



Delivery of Transportation-Related Programs Through Interactive Telecommunications, Distance Learning, and Downlink Broadcasts

By

Melinda Lalor

Department of Civil and Environmental Engineering
The University of Alabama at Birmingham
Birmingham, Alabama

Pauline Brown

Department of Civil and Environmental Engineering
The University of Alabama
Tuscaloosa, Alabama

Kathleen Leonard

Department of Civil and Environmental Engineering
The University of Alabama in Huntsville
Huntsville, Alabama

UTCA Theme: Management and Safety of Transportation Systems

Prepared by

UTCA

University Transportation Center for Alabama

The University of Alabama, The University of Alabama at Birmingham, and
The University of Alabama in Huntsville

UTCA Report 99236
May 21, 2001

Delivery of Transportation-Related Programs Through Interactive Telecommunications, Distance Learning, and Downlink Broadcasts

by

Dr. Melinda Lalor
Department of Civil and Environmental Engineering
University of Alabama at Birmingham
Birmingham, Alabama

Dr. Pauline Brown
Department of Civil and Environmental Engineering
University of Alabama
Tuscaloosa, Alabama

Dr. Kate Leonard
Department of Civil and Environmental Engineering
University of Alabama in Huntsville
Huntsville, Alabama

Prepared by

UTCA

University Transportation Center for Alabama
The University of Alabama, The University of Alabama at Birmingham, and
The University of Alabama in Huntsville

UTCA Report Number 99236
May 21, 2001

Technical Report Documentation Page

1. Report No FHWA/CA/OR-	2. Government Accession No.	3. Recipient Catalog No.	
4. Title and Subtitle Delivery of Transportation-Related Programs Through Interactive Telecommunications, Distance Learning, and Downlink Broadcasts	5. Report Date 5/21/2001		6. Performing Organization Code
	8. Performing Organization Report No.		
7. Authors Dr. Melinda Lalor, Dr. Pauline Brown, Dr. Kate Leonard	10. Work Unit No.		
9. Performing Organization Name and Address The University of Alabama at Birmingham Civil and Environmental Engineering Department 1075 13 th Street South Birmingham, AL 35294	11. Contract or Grant No. DTRS98-G-0028		
	13. Type of Report and Period Covered Final Report		
12. Sponsoring Agency Name and Address University Transportation Center of Alabama Box 870205, 275 H M Comer Mineral Industries Building Tuscaloosa, AL 35487-0205	14. Sponsoring Agency Code		
	15. Supplementary Notes		
16. Abstract Technologies such as interactive telecommunication, distance learning and downlink broadcast can play an important role in information and technology transfer for the University Transportation Center for Alabama (UTCA), but in order for these tools to be fully utilized, faculty and other potential instructors must be able to use them with minimal effort and a high level of comfort. Provided with adequate information and support documentation, professors, instructors and researchers involved with the UTCA can use new technologies to successfully and efficiently transfer information and technology to target audiences throughout the state and beyond. The information necessary to facilitate this process is not currently available from one source. Information on likely target audiences is not available from any source. Consequently, considerable time and effort would be required on the part of each individual user to successfully present information through any of the venues mentioned above. Time constraints and hesitation to consider the unfamiliar would probably make use unlikely. The resource and web site information resulting from this project should simplify and expedite the use of these technologies.			
17. Key Words Interactive Telecommunication System, IITS, Distance Learning, Downlink Broadcasts		18. Distribution Statement	
19. Security Classif. (of this report)	20. Security Classif. (of this page)	21. No of Pages 32	22. Price

Contents

Contents.....	iii
Tables.....	iv
Executive Summary.....	v
1.0 Introduction.....	1
2.0 Background.....	2
3.0 Methodology	3
4.0 Project Findings	4
5.0 Project Conclusions and Recommendations	10
Appendix A: IITS Policy & Procedure Manual.....	11
Appendix B: IITS Course Proposal Form	23
Appendix C: Connecting to the IITS: Technical Information and Costs for Calls Outside the Network.....	24

List of Tables

Number		Page
4-1	IITS Classroom Sites and Contact Information.....	4
4-2	Videoconferencing Sites and Contact Information	6
4-3	Survey Responses from County Engineers/Transportation Offices.....	8
4-4	Contact Information for Municipal Engineering Offices	8

**PROTECTED UNDER INTERNATIONAL COPYRIGHT
ALL RIGHTS RESERVED
NATIONAL TECHNICAL INFORMATION SERVICE
U.S. DEPARTMENT OF COMMERCE**

Executive Summary

The objective of this project is to encourage new avenues for the dissemination of information on transportation management and safety to transportation professionals, students, researchers and the general public.

Technologies such as interactive telecommunication, distance learning, and downlink/uplink broadcasts can play an important role in information and technology transfer for the University Transportation Center of Alabama (UTCA), but in order for these tools to be fully utilized, faculty and other potential instructors must be able to use them with minimal effort and a high level of comfort. Provided with adequate information and support documentation, professors, instructors and researchers involved with the UTCA can use new technologies to successfully and efficiently transfer information and technology to target audiences throughout the state and beyond. The resource and web site information resulting from this project should provide the information necessary to facilitate this process.

The Interactive Telecommunication System (IITS) is made up of 30 sites statewide, in addition to a hub in Tuscaloosa. Additional partnering with the State of Alabama's Information Services Division Video-Conference Network opens up even more sites for interaction. This technology provides for real-time, interactive voice and video between instructors and audiences at multiple sites. Courses produced in IITS facilities can also be videotaped for later use by on-site students, or tapes can be put on the web for distant student viewing. Though this technology and these sites have been available for some time, few if any courses or programs have been offered by transportation faculty, instructors or researchers through the University of Alabama System.

Distance learning via videotape has been available through both UA and UAH for several years. Some faculty members on each of these campuses have had experience providing formal courses through videotapes, however, few faculty at UAB have experience using this media. The use of videotapes for technology and information transfer to transportation-related professionals would be an extension of current usage at all three campuses.

Downlink broadcasts can be set up to transmit real-time voice and video from University of Alabama System campuses to virtually any site in the state (or, with a little more planning, outside the state). Uplinks receive real-time voice and video broadcasts from other locations. The distance sites are linked by phone lines back to the source for questions during or after presentations.

This project provides a system for the rapid and efficient transfer of UTCA information and technology, which is one of the major goals of the center. With physical facilities already in place, the information contained within this report provides the guidance Center researchers, professors and instructors need to readily take advantage of existing opportunities.

Section 1 Introduction

The objective of this project is to investigate the available avenues for the dissemination of information on transportation health and safety to transportation professionals, students, researchers and the general public.

Technologies such as interactive telecommunication, distance learning, and downlink/uplink broadcasts can play an important role in information and technology transfer for the University Transportation Center of Alabama (UTCA), but in order for these tools to be fully utilized, faculty and other potential instructors must be able to use them with minimal effort and a high level of comfort. Provided with adequate information and support documentation, professors, instructors and researchers involved with the UTCA can use new technologies to successfully and efficiently transfer information and technology to target audiences throughout the state and beyond. The resource and web site information resulting from this project should provide the information necessary to facilitate this process.

Section 2 Background

The Intercampus Interactive Telecommunication System

The Intercampus Interactive Telecommunication System (IITS) began in 1991 as an effort to use emerging telecommunications technology to share Alabama's instructional resources. Starting as a University of Alabama System initiative, with sites at each of the three main campuses, the IITS is now a mixture of universities, community colleges, area high schools, and other agencies, such as the Bevill Research Center and the Birmingham Jefferson Civic Center (web).

The IITS is made up of approximately 30 sites statewide, in addition to a hub in Tuscaloosa. Partnering with the State of Alabama's Information Services Division Video-Conference Network opens up even more sites for interaction. This technology provides for real-time, interactive voice and video between instructors and audiences at multiple sites. Users at multiple locations interact with people at other locations as if they were all in the same room – all participants see and hear other participants through live, interactive television.

The IITS classrooms at UA, UAB, and UAH are also equipped to videotape classes taught through the IITS. These tapes can then be put on the web (streaming video) for viewing by distance students, or maintained on campus for later viewing by students who have to miss class for job-related travel, personal emergencies, etc.

Though this technology and these sites have been available for some time, very few transportation-related courses or programs have been offered by faculty, instructors or researchers through any of the University of Alabama System campuses.

Distance Learning via Videotape

Distance learning via videotape has been available from both UA and UAH for several years. Faculty members on each of these campuses have had experience providing formal courses through videotapes. However, few faculty at UAB have experience using this media. The use of videotapes for technology and information transfer to transportation-related professionals would be an extension of current usage at all campuses.

Downlink/Uplink Broadcasts

Downlink broadcasts can be set up to transmit real-time voice and video from University of Alabama System campuses to virtually any site in the state (or, with a little more planning, outside the state). Uplinks receive real-time voice and video broadcasts from other locations. The distance sites are linked by phone lines back to the source for questions during or after presentations. The UAB Schools of Public Health and Medicine frequently utilize down- and uplink broadcasts very effectively for seminars, panel discussions and conferences.

Section 3

Methodology

Tasks encompassed by this project included the following:

- Identify facilities throughout the state and region that can be used for interactive telecommunication and downlink classes and seminars.
- Develop contacts and standard operating agreements at these facilities.
- Identify target audiences and contacts for specific types of programs.
- Identify topics of interest to these target audiences.
- Develop information for the UTCA web site to help faculty and researchers effectively identify and use these new teaching technologies.

Section 4 Project Findings

Establishing a system for the rapid and efficient transfer of UTCA information and technology is important in order for the Center to gain visibility and maintain a strong technology transfer program. With physical facilities already in place, the following information should provide the guidance Center faculty and researchers need to readily take advantage of existing modes of information delivery.

Facilities and Contacts

The primary contacts for all issues related to information technology or distance learning in the UA system are Dr. Charles M. Anderson, Vice Chancellor of Information Technology and Outreach (email – anderson@uasystem.ua.edu, phone – 205.348.8645), and Kim Thoma, Coordinator of Information Systems (email – kthoma@uasystem.ua.edu, phone – 205.348.9296). For system wide IITS information, the contact is Dexter Hart, IITS Operations Coordinator for the UA system (email – dhart@uasystem.ua.edu, phone – 205.348.8398).

Interactive Telecommunication Sites

Table 4-1 contains location, addresses and contacts for the current IITS sites.

Table 4-1. IITS Classroom Sites and Contact Information

City	Location	Capacity	Contact
Alexander City	Central Alabama Community College Library Building	50	Vivian Jones 256.215.3380 vioncacc@core1.wwisp.net
Auburn	Auburn University Aerospace Engineering Building, Room 357	24	Dr. James Barnes 334.844.4110 barnelj@mail.auburn.edu
Birmingham	University of Alabama at Birmingham 15 th Street Classroom Building Room 139, #1	30	Brenda Harbison 205.934.8167 harbison@uab.edu
Birmingham	University of Alabama at Birmingham 15 th Street Classroom Building Room 139, #2	12	Brenda Harbison 205.934.8167 harbison@uab.edu
Birmingham	University of Alabama at Birmingham Education Building Room 153	50	Brenda Harbison 205.934.8167 harbison@uab.edu
Birmingham	University of Alabama at Birmingham Learning Resources Center Room 104	75	June Moreland 205.934.6776 morelanj@lrc.son.uab.edu
Birmingham	University of Alabama at Birmingham School of Nursing Auditorium	200	June Moreland 205.934.6776 morelanj@lrc.son.uab.edu
Birmingham	University of Alabama at Birmingham School of Nursing Room G010M	12	June Moreland 205.934.6776 morelanj@lrc.son.uab.edu
Birmingham	Jefferson State Community College Carson Hall Room 212	75	Charles Cobb 205.856.6057 ccobb@jscc.cc.al.us
Birmingham	Jefferson State Community College – Scrushy Campus Room # 124	35	Charles Cobb 205.856.6057 ccobb@jscc.cc.al.us
Birmingham	Lawson State Community College Horn Building	75	Henry Nance 205.929.6427

City	Location	Capacity	Contact
	Room 101		hnance@cougar.ls.cc.al.us
Birmingham	Phillips High School Room 008	40	Wayne Gibbs 205.583.4697/4695
Florence	University of North Alabama Stevens Hall Room 104	36	Brenda Hill 256.765.4651 bhill@unanov.una.edu
Gadsden	University of Alabama Gadsden Center Room 102	30	Judy Hill 205.546.2886 jhill@ualvm.ua.edu
Gadsden	University of Alabama Gadsden Center Room 201	12	Judy Hill 205.546.2886 jhill@ualvm.ua.edu
Huntsville	University of Alabama in Huntsville Technology Hall Room N142	35	Dave Maguire 256.890.6563 maguire@ebs330.eb.uah.edu
Montgomery	State Dept. of Education Videoconferencing Center Gordon Persons Building Room 5349	48	Donna Fuller 334.353.5888 dfuller@sdenet.alsde.edu
Montgomery	State Dept. of Education Videoconferencing Center Folsom Administrative Building Suite 675	18	Deborah Hall 334.242.3559 dhall@isd.state.al.us
Montgomery	University of Alabama System Office Alabama Center for Commerce Suite 160	15	Carolyn Benton Deborah Brown 334.242.2950 cbenton@uasystem.ua.edu dbrown@uasystem.ua.edu
Muscle Shoals	Center for Environmental Technology Northwest-Shoals Community College Classroom, Room 141	60	Pam Elrod 256.331.5385 pelrod@bcet.org
Muscle Shoals	Center for Environmental Technology Northwest-Shoals Community College Conference Room, Room 141	30	Pam Elrod 256.331.5385 pelrod@bcet.org
Muscle Shoals	Northwest-Shoals Community College Library, AV-2	125	Barry Pounders 205.331.6214 barryp@getaway.net
Scottsboro	Scottsboro 21 st Century Council Board Room	24	Ann Kennamer 256.574.6359 career21@mail1.scottsboro.org
Scottsboro	Scottsboro High School Classroom	25 to 250	Donald Hodges/Tony LaRue 256.259.4165 awlarue@mail1.scottsboro.org
Scottsboro	Pruett Center for Technology Classroom	25	Karen Chisenall 256.574.2695 aguess@hiwaay.net
Tuscaloosa	University of Alabama Martha Parham Hall West Cahaba Room, Room 124	24	Jennifer Doss 205.348.6025 jdoss@ccs.ua.edu
Tuscaloosa	University of Alabama Gorgas Library Room 532	32	David McMillan 205.348.6072 dcmcmlila@slis.ua.edu
Tuscaloosa	University of Alabama Bidgood Hall Room 370	45	Jennifer Doss 205.348.6025 jdoss@ccs.ua.edu
Tuscaloosa	University of Alabama Bidgood Hall Room 374	30	Jennifer Doss 205.348.6025 jdoss@ccs.ua.edu
Tuscaloosa	University of Alabama Law Center Multimedia Room, Room 273	101	Josh Denmark 205.348.4347 jdenmark@law.ua.edu
Tuscaloosa	University of Alabama UA Capstone Nursing Russell Hall	50	Jean Bridges 205.348.1044 jbridges@nursing.ua.edu

City	Location	Capacity	Contact
	Room 201		

Additional facilities are also available for videoconferencing. Table 4-2 contains a complete list of IITS videoconferencing facilities and contacts.

Table 4-2. Videoconferencing Sites and Contact Information

Sites	Contact Information
Center for Textile & Apparel Technology Alexander City, Alabama	Vivian Jones 205.234.6346, ext. 6280
Jefferson Davis Community College Atmore, Alabama	Steve Rockwell 334.809.1675
Auburn University Auburn, Alabama	James Barnes 334.844.4110
Birmingham Jefferson Civic Center Birmingham, Alabama	Karen Smith 205.458.8410
Jefferson State Community College Birmingham, Alabama	Charles Cobb 205.856.6057
Lawson State Community College Birmingham, Alabama	Henry Nance 205.929.6427
Phillips High School Birmingham, Alabama	Wayne Gibbs 205.583.4696
University of Alabama at Birmingham- 15 th St. Classroom Bldg. Birmingham, Alabama	Brenda Harbison 205.934.3295
University of Alabama at Birmingham – Learning Resources Center Birmingham, Alabama	Bob Cummings 205.934.6064
University of Alabama at Birmingham- School of Education Birmingham, Alabama	Judy McCormack 205.975.6617
Center for Telecommunications Technology Brewton, Alabama	Steve Rockwell 334.809.1675
Center for Electronics Technology Eufaula, Alabama	Pat Wall 334.687.9405
University of North Alabama Florence, Alabama	Debbie Chaffin 256.765.4297
University of Alabama – Gadsden Center Gadsden, Alabama	Judy Hill 256.546.2886
University of Alabama in Huntsville – Technology Hall Huntsville, Alabama	Dave Maguire 256.890.6563
University of Alabama at Birmingham Walker College Jasper, Alabama	Jerry Dollar 205.387.5121
University of South Alabama Mobile, Alabama	Bill Reid 334.380.2873
State Dept. of Education Montgomery, Alabama	Vivian Jones 334.328.4146
Center for Environmental Technology Muscle Shoals, Alabama	Donna Alsup 256.331.5385
Northwest Shoals Community College Phil Campbell, Alabama	Donna Alsup 256.331.5385
University of Alabama – Martha Parham West Tuscaloosa, Alabama	Barry Shollenberger 205.348.0085
University of Alabama – School of Business Tuscaloosa, Alabama	Dennis Key 205.348.8560
University of Alabama – School of Law Tuscaloosa, Alabama	Noah Funderburg 205.348.4509
University of Alabama – School of Library Sciences Tuscaloosa, Alabama	David McMillan 205.348.6072
University of Alabama – School of Nursing Tuscaloosa, Alabama	Becky Edwards 205.348.7260

Videotape Distance Learning

Videotapes can be produced in the IITS classrooms at UA, UAB, and UAH. These tapes can be produced in connection with classes or seminars that are taught through the IITS, or can be

produced independently. The IITS contact at each campus (Table 4-1) can provide information on this service.

Videotapes can also be put on the web for distance viewing. Information on this “streaming video” technology is available through Mr. Mike McBride at UAB (205.934.0410).

At UAB, a production studio, located in the Medical Forum Building in the Birmingham Jefferson County Civic Center Complex, allows production of professional quality tapes in a controlled setting. Access to this studio is obtained through the UAB Medical T.V. and Video office. Additionally, this office has mobile video equipment capable of producing tapes from almost any site. For information about these options, contact Mr. David Hunter at 205.934.7820, or dhunter@uab.edu.

UAH has four dedicated distance learning rooms in Tech Hall equipped for both videotapes and CD format. Information on the use of these rooms is available through the IITS contact, Mr. Dave Maguire at 256.890.6563.

Downlink/Uplink Satellite Connections

Downlink broadcasts can be set up to transmit real-time voice and video from anywhere on University of Alabama System campuses with multimode fiber access. Receiving these broadcasts requires a C-Band or KU-Band satellite receiver. This type of receiver is available at many sites statewide, including colleges and universities, schools, hospitals, and county health departments. Cost of this service is dependent on difficulty of set-up, number of sites to which the signal is being sent and time on the air. For more information about down- or uplink broadcasts, contact David Hunter at 205.934.7820 or dhunter@uab.edu.

Target Audiences

The target audiences for this project were the Alabama County Engineering offices and the Alabama Municipal Engineering offices.

Alabama County Engineering Offices

In order to determine the best available means to deliver continuing education courses to transportation engineers in Alabama (since IITS is only available at 11 cities in Alabama), a survey was conducted of all county engineering offices by e-mail and follow-up phone calls.

Survey The following questions were asked:

1. Who is the contact person for educational programs in your county/city?
2. Have you ever been involved in Intercampus Interactive Telecommunication System, and interactive two-way video network programs?
3. Does your county (or agency) have access to satellite downlinks for conferences?
4. Does your office have computers that are on-line (e.g. Internet accessible)?
5. If you answered yes to #4, what kind and number (pentiums or above)?
6. Do you have access to PC video cameras?
7. Would you be interested in learning more about interactive educational opportunities in Alabama?

8. Do you require or encourage continuing education for your personnel? Or would you be interested in continuing education programs for your personnel? If so, do you have specific topics that would be of interest?

Responses Twenty-two (22) counties out of 67 responded. The responses from county engineers/transportation offices are listed in Table 4-3.

Table 4-3. Survey Responses from County Engineers/Transportation Offices

County	Contact	#2	#3	#4	#5	#6	#7	#8
Blount	Donnie Beaseale	no	yes	yes	5	no	no	no
Bullock	Fred Hollon	no	no	yes	1	no	no	no
Cherokee	Sarah Mosley (256) 927-3362	no	unkn	yes	5	no	no	no
Choctaw	Bill Dean	no	no	yes	1	no	yes	yes
Clay	Lou Ann Hanners (256)354-7888	no	no	yes	2			
Cleburne	Unknown	no	no	no			yes	yes
Colbert	Floyd Lawrence	no	no	yes	2	no	yes	yes
Coosa	Jason Sturdivant	no	no	yes			yes	yes
Elmore	J.D. Smith	no	no	no			yes	yes
Escambia	Byron Dunn Bdunn@acct.net	no	yes	yes	2	no	yes	yes
Etowah	Unknown	no	no	yes			no	no
Greene	Unknown	no	no	yes	1	no	yes	yes
Henry	Unknown	no	no	yes	1	no	yes	yes
Houston	Jeff Baker Hcprs@graceba.net	no	no	yes	5		yes	yes
Jackson	Unknown	no	no	yes		no	yes	yes
Lowndes	Unknown	no	yes	yes			yes	yes
Monroe	Robert English	no	yes	yes	3	no	yes	yes
Perry	Unknown	no	no	yes	2	no	yes	yes
Pickens	Tommy White	yes	yes	no			yes	yes
Russell	LeAnn Home	no	no	yes	8	yes	yes	yes
St. Clair	Unknown	no	unkn.	yes	1	no	yes	yes
Talladega	Unknown	no	no	yes	2	no	yes	yes

Summary of County Survey Results The majority of the 22 county engineering offices that responded to the survey have no experience with IITS programs (95%), nor do they have satellite downlink/uplink capabilities (68%). The majority of the respondents do have computers equivalent to or better than pentiums (82%), but do not have a PC video camera available (68%). The majority of the respondents would like to learn more about interactive educational activities in Alabama (82%), and do recommend continuing education programs for their personnel (82%). Only Jackson County volunteered information on the types of courses they would be interested in, requesting traffic control and road construction.

Alabama Municipal Engineering Offices

Municipal Engineering Offices in Alabama's largest towns and cities were surveyed regarding interest in continuing education courses for their personnel. Responses were received from Birmingham, Huntsville and Tuscaloosa. Table 4-4 contains contact information for these three cities.

Table 4-4. Contact Information for Municipal Engineering Offices

City	Contact	Phone	# of Transportation Engineers at Site
Birmingham	Jerry Northington	205.254.2450	6

Huntsville	Tim Barnett	256.427.5300	2
Tuscaloosa	Joe Tobinon	205.349.0240	4

Contacts in all three cities expressed moderate to high need for continuing education courses, and were especially interested in “live” format distance learning from a university. Both Birmingham and Tuscaloosa groups were interested in certificate programs. Tuscaloosa is currently taking advantage of T² programs (live programs from Auburn).

Section 5

Project Conclusions and Recommendations

The use of the IITS for delivering transportation-related courses for credit on the UA, UAB, and UAH campuses is highly recommended. Drs. Brown, Lalor and Leonard have successfully used IITS to teach a joint, three-campus class in Solid and Hazardous Waste Management for three years now. The process will be exceedingly easier as UAB changes to a semester format in the fall of 2001. It is strongly recommended that a faculty member or graduate student be assigned to classes originating at other campuses. This markedly increases the comfort level of students, and facilitates distribution of handouts, collection of homework, monitoring of tests, etc.

Continuing education courses can also be offered using IITS. Sixteen (16) cities in Alabama are served by IITS classrooms or videoconferencing facilities. IITS is probably not the best way to reach county and municipal engineers in areas other than those within easy reach of IITS facilities. The lack of satellite equipment for uplink of broadcasts would also limit access to many locations, and the cost would be prohibitive. A more promising means to reach these engineers would be through the Internet, either live or via streaming video WebPages. This option would be less expensive, and more convenient as almost all of the offices are on-line. A last option would be the distribution of taped lectures, although the majority of engineering offices responding to questions indicated that real-time, interactive options were preferable.

Appendix A
IITS Policy & Procedure Manual

IITS Policy & Procedure Manual

I. Scheduling

The IITS Calendar

The IITS Calendar is presently stored on the UA mainframe, UA1VM. You may access the calendar either by direct modem connection to UA1VM, or by Internet connection; please contact the IITS Coordinator for instructions.

All courses, meetings, and other activities, which are held using the IITS are listed on the IITS Calendar. At a minimum, calendar entries include the title of the activity, the time(s) and date(s) of the activity, the sites that will participate in the activity, a projected line speed for the conference, and the name and telephone number of the contact person for the event.

For the purposes of clarity of terms and to standardize time periods as used within this document, the term "semester" is defined as follows:

Fall	August 16-December 31
Spring	January 1-May 31
Summer	June 1-August 15

Responsibilities

The IITS Coordinator maintains the IITS Calendar in accordance with the policies and procedures set forth in this document, and serves as the primary point of contact for scheduling events on the Calendar. In the absence of the IITS Coordinator, the IITS Technical Coordinator serves as the alternate point of contact for scheduling events.

Some IITS sites that are not affiliated with the University of Alabama System maintain their own activities calendars. The person requesting a non-course activity, which involves any of those sites, is responsible for scheduling the activity with those sites, as well as with the IITS Coordinator.

Connection Rates

Point-to-point connections (P-P) indicate a direct link between two sites at the indicated line speed. Multi-point Controller Unit (MCU) connections indicate a multi-point connection through the hub at the indicated line speed (those MCU designators including "STD" represent Standards-based connections [STD], and those without "STD" represent Proprietary-based [HDLC] connections). For connections that involve an "off-net" site, or for more information about connection rates, please contact the IITS Technical Coordinator.

Site Abbreviations

A unique, two-letter abbreviation will be assigned for each IITS site. The first letter in the abbreviation will generally be the first letter of the city in which the site is located. The second

letter will refer to the building, school, or organization, which operates the site.

Current IITS sites include:

AC Center for Textile & Apparel Technology,
Central Alabama CC (Alexander City)

AU

Auburn University, Aerospace Engineering Building

BC

Birmingham-Jefferson Civic Center

BE

UAB, Education Building

BI

UAB, 15th Street IITS Classroom

BL

UAB, Learning Resources Center, Class or Auditorium

BP

Phillips High School (Birmingham)

EB

Eufaula (Bevill), ATN Center for Electronics Technology, Sparks State Technical College

FN

Florence, University of North Alabama

GA

UA Gadsden Center, Room 1 or Room 2

HI

UAH, Technology Hall, IITS Classroom

JS

Jefferson State CC (Birmingham)

JW

Bevill State CC, Walker Campus (Jasper)

LS

Lawson State CC (Birmingham)

MB

Muscle Shoals (Bevill), ATN Center for Environmental Technology, NW Shoals CC

ME

State Department of Education (Montgomery)

PN

Phil Campbell, NW Shoals CC

SS

Jefferson State CC, Scrushy Campus (Shelby Co.)

TB

UA School of Business, Bidgood Hall (Tuscaloosa)

TI

UA Continuing Studies, Martha Parham Hall West, IITS Classroom (Tuscaloosa)

TL

UA School of Library and Information Research, Gorgas Library (Tuscaloosa)

TN

UA School of Nursing (Tuscaloosa)

TS

UA School of Law (Tuscaloosa)

TV

UA Mobile Videoconference Unit Vehicle--Continuing Studies (Tuscaloosa)

Sites on the Information Services Division

Videoconference Network (that IITS can connect with)

IBS Mobile, Bishop State CC

ITA Atmore, Ctr. for Tele., Jefferson Davis CC

ITB Brewton, Ctr. for Tele. Tech., Jefferson Davis CC

IMC Montgomery, UA System Office

IMS Mobile, University of South Alabama

IMT Montgomery, State Information Services Division

ITN Mobile, ATN Center

ISM Monroeville, Alabama Southern CC, ATN Center

IST Thomasville, Alabama Southern CC, ATN Center

Please contact Deborah Hall at the Information Services Division re: scheduling of ISD Videoconference sites at 334.242.3599.

Priorities of Use

The following priorities of use are intended to ensure that use of the IITS is in keeping with its stated mission. Scheduling preference is given to an activity in accordance with its classification among the following categories, in the order shown:

1. Graduate Courses
2. Advanced Undergraduate Courses (Senior level)
3. Highly-specialized Undergraduate Courses
4. Noncredit Activities
5. Academic Meetings
6. Nonacademic Activities

Credit and noncredit courses will be further prioritized as necessary within the above categories according to the following criteria, in the order shown:

1. Shared courses will receive higher priority than non-shared courses:

A **shared course** is offered by one institution (the "offering institution") for incorporation within the curriculum or program of other institution (the "receiving institutions"). The peer department or program at the receiving institution reviews all course information, and assigns its own number to the course as appropriate. The receiving institution also performs registration for its students, and retains all tuition revenues and credit hours generated for its students by the course.

A **non-shared course** is offered to students at receiving institutions, but the offering institution performs registration and advising for students at the receiving institution. The offering institution also retains tuition revenues and credit hours generated for the students at the receiving institution, and pays \$50 per student to the receiving institution for hosting students (three semester hour course or equivalent).

2. Courses with the greatest number of participating sites will have higher priority.
3. Courses with the greatest number of enrolled students will have higher priority.
4. Courses for which the instructor has adhered to IITS policy will have higher priority.

Course Status

A course must meet through the IITS for at least half of its meetings to be scheduled by the above criteria. A course, which meets through the IITS for less than half of its meetings, will be classified as an academic meeting, and will be prioritized and scheduled accordingly.

Scheduling Timeframes

Course proposals may be submitted to the IITS Coordinator no more than one year prior to the beginning date of the semester during which the course will be taught. Those proposals that are submitted after the beginning of the prior semester will be presented to the Committee and scheduled on a first-come, first-served basis. Those proposals that are submitted early will be handled according to the following criteria:

Shared Graduate Courses Proposals for graduate courses that are to be shared among two or more universities will be submitted to the IITS Policy & Scheduling Committee as soon as they are received by the IITS Coordinator. Upon approval by the Committee, shared courses will be immediately added to the IITS calendar. See "Administration of Credit Courses." In cases where the submission and approval process occurs before any students have had the opportunity to register for a course, proposals requesting shared status must demonstrate a high degree of probability that the course will be shared. Proposals, which indicate that the offering instructor has contacted the other institutions, and which include course numbers that the other institutions have assigned to the course, will sufficiently demonstrate a likelihood that the course will be shared.

Other Credit Courses Proposals for credit courses that are not shared graduate courses will be submitted to the IITS Policy & Scheduling Committee as soon as they are received by the IITS Coordinator. Upon approval by the Committee, these proposals will be held until the beginning of the term before the courses are to be offered, at which time they will be evaluated and scheduled according to the "Priorities of Use". Since no scheduling assignments will be made until the beginning of the term before these courses are to be offered, the times and dates for these courses should be listed in timetables and catalogs as TBA (To Be Announced) until scheduling assignments have been made. See "Administration of Credit Courses."

Noncredit Activities Noncredit activities will be added to the IITS Calendar upon approval of the IITS Policy & Scheduling Committee. Noncredit activities may be scheduled within the noncredit window no later than three months before the activity begins. Noncredit activities may be scheduled outside of the noncredit window no more than eight weeks before the activity begins.

A completed IITS Request Form must be submitted to the IITS Coordinator before noncredit activities will be presented to the IITS Policy & Scheduling Committee. For more information, see "Administration of Noncredit Activities."

Academic Meetings Academic meetings will be added to the IITS Calendar as space permits on a first-come, first-served basis, no more than eight weeks prior to the date of the meeting. A completed IITS Request Form must be submitted to the IITS Coordinator and to the Course Coordinators at all proposed sites before the meeting may be scheduled. See "Administration of Other Academic Activities."

Nonacademic Activities Nonacademic activities will be added to the IITS Calendar as space permits on a first-come, first-served basis, no more than six weeks prior to the date of the activity. A completed IITS Request Form must be submitted to the IITS Coordinator and to the Course Coordinators at all proposed sites before the activity may be scheduled. See "Administration of Nonacademic Activities."

Simultaneous Scheduling In instances where courses compete for the same meeting dates and times, simultaneous scheduling will be used to accommodate both courses. If two or more courses request the same UA System IITS room for the same dates and times, the course with the highest priority of use will be assigned to that room. Lower priority courses may request other sites within the same geographic area, but the offering department will be responsible for any necessary arrangements.

Noncredit activities, academic meetings, and nonacademic activities may also be simultaneously scheduled with credit courses, provided that the meetings and activities do not interfere with the successful offering of the credit course. In cases of limited line capacity, preference will be given according to the "Priorities of Use".

Additional Provisions The IITS Policy & Scheduling Committee reserves the right to resolve, by consensus, any additional scheduling issues which may arise, or which are not sufficiently addressed by these policies and procedures. The IITS Policy & Scheduling Committee may also refer issues to the UA System Academic Council for clarification or resolution.

II. The Proposal Process

Courses New to the IITS

The following procedures will apply for all credit courses proposed for offer for the first time through the IITS. Proposals submitted for the consideration of the Committee which do not clearly demonstrate that these procedures have been completed will be deemed incomplete, and may be tabled by the Committee and returned to the proposing faculty member for further action.

Approval of the Sponsoring Department

A faculty member proposing an IITS course should have the support and approval of his or her department chairperson before approaching the IITS Coordinator with the IITS Course Proposal. Submission, review, and discussion of the proposal are expected at a minimum.

Approval by Peer Departments or Programs

Upon receiving approval by their department, faculty members proposing IITS courses should contact faculty and staff members in similar departments or programs on other campuses to determine their interest in making the course available to their students. Such interest will be demonstrated by the course numbers assigned by the other campuses. Course numbers and the person contacted for each peer university will be included on the Course Proposal Form. In the event that a course number cannot be assigned prior to the submission of the Proposal, a letter of approval from the accepting department should be included with the Proposal. In the event that a department or program chooses not to make the course available to their students, information to that effect, along with the point of contact, should be included on or with the proposal form. Please refer to the list of current IITS sites on this website in regard to what sites are possible to schedule. Site coordinator contact information is also available on this web page.

Submission of Course Proposal

Once the above steps have been completed, the faculty member should forward the proposal packet to the IITS Coordinator. The proposal packet must include a completed IITS Course Proposal Form, a course syllabus, the faculty member's vita, and any other supporting materials.

Facilitation Meeting

The IITS Coordinator will schedule a facilitation meeting among the faculty member and site coordinators at all proposed sites for the course. The purpose of the facilitation conference is to clarify the support requirements for the course (including distribution of course materials, student computer accounts, and library resources at receiving institutions), to encourage the faculty member to familiarize themselves with the site and the equipment prior to the first class meeting, and to allow course coordinators and the faculty member to ask any other questions they might have. Site coordinators may also use information gathered at this meeting to make recommendations to the Committee during consideration of the course.

Presentation to the Committee

The proposal will be presented to the Committee at its next scheduled meeting following its receipt. The IITS Coordinator will notify the faculty member of the Committee's action, and handle the proposal in accordance with the procedures described in "Administration of Credit Courses."

Courses Previously Taught Through the IITS

Courses taught through the IITS during the last two years must be repropose for every offering; the faculty member should satisfy the same criteria as for a new course. In lieu of completing a new proposal, the faculty member may notify the IITS Coordinator, by memo or e-mail, that the course is being repropose, and include any updates or changes to the previous proposal. Site coordinators, at their discretion, may request a re-approval conference with the faculty member. Proposals for courses previously taught through the IITS will be submitted to the Committee in the same manner as proposals for new courses.

III. Administration

This chapter discusses the administration of the four categories of IITS activities: credit courses, noncredit activities, academic activities, and nonacademic activities. Scheduling procedures for all IITS activities can be found in Chapter I, "Scheduling."

Credit Courses

The following policies and procedures apply only to the administration of credit courses. Refer to Chapter II for procedures for proposing credit courses.

Tuition, Credit Hours, and Fees

Tuition and credit hours generated at institutions receiving **shared courses** remain at the receiving institutions. Receiving institutions perform registration for their respective students, and also ensure that grades are reported by the instructor. Site coordinators will cover all reproduction and postage expenses for shared courses using IITS funds earmarked for that purpose.

Tuition and credit hours generated by **non-shared courses** remain at the offering institution. The offering institution will also perform registration for all students, and pay \$50 per student to those institutions hosting the offering institution's non-shared course (the number of students will be determined by verifying enrollments in the eighth week of classes). Departments or programs offering a non-shared course are also responsible for all expenses of distributing and collecting materials for the non-shared course.

No usage charges or other fees will apply for credit courses, provided that no resources or services beyond the normal capability of the IITS are used in conducting the course. If such resources or services are required (e.g., connection with other locations outside the IITS), the department or program offering the non-shared course or the institution receiving the shared course will be responsible for all corresponding costs. These costs will be identified during the eighth week of classes on a site-by-site basis.

Incentives

The UA System provides a \$1000 incentive for UA System departments or programs that offer a shared course through the IITS. Shared status will be determined by verifying enrollments in the eighth week of classes.

Limitations

- Departments and programs may not offer more than two non-shared courses to any location during a given school year without the approvals of the academic vice-presidents at the offering institution and at the receiving institution(s). All required approvals must be attached. The absence of necessary approvals will be grounds for tabling the proposal.

- A credit course that will use the IITS for less than half of its class meetings will not enjoy course status, but will instead be scheduled as an academic meeting, and prioritized accordingly.

Logistics

Site coordinators at the offering institution will work with site coordinators at all receiving institutions to ensure that the logistical requirements of the course are satisfied. This includes ordering textbooks for courses, ensuring that all course materials are exchanged between instructor and students in a timely and reliable manner, and assisting in setting up e-mail accounts for students (if necessary). All materials of this nature should be sent to the appropriate site coordinator in comfortable advance of class meeting it is intended for, with specific instructions attached. Site coordinators will then pass along these materials to the assigned room coordinator.

Room coordinators will proctor exams held in IITS rooms, deliver course materials between instructor, students, and course coordinators, and provide other services as necessary.

Withdrawals, Removals, and Special Situations

In instances where students withdraw or drop from a course, the course should continue to meet through the IITS while there is at least one student at another location. Once all students at a particular location withdraw from a course, the Course Coordinator for that site should advise the IITS Coordinator that support for that course is being withdrawn for that particular location. Only in cases where all students at all other IITS locations have dropped will the course be removed from the IITS Calendar.

Locations that have been proposed for a course should make the room available for at least the first two scheduled class sessions. If, after the second class session, no students have attended at a particular location, the Course Coordinator for that location should verify with the appropriate registrar that there are no students enrolled for the course, and then send a request to the IITS Coordinator to remove that location from the list of participating sites.

In no situation should students at receiving institutions be requested to make changes in their location or their registration to accommodate the wishes of the instructor, the department, or the IITS.

Registration

Registration procedures vary significantly from campus-to-campus and from course-to-course. Since each institution is responsible for registering students seeking credit from that institution, course coordinators should ensure that a valid course number has been assigned, and that a registration method is available to interested students. Course coordinators should also obtain a listing of all pre-registered students for their campuses and make those lists available to the instructor and the course coordinator at the offering institution.

Course coordinators should also ensure that an IITS Class List Form is completed for each class by the end of the class's second meeting, and that copies of the completed Forms are sent to the IITS Coordinator.

Noncredit Activities

The IITS Calendar will have up to two four-hour time periods reserved each week (8 a.m. Monday through 6 p.m. Friday) for noncredit activities. Once established for a given semester, the times set aside for noncredit activities will remain the same for the duration of that semester, but will not perpetuate beyond the end of that semester. Noncredit activities will also have preference for scheduling during one weekend of every month.

The UA System Divisions of Continuing Studies/Continuing Education will establish and maintain a Noncredit Advisory Committee with equal members from each Division. The Noncredit Advisory Committee will determine times and days to be set aside for noncredit use (up to two four-hour time periods each week), and will petition the IITS Scheduling and Policy Committee to reserve those times on the IITS Calendar. The Noncredit Advisory Committee will also petition the IITS Policy and Scheduling Committee to place all weekend noncredit activities on the IITS Calendar.

The Noncredit Advisory Committee will make its petition for reserving times for noncredit use no earlier than one year prior to the beginning date of the semester being scheduled, but no later than six months prior to the beginning date of the semester being scheduled. Unused portions of scheduled noncredit time periods will be made available for other IITS activities three months prior to the beginning of that semester.

Determining scheduling priorities for noncredit periods, and establishing course offerings, time periods, and collaborative revenue models, will be the responsibility of the Noncredit Advisory Committee.

Continuing Education Units (CEUs) and Fees

CEUs and fees generated by **shared noncredit courses** remain at the receiving institution. Receiving institutions perform registration for their respective students, and award certificates of completion and accompanying CEUs under their respective policies. Noncredit course coordinators will cover all course-related expenses from revenues generated within their own programs.

CEUs and fees generated by **non-shared noncredit courses** remain at the offering institution. The offering institution will perform registration for all students, and pay \$25 per hour or other negotiated fee to those institutions receiving the non-shared course. The offering institution will cover all course-related expenses from revenues generated within its respective programs.

No additional usage charges or fees will apply for noncredit courses, provided that no resources or services beyond room coordination and current technological capabilities of the IITS are used in conducting the course. If such resources are required (e.g., connection with other non-IITS locations), the program offering the non-shared course or

the program receiving the shared course will be responsible for corresponding charges and fees. These costs will be identified during coordination and approval meetings and verified at the end of the first class day.

Activities Involving Non-UA System Sites UA System sites should negotiate a Memorandum of Agreement with each non-system site at which they wish to develop partnerships.

Other Academic Activities

Academic activities include those meetings, colloquia, seminars, and other presentations, which further the academic interests and development of students, teachers, staff, faculty and citizens of Alabama. Academic activities offered through the IITS will be scheduled according to the procedures listed in Chapter I, and will be further handled according to the following procedures.

Fees and Charges

Those academic activities which are held between the general hours of 8:00 a.m. to 8:00 p.m., Monday through Friday, excluding academic breaks and holidays, and which directly contribute to the operation or administration of the universities of the UA System or other IITS institutions, or directly contribute to the success of courses, departments, programs, and academic colleges of the UA System or other IITS institutions, are not subject to charge for the use of normal IITS resources.

The UA System will subsidize those academic activities described in the preceding paragraph, which occur outside the hours of 8:00 a.m. to 8:00 p.m., Monday through Friday, up to \$8 per hour for all UA System rooms involved in the activity. Course coordinators should forward a detailed invoice to the IITS Coordinator bimonthly for reimbursement.

Sponsoring organizations are responsible for charges incurred by the use of resources beyond the normal capability of the IITS. Effective June 1, 1995, these charges will include: an MCU surcharge of \$25 per hour, per non-IITS site connected, for academic colloquia and other conferences (MCU surcharges do not apply to IITS sites involved). Other academic activities which do not directly contribute to the operation or administration of the universities of the UA System or other IITS institutions, or do not directly contribute to the success of courses, departments, programs, and academic colleges of the UA System or other IITS institutions, will be charged at a rate to be determined, on a case-by-case basis, by the course coordinators for the locations to be involved in the activity. The maximum rate will be the same as the rate for business and commercial use.

Logistics

Course coordinators will make every effort to ensure that room coordinators are available for all academic activities. However, in situations where meetings are scheduled less than two weeks prior to the actual date of the meeting, the requesting organization may have

to hold the meeting during an established meeting window on the IITS to be guaranteed room coordinator coverage. Faculty and staff members who know how to operate IITS equipment may also waive room coordinator coverage of their academic activity.

Nonacademic Activities

Nonacademic activities include business and commercial meetings, and all other activities not listed in the above three categories. Nonacademic activities will be scheduled in accordance with the procedures described in Chapter I, and further handled according to the following procedures.

Fees, Charges, Billing and Distribution

For conferences involving two or more IITS sites, the charge for nonacademic use is \$75 per hour, per room used, plus any additional charges incurred by the use of resources or services beyond the normal capabilities of the IITS. For conferences involving only one site, the charge is determined by that IITS site. The minimum use is one hour; after the first hour, charges will be prorated by thirty-minute increments.

Billing for additional IITS resources or services will be conducted by the UA System. For conferences involving two or more IITS sites, the course coordinator at the sponsoring institution will present the user with a comprehensive invoice for the use of all IITS rooms involved. The course coordinator at the sponsoring institution will collect and retain one half of the room-use revenues, and divide the remaining one half equally among the other IITS sites that participated in the activity.

The charge for nonacademic use of the IITS includes the services of a room coordinator for the entire length of the activity. Other local services, including refreshments and the use of other local facilities, must be coordinated through the course coordinators at each location. Payments for these services will be billed and collected individually by the course coordinators at the respective locations. Revenues for local services are not subject to sharing.

Technical Support

Effective June 1, 1995, IITS members will be billed \$15 per call for successful calls placed by the IITS Technical Coordinator during normal business hours (8:00 a.m.-5:00 p.m., Monday through Friday, excluding academic breaks and holidays). For calls placed by the IITS Technical Coordinator outside the hours of 8:00 a.m.-5:00 p.m., Monday through Friday, or during an academic break or holiday, the charge will be \$30 per successful call.

Equipment tests are conducted by the IITS Technical Coordinator only during normal business hours. There is no charge for the first hour of connection tests conducted by the IITS Technical Coordinator; additional time required will be billed at \$30 per hour. An MCU surcharge of \$50 per hour, per non-IITS site connected, will apply for all nonacademic conferences. The MCU surcharge will not apply for IITS sites involved in the conference.

Appendix B
IITS Course Proposal Form

Appendix C

Connecting to the IITS: Technical Information and Costs for Calls Outside the Network

Connecting to the IITS

Technical Information and Costs for Calls Outside the Network

About the IITS

The Intercampus Interactive Telecommunication System (IITS) is a statewide compressed video network connecting various academic institutions and state governmental agencies throughout the State of Alabama. All of the sites within the IITS use VTEL *codecs* and Madge Networks (formerly Teleos) Inverse Multiplexers (*imuxes*). The system also uses VTEL's Multipoint Control Units (MCU) that provides for multipoint conferences. All of the codecs and the MCU support both VTEL's proprietary algorithms and H.320 (Px64) standard algorithms. The Teleos Imuxes are all set to Bonding Mode 1 to allow for off-net connections to other *imuxes* that also support Bonding Mode 1.

The IITS is interconnected by high-capacity phone lines known as T1 lines. These phone lines in conjunction with the *imuxes* allow all of the sites within the IITS, with the exception of Bevill State Community College, Walker Campus, to connect to sites within the network at line rates of Nx56 or Nx64 Kbps where N = 1 to 23. Bevill State Community College, Walker Campus, operates at a fixed line rate of 336 Kbps and is connected directly to a MCU; therefore, they cannot be dialed directly by sites within or outside of the IITS. The IITS also has a Switched 56 Kbps Digital T1 line that allows sites outside of the network to either dial individual IITS sites or ports on an IITS MCU. Conversely, sites within the IITS can dial sites outside of the network using this same line at line rates of Nx56 kbps where N = 1 to 24.

A digital T1 (or DS-1) circuit with the coding configured as B8ZS and the framing as ESF must be ordered between an IITS hub and the institution joining IITS. This T1 will be ordered and maintained by the institution joining IITS. The end of the T1 that terminates at the UAB IITS hub will be terminated at the UAB Rust Research Center, 1801 University Blvd., Birmingham, AL 35294. Please note that no T1 line will be accepted into this facility without first notifying the IITS Technical Coordinator. Please contact the IITS Technical Coordinator to determine where the nearest IITS hub to your institution is located.

Connecting to the IITS

There are several ways that sites outside of the IITS can connect to sites within the IITS.

1. If a non-IITS site is on MCI's VNET network or has MCI picked as their long distance carrier, that site can dial any IITS site or IITS MCU port directly.
2. If a non-IITS site is not on a long distance carrier's private network, the site can dial MCI's access code (10222) before the IITS site's video number and connect to any IITS site or IITS MCU port directly.
3. If a non-IITS site is on a long distance carrier's private network and **CANNOT** dial an IITS MCU port directly, a gateway must be used. A gateway is a service that most long distance carriers provide that allows sites on a private network to connect to another site not on the private network. IITS is certified on AT&T's, MCI's, and Sprint's gateways.

Various *codec* and *imux* parameters must also be configured correctly before a connection to an IITS site is attempted. These parameters are listed in Table 1. Please verify that your codec is capable of operating at the protocols and algorithms listed below. Because the IITS consist solely of VTEL codecs and MCUs, the default settings of these devices are set to VTEL proprietary algorithms when possible. If a standards call is made to an IITS site, the IITS site must make some parameter changes before the call is attempted.

Table 1. Codec and Imux Parameter Settings

Parameter	Imux Calls	Imux Calls	Dual Calls
	VTEL (Default)	Standards	Standards
Imux Protocol	Bonding Mode 1	Bonding Mode 1	None
Communication Protocol	HDLC	H.221	H.221
Video Algorithm	H.261	H.261	H.261
Audio Algorithm	64K G.722	64K G.711u	16K G.728
Video Format	FCIF	FCIF	FCIF

Cost

If an IITS site calls a non-IITS site, the long distance cost associated with that call is listed in Table 2 in one-hour increments. If a non-IITS site calls an IITS site, there is no line cost charged by IITS. Additional cost are described in Table 3.

Table 2. Charges associated with any IITS site calling a Non-IITS site

Call Type	Cost per Channel per Minute	Cost for one hour, 112/128 call	Cost for one hour, 336/384 call	Cost for one hour, 672/768 call	Cost for one hour, 1344/1472 call
In U.S., From any UA System Campus IITS Site	\$0.13	\$16.00	\$47.00	\$94.00	\$187.00
In U.S., From IITS Site (other than UAS campus sites)	\$0.20	\$24.00	\$72.00	\$144.00	\$288.00
In U.S., Business/Commercial Calls (from any IITS site)	\$0.40	\$48.00	\$144.00	\$288.00	\$576.00
All International IITS Calls	TBD	TBD	TBD	TBD	TBD

Note: Hourly rates have been rounded to the nearest dollar to simplify billing.

Table 3. Cost Summary

Description	IITS Member	Non-IITS Member
MCU Port Charges		
Academic	0	\$25/hour
Non-Academic	0	\$50/hour
Technical Support Placing Call		
8 a.m. - 5 p.m. Mon. - Fri.	\$15/call	N/A
Outside 8 a.m. - 5 p.m.	\$30/call	N/A
Testing		
First Hour	0	N/A
Each Additional Hour	\$30/hour	N/A

If a non-IITS site would like to connect to Bevill State Community College, Walker Campus, an MCU charge is incurred. In addition, because Bevill State Community College, Walker Campus is unable to place calls, an additional "Technical Support Placing Call" charge is incurred.

If you and your organization are interested in connecting to the IITS, please forward a completed IITS Connection Request Form to:
University of Alabama System
C/O IITS Technical Support
UAB Rust Research Center
1801 University Boulevard
Birmingham, Al. 35294-2070
Telephone: (205) 975-6854
Fax: (205) 975-4677

You will be contacted within two to three days to schedule a certification test between your site and the IITS Technical Support Center. After a successful test is performed, the IITS Coordinator will be notified that your site has been certified and a conference can be scheduled. A conference CANNOT be scheduled until a site is certified.



**INTERCAMPUS
INTERACTIVE
TELECOMMUNICATION
SYSTEM**

COURSE PROPOSAL FORM

(Revised 10/19/98)

Course Number/Title: _____

Originating University/Sponsoring Department: _____

Instructor: _____ Phone: _____ Email: _____

Mailing Address: _____

Course has previously been offered via IITS *New IITS Course

*Proposals for new courses must be accompanied by a course syllabus, the instructor's vita, and any other relevant materials.

Scheduling Timelines: All IITS courses must be presented to the IITS Policy Committee for approval. Proposals will be accepted no earlier than one year in advance of first day of course. In order to have course listed in "schedule of classes," proposals must be in by 2nd week in January for following summer & fall courses; proposals must be in by 3rd week in August for following Spring courses. Courses will be presented to the committee no earlier than above dates and no later than the last month prior to beginning date of course. For example, a Fall course needs to be in by 2nd week in January to be listed in campus course schedule and will be presented to the committee between January and August.

Steps to Schedule IITS Course: 1. Call Robyn to discuss the possibility of the course. 2. Instructor or course coordinator must contact each site coordinator personally (Robyn can supply you with contact info) and ask permission to hold your course at their site. 3. Complete this form and fax it to Robyn. Receipt of this form by IITS implies you have approval from all sites noted for use of their site at requested time/date. 4. Supply two possibilities as times for your course to meet. 5. Robyn will confirm course with instructor immediately after presentation to IITS Policy Committee. 6. Robyn will set up facilitation meeting with instructor and site coordinators to determine special needs of the course and to ensure an effective distributed learning process prior to first meeting of class.

Course	Site	Site	Site
JAC>Alexander Civ. Cl. for Toxicol. Central AL CC		YB@A School of Business, Bagwood Hall	
JAL>Auburn University		TP@A Computing Center, Martha Parson (Patt Hall)	
JBC>Birmingham Jefferson State College		TL@A School of Science and Info. Sys., Dorgan Library	
JBU@B, Education Building		TP@A School of Nursing	
JBU@B 12th Street Classroom		TP@A School of Law	
JBU@B Learning Resources Ctr. (State of Architecture)		INFORMATION SERVICES DIVISION NITRA	
JBU@B Birmingham Phillips High School		ED@A Mobile, Backup State CC	
JBU@B Mobile, Center for Electronic Technology		MC@A Montgomery, LSA System Office	
JNW@A University of North Alabama		IN@A Montgomery, State Information Services Division	
JLA@A Oakdale Center, Moore Tech Center 1		IN@A Montgomery, AL S.U.C. A/TN Center	
JBU@B Mobile Manufacturing Technology Center		IN@A Montgomery, AL S.U.C. A/TN Center	
JBU@B Technology Hall		IT@A Mobile, A/TN Ctr., Jefferson Davis CC	
JBU@B Birmingham, Jefferson State Community College		IT@A Mobile, A/TN Ctr., Jefferson Davis CC	
JFW@A Jasper, UAB Walker College		IT@A Mobile, A/TN Ctr.	
JBU@B Birmingham, Lawson State Community College		Other Sites	
JBU@B Mobile, State Poly Tech, Tech. NW Branch A/TN			
JBU@B Montgomery, State Dept. of Education		Office Sites	
JPN@A Prichard, NW Branch CC		Office Site Technical Contact (name/phone)	
JBU@B Jefferson State CC, Orange (Kiefer Ct.)			

Provide an estimate of students at each planned location.

Describe the course:

Indicate the suitability of this course for interactive television delivery, and describe any anticipated software, computer, or data needs.

List two possible times for class meetings, including the beginning and ending class dates and the time of the final exam.

Please forward a copy of this form and any attachments to the IITS Coordinator
Robyn Clark, IITS Coordinator
 Box 870388, University of Alabama
 Tuscaloosa, AL 35487-0388
 Voice: (205) 348-6348
 Fax: (205) 348-7763

For Office Use Only

Date received: _____ Date approved: _____
 Date scheduled: _____

FOR FURTHER INFORMATION: Please visit our website for dates, times to sites and other info. at: www.its.ua.edu/its/

University Transportation Center for Alabama

1999-2000 ADVISORY BOARD

Mr. Donald Vaughn, Chair
Assistant Chief Engineer
Alabama Department of Transportation

Mr. Tommy Brown, General Manager
Huntsville Transit

Mr. Randy Cole, Shelby County Engineer
Shelby County Highway Department

Mr. Larry Lockett, Materials & Tests Engineer
Alabama Department of Transportation

Mr. Billy Norrell, Executive Director
Alabama Road Builders Association

Mr. David Norris, Senior Transportation Planner
West Alabama Planning & Development Council

Mr. James Suttles, Suttles Truck Leasing
President, Alabama Trucking Association

Mr. Joe D. Wilkerson, Division Administrator
Federal Highway Administration

EXECUTIVE COMMITTEE

Director
Dr. Daniel S. Turner
University of Alabama

Associate Directors
Dr. Jay U. Sterling
University of Alabama

Dr. Fouad H. Fouad
University of Alabama at Birmingham

Dr. Houssam Toutanji
University of Alabama in Huntsville

CONTACT INFORMATION

University Transportation Center for Alabama
271 H M Comer Mineral Industries Building
PO Box 870205
University of Alabama
Tuscaloosa, AL 35487-0205
(205) 348-9925
(205) 348-0783 fax
utca@coe.eng.ua.edu
<http://bama.ua.edu/~utca/>

University Transportation Center for Alabama

About UTCA The University Transportation Center for Alabama (UTCA) is designated as a "university transportation center" by the US Department of Transportation. UTCA serves a unique role as a joint effort of the three campuses of the University of Alabama System. It is headquartered at the University of Alabama (UA) with branch offices at the University of Alabama at Birmingham (UAB) and the University of Alabama in Huntsville (UAH). Interdisciplinary faculty members from the three campuses (individually or operating in teams) perform research, education, and technology transfer projects using funds provided by UTCA and external sponsors. The projects are guided by the UTCA Annual Research Plan. The plan is prepared by the Advisory Board to address transportation issues of great importance to Alabama and the region.

Mission Statement and Strategic Plan The mission of UTCA is "to advance the technology and expertise in the multiple disciplines that comprises transportation through the mechanisms of education, research, and technology transfer while serving as a university-based center of excellence."

The UTCA strategic plan contains six goals that support this mission, as listed below:

- Education – conduct a multidisciplinary program of coursework and experiential learning that reinforces the theme of transportation;
- Human Resources – increase the number of students, faculty and staff who are attracted to and substantively involved in the undergraduate, graduate, and professional programs of UTCA;
- Diversity – develop students, faculty and staff who reflect the growing diversity of the US workforce and are substantively involved in the undergraduate, graduate, and professional programs of UTCA;
- Research Selection – utilize an objective process for selecting and reviewing research that balances the multiple objectives of the program;
- Research Performance – conduct an ongoing program of basic and applied research, the products of which are judged by peers or other experts in the field to advance the body of knowledge in transportation; and
- Technology Transfer – ensure the availability of research results to potential users in a form that can be directly implemented, utilized or otherwise applied.

Theme The UTCA theme is "*MANAGEMENT AND SAFETY OF TRANSPORTATION SYSTEMS.*" The majority of UTCA's total effort each year is in direct support of the theme; however, some projects are conducted in other topic areas, especially when identified as high priority by the Advisory Board. UTCA concentrates upon the highway and mass transit modes, but also conducts projects featuring rail, waterway, air, and other transportation modes as well as intermodal issues.

Disclaimer

The project associated with this report was funded wholly or in part by the University Transportation Center for Alabama (UTCA). The contents of this project report reflect the views of the authors, who are solely responsible for the facts and the accuracy of the information presented herein. This document is disseminated under the sponsorship of the U.S. Department of Transportation, University Transportation Centers Program, in the interest of information exchange. The U.S. Government, UTCA, and the three universities comprising UTCA assume no liability for the contents or use thereof.