   • What sort of topics might be too divisive or delicate to discuss publicly?
   • Do people want to hear about initiatives/activities that were discontinued or didn’t pan out? Why or why not?

3. Community/Committee Breakouts
   • Are community/committee breakouts at project meetings appropriately focused?
   • Should these group discussions be used primarily for sharing news among group members?
   • Should there be more group discussion of issues? (How do we want to handle X?)
   • Should there be more group discussion of responsibilities? (Who is going to do X and by when?)

4. Things that facilitate communication – What protocols or structures could be put in place to encourage more frequent and timelier communication?
   Suggestions from San Juan discussion:
   • Send monthly Caucus meeting notes to everyone on listserv
   • Have Community Leaders take more active responsibility in directing their schools toward particular information
   • Have Dave & other administrators communicate their expectations more clearly/more frequently
   • Put Strategic Plan online in a form that allows people to add their input/edits
   • People involved with initiatives, proposals, or partnerships that don’t pan out need to let Community Leaders know about the discontinuation and why it occurred so they can share that info with the rest of AN-MSI
   • Have the project budget/expenses included in regular progress reports and in the Strategic Plan

For Further Discussion… A few items people have said they wanted more communication and discussion about:
   • Increasing AN-MSI’s visibility
   • Project responsibilities and how to improve the likelihood that things will get done
   • CAT cost-sharing with schools: pros and cons
   • Relationship between EOT-PACI and AN-MSI
   • Adding cohorts/schools
   • Project-related meetings
Tuesday, February 26, 2002

EOT-PACI Presentations, by Scott Lathrop and Stephenie McLean

Please see slides for more information.

Wireless Update, by Carrie Billy

Please see slides for more information.

Committee Reports

Applications Committee, by Henry Ingle
Participants: Richard Alo, Tony Brave, Charlene Douglas, Charles Elerick, Eric Harmon, Henry Ingle, Al Kuslikis, Alex Ramirez, Dave Staudt

• Agenda: Update Objectives 6.1 – 6.4 in the AN-MSI Strategic Plan. This included updates on the videoconference series, the portal collaboratory development plan, online courseware sharing efforts, and a survey of AN-MSI institutions that have advanced networking needs.
• UTEP has held 4 videoconferences so far. The last two are scheduled for March 26 and April 30 (Tuesday, 4-6 pm EST). CDs will be available in March (with the first 4 videoconferences), and then all 6 videoconferences will be included on one CD that will be available in May or June.
• ITR proposal was submitted in October 2001 with Tom Davis at Fond du Lac Tribal and Community College as the PI. This proposal is considered a good learning experience even if we don’t get the funding. (The schools participating are: Fond du Lac, University of Houston – Downtown, UTEP, Indiana University, and University of Colorado.)
• Need to get a rough inventory of the advanced networking needs of MSIs and the stage of development where they find themselves to determine ways in which AN-MSI and EOT-PACI can provide appropriate assistance to move these efforts along as model sites. The Applications Committee would like to have an online survey and plan to work with the Networking Committee on this initiative.

Executive Awareness & Resource Development Committee, by Wendell Barbour, Major Madison, & Eric Jensen
Participants: William Aguilar, Dar Bales, Wendell Barbour, Alson Been, Carrie Billy, Andy Conrad, Derrick Dauphinais, Joe Douglas, Ramon Harris, Eric Jensen, Jim Kennelly, Karen Korth, Kelvin Lawrence, Tim McDonald, Major Madison, Margaret Massey, Cardell Orrin, Alex Ramirez, Milton Santiago

• Executive Awareness & Resource Development Committees have merged (Wendell and Major will serve as co-chairs)
• We need to brand AN-MSI activities, projects, and results (need brochures, booklets, web site, etc. when visiting the Hill and other funding sources)
• Langston’s President is serving on the White House Initiative for HBCUs – this might be an avenue to get our initiatives before Congress and the White House
• Develop proposals to get more funding… working with Eric and others
• Eric Jensen: Importance of communicating and branding. Get together on one message that we’re working as a collaboratory. Create products and services. One initial proposal Eric and Ron are working on – put out a monthly one-page report letting the entire project know what’s going on and what’s coming up, issues that are important, etc. Background readings on 10 essential areas that not everyone has a uniform knowledge of (as printed copy, CD-ROM or something to distribute to all AN-MSI schools) – this tool would be very helpful. Means to help us do fundraising and promote this project. Types of collaboratories and partnerships that we’ve formed need to be shown to Congress, other institutions, etc. Effective practices (see EDUCAUSE web site) – AN-MSI could create something similar on the web site. Accentuate the human networking!
• Dave will take over coordinating all campus visits. Have visited Haskell and St. Augustine since Indianapolis meeting.
• Planning for Executive Awareness workshops at the annual meetings for each of the communities; the EA workshop at HACU went well and next target is NAFEO (working with Ramon)
• Objectives to accomplish over the rest of the project:
  o 9 ideas for projects from the NLII meeting and brainstorming in San Diego (please see online posting or Alex Ramirez’s message to the AN-MSI listserv). Al Kuslikis is in charge, so let him or Alex know if you’re interested. 😊 (Want to find smaller funding resources and build on those to develop larger proposals.)
  o The next EA session at the 2002 Annual HACU Conference will be on IT Best Practices (Alex is coordinating)
  o Prepare a brochure on EA activities (Wendell will take the lead in preparing this publication)
  o Give the UTEP AN-MSI 6 videoconference sessions on Distance Learning (after they are put in a CD format) to each President in the AN-MSI project (EA will work with Henry on this distribution)
  o There was considerable discussion on committing AN-MSI monies for grant activity on specific projects that will have value for the participants in the AN-MSI cohort. The Title V grant that the HSI group in Southern CA was awarded, led by William Aguilar of CSUSB, is the type of funding support from AN-MSI that EA/RD felt was a good model to follow. Ramon, Wendell, Major, and Alex will coordinate this effort, working with Dave, for funding once grants and projects are identified
  o Hold EA workshops at the annual meeting for each community (Wendell, Ramon, and Alex will coordinate)
Network Technology & Internet Connectivity Committee, by Ron Langley & Art Gloster

Participants: Al Anderson, Alson Been, Carmen Cintron-Ferrer, Tom Cox, Steve Dupuis, Art Gloster, Sally Halvorson, John Hofmann, Ronnie Jefferson, Joe Middleton, Steve Ornat, Mark Trebian

• Mainstream Network Model
  o The document was reviewed and there were several suggestions of changes that need to be made. Ron will send the list to Dave, and they will review it. The major problem was with 2 diagrams. Al Anderson will provide an improved set of diagrams.
  o There was also discussion regarding updates to the document. Everyone agreed that at this time no changes need to be made. There was extensive discussion about areas that could use more in-depth discussion. Ron agreed to begin a discussion with the group and then find a way to add the info on the web site. Areas that needed attention:
    ▪ Building grounding
    ▪ Planning for 802.11x wireless
    ▪ Security – firewalls, etc.
    ▪ Network monitoring
    ▪ Advantages of the various levels of 5E wire
    ▪ How to fund VoIP

• Network Primer
  o Art has talked with Cisco and they will provide some funding to finish the primer. IBM will review the primer. There’s still an issue of paying for the printing

• Campus Visits Outline
  o Outline was discussed and people were encouraged to send feedback to Ron

• Campus Visits
  o To date, there have been 8 visits: HBCUs – 5, TCUs – 2, HSIs – 1
  o 15 Tribal Colleges are being scheduled for visits
  o Several HSIs in NY and PR are also interested in scheduling visits
  o Joe Douglas has been invited by some TCUs to talk about his STS program – he’ll go during campus visits

• Training
  o We will test 3 methods of network training delivery offered by KnowledgeNet within the three communities (community leaders will coordinate 2 people for each of the methods – 18 people total)
  o Discussions about Technical Training that KnowledgeNet could provide to the 3 communities (KnowledgeNet has agreed to provide aggressive pricing across their products. Proposed training:
    ▪ UNIX, Database, SUN, Microsoft (would be broken down), A+ and NET+, Management, and Cisco
Community Reports

TCU Community Report, by Carrie Billy

- Roles and responsibilities of TCU coordinator
  - Communicating with TCU presidents, IT staff and faculty; liaison with AN-MSI staff and funding partners
  - Seeking funding
  - Communicating needs of TCU membership to EDUCAUSE staff
- Al Kuslikis is the acting coordinator, but on a broader scope. AIHEC technology office will assume the roles of these functions and find someone to replace Al as a full-time TCU coordinator
- Communication strategies: will meet with the AIHEC technology committee, March 22-23, in Rapid City, SD, and will follow-up on specific items and new initiatives
- TCUs need to communicate more often – Oglala Lakota will host a collaborative space for the TCUs
- Wireless initiative: will have a meeting with principles involved and develop a timeline and completion date
- Ron, Mark and Al are coordinating TCU campus visits (working with AIHEC and ITAA) – networking architecture and strategic planning
- TCU technology assessment – will be available online; will have other colleges encouraging the ones that haven’t filled it out to do so

HBCU Community Report, by Laura-Lee Davidson

- “Project” Updates
  - Remote Support Project (Hampton University)
  - Knowledge Management Processes (Winston-Salem State University)
  - Wireless Initiatives (Bethune-Cookman College)
  - CAT Visits and Follow-up (strategic planning; campus changes)
  - Supercomputing and Advanced Applications
  - IT Training (security, networking, infrastructure development)
  - Online Courses and Distance Education

- Issues
  - Communication Mechanisms
    - Public Relations
    - Project Updates
  - Budget Status and Financial Decision-Making Processes
  - Increased Involvement by Cohort 1 Schools
  - Collaborations and Partnerships
    - Maximizing EDUCAUSE, AN-MSI, EOT-PACI Partnerships with IT Hardware and Software Vendors, as well as Research Institutions
HSI Community Report, by Alex Ramirez

- Highlights of Areas of Progress
  - Regional Collaborations
    - CalSNMP
    - Puerto Rican Connectivity Project
  - Executive Awareness
    - UTEP Campus Follow-up Visit (to be scheduled)
    - CSU-San Bernardino Campus Strategic Planning Process Continuing
    - Testimony Provided to NSF Blue Ribbon Panel on Cyberinfrastructure
    - Testimony Prepared for Cleland Bill S414 Hearings tomorrow
  - Applications
    - National Learning Infrastructure Initiative (participation at NLII Annual Meeting held January 27-29, 2002)
    - Visit with NPACI and EOT-PACI at San Diego Supercomputer Center (SDSC), January 30, 2002
  - Collaborations
    - Meeting with KnowledgeNet
    - Follow-up Meeting with Cisco
    - Meeting with OARnet
  - Strategic Planning
    - Teleconference calls to review Strategic Plan

- Areas of Needs for Strategic Plan (Tactical)
  - Strategic planning for NY and Sagrado Corazon needs to be arranged (Alex with Milton, Joe, Jim, & Cefarino)
  - Site visit for NY needs to be arranged
  - Wireless planning and training for the initial setup – build a team for skill transfer
  - Voice over IP
  - Bandwidth connectivity, esp. for PR
  - Thin-client solutions (William)
  - Executive Awareness (Alex)
  - Assessment of Technology (Alex)
  - Incorporating technology into classroom & pedagogy for technology
    - NLII membership
    - Campus membership
    - Community membership (Henry Ingle to send out info)
  - Evaluation of commercial software for instruction
  - Effectiveness indicators for evaluation
    - Assessment of student learning
    - Assessment of faculty effectiveness
  - Finding and threaded discussion about Best Practices (Mark Trebian to set up collaborative)
Funding source identification and cultivation
Network security
  - HR3394 to provide $576m for cyber-security fast track
Remote technical assistance
Tech training
  - KnowledgeNet online training grant (Art Gloster to organize)
  - Art needs topics of training
  - Art to get out initial costs
  - Sabbatical/internships for cross-institutional training

Areas of Needs for Strategic Plan (Strategic)
- Distance learning
- Faculty development for HP computing tools & research as a learning tool
- Faculty culture change to accept IT and new roles
- New organizational structures for IT
- I2 applications for research and instruction
- Upgrading infrastructure for advanced applications
- New collaborative course development paradigm to justify high cost/high value
- Visualization into the classroom using HP computing and networking

Title V Meeting Summary, by Art Gloster

- The meeting consisted of 17 Title V representatives from most of the universities and colleges in Puerto Rico.
- Three AN-MSI representatives (Richard Alo, Art Gloster, and Alex Ramirez) also participated in the meeting.
- Greg Monaco, NSF Program Director and Guy Cormier, UPR-High Performance Computing Center, also participated in the meeting.
- Results:
  - The discussion centered around connectivity between the institutions in Puerto Rico and also a shared high-speed connection to the mainland. There was consensus among the participants regarding the need to work together to obtain connectivity and a further meeting was scheduled for the Title V Directors to discuss options.
  - Task force of three individuals was appointed by President Jose Jaime to assist in putting a connectivity plan in place for HE Institutions of PR
  - Committee membership includes: Ricardo Diez (Chair), Carmen Cintron, and Jose Pagan; Art Gloster and Alex Ramirez will also work with the group as needed
  - The committee will coordinate with Guy Cormier, UPR-High Performance Computing Center on network connectivity
  - There is interest in a coordinated effort between the institutions in PR, NSF, and Title V (Dept. of Education)
**Wrap-up**

The next AN-MSI Project Action Committees Meeting will take place May 21-22, 2002, at Langston University, Oklahoma City, OK. (May 20 will be a travel day, but the meeting will end mid-afternoon on May 22 with time for people travel home that night or the next day.)