**Presidential Primary Sources Project - Meeting Minutes**

**November 20, 2014**

**12:00pm PT/1:00pm MT/2:00pm CT/3:00pm ET**

**734-615-7474/866-411-0013/Pin: 0111625#**

**Participants**

*(Please email James Werle jwerle@internet2.edu or Matt Hall hallmc@internet2.edu if we missed your name.)*

Steve Theus, Annette Wise– Jimmy Carter National Historic Site

Patrick Clark – Director of President James Buchanan’s Home “Wheatland”

Kate Langsdorf – Ford’s Theater, Washington, D.C.

John Fafalios – Multimedia engineer for MAGPI, regional connector for Internet2 in PA

Bob Enholm – President Woodrow Wilson House

Jen Epstein – National Mall Memorial Parks

Ani Simmons - 6th floor Museum at Daily Plaza

Linda Rosenblum – National Parks Service

Lea Castillo – Texas Education Telecommunications Network (TETN), Texas connector for Internet2

Christian Davis - Clinton Birthplace Home National Historic Site

Kerrie Sauer – Edutech, North Dakota

Camille Wells, Mike Costa - Idaho Education Network

Sharon Kilzer - Theodore Roosevelt Center at Dickenson State University

Mark Adams – Truman Presidential Library and Museum

James Werle – Internet2

Matt Hall – Internet2

**ACTION ITEMS:**

* **All –** Please submit a response to the following google form <http://goo.gl/forms/rJqf8GpWlO> (ideally by Wed, Dec 2nd 2014)to confirm your organization’s intent to participate in the 2015 Presidential Primary Source Project.
* **All –** Review the PPSP program archives to get a better feels for how others have structured their presentations.
	+ 2012-2013 PPSP Series Archive: <http://goo.gl/dhHouu>
	+ 2013-2014 PPSP Series Archive: <http://goo.gl/gAaUPL>

**Key Points**

James Werle introduced himself to the group and provided a brief background on Internet2 and The Presidential Primary Sources Project.

*Project Overview*

* The Presidential Primary Sources Project (PPSP) began during the 2012-2013 academic year as a partnership between the Internet2/R&E networking community, National Park Service, and Presidential Libraries and museums.
* The PPSP consists of a series of interactive videoconferencing programs designed for K12 schools, mostly middle and high school, to leverage educational content from Presidential Libraries and National Park Sites.
* The program utilizes various primary source materials centered around a central theme.
* Having multiple schools across different time zones participating in an interactive program is a rare and exciting learning experience for the students.

*Planning Process*

* The first step of the planning process is to decide on a theme.
* Next, we will develop a schedule for the presentations that works for various time zones and teacher schedules.
* In past years of the PPSP, each site has done 2 presentations on the same day to accommodate different time zones.

*Technology Requirements*

* Technical testing before the presentations is imperative for this process.
* What type of hardware/equipment is necessary to participate in this project?
	+ For the first year of the program, we required all participants to have an H.323 videoconferencing unit.
	+ We found this approach to be too restrictive for those who did not have or could not afford the expensive H.323 equipment.
	+ In subsequent years, we’ve allowed different desktop web clients like Jabber to participate in the program.
	+ As long as the participating classroom has a high-quality camera and speakers, they should be able to successfully participate and interact with the other sites.
* Going forward, we’ll launch a series of technical planning calls and investigate the capacity of the content provider sites in order to come up with a solution that works for everyone.

*Marketing*

* Marketing and promotion to the school districts is a very important aspect of the planning process leading up to the start of the program.
* Once we have decided on the dates, times, and high-level description of programs, we can begin socializing the information with our partner audiences through various channels of communication including listservs, social media, etc.
* Marketing for this program is an “all hands on deck” process, where all parties involved in the program will use their contacts and outreach avenues to promote the project.
* Our goal is to have between 5 and 10 interactive sites per session.
	+ Anything above 10 becomes a bit chaotic for the presenters.
	+ If there are only 1 or 2 sites connected, the interactive portion tends to suffer.
* NPS Digital Learning Day will take place on March 13 and we are hoping to schedule a presentation on this date to take advantage of the live streaming opportunity.
	+ This is a great marketing opportunity for the PPSP since teachers from all over the country will stream the live town hall event.

*Program*

* Proposed theme for PPSP 2015: Civil/human rights
* This theme is compelling because it is ingrained in nearly every presidential administration in U.S. history.
* The content providers on the planning call agree that the theme of civil/human rights works well for all of them.

*Archive*

* Highlights and full presentations from the 2013 and 2014 program series can be found here:
	+ 2012-2013 PPSP Series Archive: <http://goo.gl/dhHouu>
	+ 2013-2014 PPSP Series Archive: <http://goo.gl/gAaUPL>

 Planning Schedule

Planning calls for the PPSP will be held every other Thursday at the following times:

12:00pm PT/1:00pm MT/2:00pm CT/3:00pm ET.

*Dates:*

Thursday, December 4

Thursday, December 18

Thursday, January 8

*Dial Instructions:*

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