

# *LMS Review Taskforce*

## *Meeting Minutes*

January 29, 2015

### I. Call to order

Sasha Thackaberry called to order the regular meeting of the LMS Review Taskforce on January 15, 2014 at 3:02PM.

### II. Roll call

Melanie Thompson conducted a roll call. The following persons were present: Please see KWeb Roll Call

### III. Approval of Minutes from the last meeting.

### IV. New business

1) Testing Parties have been scheduled

2) Timeline Update

a) *Sasha Thackaberry* –

Option A

**Keep our current decision deadline of February 27** to complete all the steps necessary to go to the Board for approval on March 26. This would set us up for Fall 2015 concurrent system start. However, because this is a tight timeline, we have another option.

Option B

**We could extend testing through April 17**, and go to the Board for approval on May 28 (adding another 6 weeks to sandbox phase.) This would mean that concurrent systems would be available during the second 8 week term of Fall 2015 for a smaller faculty implementation, and then full concurrent systems would be available college-wide for all faculty in Spring 2016. As of end of May 2016, all courses would be in the new LMS (or Blackboard.) Though it shortens the concurrent system availability in Fall 2015, it will extend the testing timeline by 6 weeks. Many are feeling the need for additional time with the sandbox systems, and we want to be sure to provide that option

*Standish Stewart* – Explanation of timeline constraints

Sasha Thackaberry did a good job of explaining the situation. The recommendation from the taskforce as to go to the Tech Forum Committee. Then it will be taken to the Steering committee and to the Management meeting. Everything thing must be complete by the end of February in order to get these committees.

We would expect the contract to be signed in early April. Part of the constraint is also the vendor. We don't know who we're selecting yet, so we don't know the time frame. We are depending on the vendor to do the heavy lifting. So if the contract is signed in April we would be set for August. It takes the vendor D2L three months to implement.

*Matt Pierce* – Would the second option be an issue for those teaching a 14 or 8 week course.

*Sasha Thackaberry* - No one would get switched in middle of class. For spring anyone could be concurrent. There is a contract with Bb through Summer 2016.

*Mike Piero* - D2L takes 3 month to set up a pilot.

*Standish Stewart* - We also need to clarify what "pilot" means to them in terms of number of courses, instructors. And then the question is whether there's a separate timeline to move from pilot to full production. It should not take longer. The longest should be branding, doing the build, doing the customizations. And then we should be able to migrate

*Chuck Dull* - Is there a separate timeline for the pilot 3 months? Does that mean will it take more time beyond that for scaling?

*Standish Stewart* - Once the pilot is in place it should not take that much time to scale.

*Sasha Thackaberry* – It will be a T3. We will get one Designer. Online, F2F and to scale faculty will be faculty leaders to conduct training. As soon as decision is made we will take a look at training available from the vendor.

*Chuck Dull* - I don't mean to belabor the point. I think we will need to budget for training. . You're going to need \$50-100K to scale. I think we need some professional trainers to come in to train the trainer. "It's not possible to have people learn the nuances and also to address student questions." We don't have internal resources.

*Sasha Thackaberry* - The minute we have decision we can begin to look at the training costs. We hope to have internal resources. We have four instructional designers.

*Mike Piero* - Are the instructional designer familiar with the LMS.

*Sasha Thackaberry* – The instructional designer will not teach the course

*Cheryl Knight* – I hope that this group pays attention to the training timelines. Important on how this will trickle down to the resources. We need to do more than train the trainer and user. We have to make sure that people know how to use it, or it's just an expensive toy. We need a training plan. If we do pick something else, it's going to be a big culture shift.

*Barry Royko* – In the TEC user group we have had fundamental issues with people even knowing how to point and click.

*Sasha Thackaberry* – If we do introduce a site for every course, we have to address more comprehensive needs.

*Chuck Dull* - When we went to 9.1 we had a 1 semester training window more time to plan the training upfront. We had more resources.

*Sasha Thackaberry* – In eLi we have less resources, but college wide we have more resources.

*Chuck Dull* – Not sure all the resources we have will be available. They will quote you admin training, this is not for end user. User training is a bigger scale ballpark \$150,000. If we bring someone new on it takes 3 months to hire. Concerned that it is not possible to use the internal resources we have not budgeted \$50,000 to \$150,000 for training. Need a separate schedule for professionals to come in and train.

*Ace Gayhart* – Are we going to require that every instructor get recertified through TFOL?

*Matt Pierce* - Online training will not be enough. It has to be face to face. Going through TFOL wasn't enough. Can't be generic we need to be very focused training on individual tools. I think personally I would rather go to 4 to 5 trainings over the course of a semester.

*Jerry Hourigan* - This is a pretty important initiative; it behooves us to consider all possibilities. Let's do it right out of the box.

*Matt Pierce* - Make sure a training is multi-modal. F2F, online, self-paced video based.

*George Kanieski* – We should go back to the vendors to ask them for cost and content for trainings. We want a cost on the LMS with and without training included. Training should be online and face to face. A lot of the vendors have videos. We should give technology mentors a different kind of training support

*Pat Stansberry* – Given all the concerns and the reduced number of 2<sup>nd</sup> 8 week courses, should we push the pilot to the spring, have a lot more courses for which to choose and offer more training

*Matt Pierce* – Spend entire fall semester for training?

*Sasha Thackaberry* – Small faculty pilot

*Standish Stewart* – Contract ends June 30 2016. Need to be on new LMS by June 30 2016.

*Mike Piero* – Faculty communication committee has been telling faculty that we'll have a full year of concurrent system.

*Jerry Hourigan* - We should get this right on the front end.

*Pat Stansberry* - How many classes are we talking about the Second 8 weeks?

*Standish Stewart* – What do you think about testing? Do you need more time to get the testing done?

*George Kanieski* – Two answers: yes, and hell yes! (Matt laughs, agrees) I need time to get my brain around it. Changing the yearlong concurrent systems - weight options, testing fairly is tougher than we thought. If we're fairly sure that we're going to get vendor training, we can say that we're supplementing the concurrent systems with training. What we are saying is we are going to get you ready. Concurrent systems might cause more confusion.

*Angela Mensah* – If you wanted to run a pilot for second 8 week maybe we could take on those classes. I thought the change to 9.1 was ok.

*Sasha Thackaberry* – I think I need the extra time in the system. How do we tell them they get one semester for concurrent systems?

*Mike Piero* - After spending some time on the LMSs I'm more comfortable

*Pat Stansberry*- Can we get a contract extension with Blackboard?

*Standish Stewart* – This is a question we can strategically ask. We are willing to make that call. If the vendor thinks they are still in the running they will usually. We'll have the conversation early next week. That will add on costs.

*Cheryl Knight*– If we push back testing are people going to test. Or will they just delay testing?

*Diana Gaston* – Where are we putting our money? Will it be in more training?

*Sasha Thackaberry* – To Recap: We need more information from the vendors. Ask Blackboard can we do extension in order to be running spring 16 fall 16. The extra cost to put in the business case

*Doajo Hicks* - Don't extend the timeline, but figure out training cost.

### **VOTE**

*Standish Stewart* – The question for everyone is do we extend the timeline or stick to current timeline.

#### Options

- Extend Bb contract (extend testing)
- Extend to April 17. Concurrent spring 2016.
- Do not extend. Aim for fall 2015 implementation.

*Sasha Thackaberry* – More time

*Ace Gayhart* – No impact

*George Kanieski* – Yes more time, but the on campus testing will help. I can make it work.

*\*Sasha Thackaberry* – Sandboxing parties start next week\*

*Ken Hammer* – Good with current timeline, used the tools we have only found minimal issues, going through all the features to make sure controls are in place. Testing each system for access

*Jeff Tuma* – Good either way, the work group has put together an aggressive schedule

*Diana Gaston* – We have sessions coming up. We have adjusted to the fact that we need to get the testing done. If timeline is adjusted we need the Sandbox leads to keep their groups engaged.

*Mike Piero* – Found the time to test and feeling more comfortable

*Diana Del Rosario* – Will be phasing out in April, The legal group still needs to meet about

*Dana Walters* – Go with faculty

*Cindy Potteiger* – Would like to keep timeline, want to focus on the training and get vendor training

*Leanne Van Beers-Werneke* – Go with whatever the decision is, we got a set timeline

*Lisa Dobransky* – Go with timeline make sure there is training

*Mike Collura* – Go with timeline and spend extra funds on training

*Genevieve Mathieson Kilmer* – More than half the members of taskforce has not login from the total group, this will change past the

*Doajo Hicks* – Stick with the timeline

*Mike Longrich* – the systems are very similar once the system is picked that is when the work starts; is not like the systems are going to work the are working systems at other institutions, maybe burning too much oil, from the technical end I don't use the wiki, blogs and such...seem very similar. Pick one and get everyone set up

*George Kanieski* – Reminder there is an assumption we would change the system if it is really worth the change. We are testing to see if the system is really improved from Blackboard, significant advantage. We test for significant advantage.

*Mike Longrich* – I see that Blackboard is trying to change. Stay with timeline.

*Emily Weglian* – Personally it has a tough first half of semester, could use the time

*Angela Mensah* – Prefer more time, but suck it up and get it done

*Priyanka Banerjee* – I think the LMS Parties my help, could finish by 27<sup>th</sup>

*Pat Stansberry* – Stay with current timeline

*Chuck Dull* – Stay with current timeline

*Cheryl Knight* – Stay with current timeline

## **DECISION**

*Sasha Thackaberry* – By vote of the taskforce, we will stick with the timeline. This will be intense. We will need to talk to Dean's about

*Standish Stewart* – We would like to be on the call with the vendors.

*Sasha Thackaberry* – Yes, I would not have the call without you (referring to Standish)

*Jerry Hourigan* – Thanks for the reminder to George we need to focus on the significant difference.

*George Kanieski* – Moves that we table the rest of the agenda.

## V. Adjournment

Meeting Adjourned By Sasha Thackaberry at 4:12pm