

# ***LMS Review Taskforce***

## ***Meeting Minutes***

December 5, 2014

### **I. Call to order**

Sasha Thackaberry called to order the regular meeting of the LMS Review Taskforce on December 5, 2014.

### **II. Roll call**

Melanie Thompson conducted a roll call. The following persons were present: Please see [KWeb Roll Call](#)

### **III. Open issues**

a) Communications have been sent out to Full Time Faculty & Adjuncts. This update email included information about the down select. The information was also posted on the blog. We want to make sure the message coming from the Taskforce is consistent. Dr. Thomson has agreed to give updates in his videos updates for East Campus. – Sasha

b) Report Outs from each Taskforce

*Procurement* – The RFPs are completed. Team did a lot of work on the RFPs. – Dana Walters

*Communications* – Sent email of Tuesday to invite Staff to attend in person info session. Diana Del Rosario was the host. Some questions about the sandbox phase came up. The plan is to have in person session on each campus. The team is working on FAQ documents to publish as posters and other literature pieces. – Leanne Van Beers Werneke

*Social Learning* – The team completed their entries on the Needs Analysis. They also met with the Legal Work Group regarding the social policies for the college. The college did not have a statement regarding profiles pictures and proper use. The statement was developed by the Legal and Social Work Groups. – Melanie Thompson

*Publisher* – This group looked at how compatible the systems are. Susan is working with the publishers to get access the publisher content. Sasha requested that the groups also include Open Resources. – Diane Gaston

*College Referral* – Work was done at the beginning of the project. This included compiling the colleges the work group will contact during this phase of the project.  
– Genevieve Mathieson Kilmer

*Technical Integration* – We will start the technical work at this point in the process.  
– Genevieve Mathieson Kilmer

*Rubric* – The rubric was developed using the Need Analysis document. We may need to tweak the rubric. – George Kanieski

*Faculty/Communication* – The communications work groups have merged. Most of the communication was sent out at the beginning of the process. The communication work group is scheduled to host a panel at Faculty Colloquium on January 7<sup>th</sup>, 2015. Leanne has been an asset to the team. We have been able to reach more people with our message. – Angela Mesah

*Accessibilty* – Ken will conduct a workshop on accessibility for LMS Review Taskforce members in January – Ken Hammer

*Needs Analysis* – This work group organized the entire collaborative need analysis document and generated the questions from the data on the need analysis. This was a big task. – Cindy Potteiger

#### **IV. New business**

- a) Sandbox Kickoff- Each person has a student & faculty member login. Everyone will have access to a copy of the new course template, course created by Sasha, and 2 blank courses. D2L includes some standard courses.
- b) LMS Testing Plan Summary - Started with spreadsheet. Data collection tool is Survey Monkey, it will be able to collect the data. Survey Monkey does not have front end of data collect. – George Kanieski
  1. Use Both Tools - Worksheet for each vendor 1 copy for each vendors. Row by row collect Column for each browser. Overall rating to report in Survey Monkey at the end of the testing. Average for only the browsers you use. You can put comments on worksheet
    - a. Use the naming convention
    - b. Use the vendors help docs - We are testing their documentation too. Is the help helpful?
    - c. Submit any files you might want to test
  2. Survey Monkey
    - a. One for each of the LMS
    - b. Each person will have to enter their data
    - c. We can do data export

- Survey Monkey to match columns from the spreadsheet
    - Ranges defined
    - Consistent
  - Once the results of the Survey Monkey are in. We will send the data we end up with to the team to discuss.
  - Susan – Please add items you would like to test to the Sandbox Tools.
  - Emily - One LMS at a time. What are you testing in your group will dictate this?  
Biweekly Meeting - Should we set a timeline each sandbox?
  - George - Think of the audience, important to show them we had a method for considering things. We will have the ability to show where the decision came from.
  - Biweekly Meetings - Send out agenda ahead of time. Share what is happening. Share what we have discovered.
- c) Testing - Testing will need to be done in the Safari browser on a Mac.
- d) Accessibility – To test accessibility for students we need to test in Learning Commons
- e) Three items to know about LMS Review.
1. Down to 3 Vendors
  2. Lots of participation
  3. Want to know more? Join us Colloquium & Campus Days

## **V. Adjournment**

Sasha Thackaberry adjourned the meeting at 3:45pm.

Minutes submitted by: Melanie Thompson

Minutes approved by: LMS Review Taskforce