

Learn@UW Executive Committee Conference Call Meeting November 30, 2pm – 4pm

Attended: Ed Meachen, Lorna Wong, Gene Leisz, Kathy Pletcher, Doug Wahl, Kathleen Enz-Finken, David Schejbal, Alan Aycock, Al Hartman, Aaron Brower, Chris Clements, Barbara Barnet

Absent: Stephen Kolison

Action Items:

ALL:

- Review CSRG narratives documents sent via email (now available on D2L course site) and send feedback before Dec 17
- Plan to attend the LMS presentation session with Delta Initiatives (now set for Wed, Feb 9, at 1-3pm)

Al Hartman & Budget Committee

- Finalize the budget narratives and submit to CSRG before Dec 17 (Done, Dec 16)
- Attend Review meeting on Jan 12 (Done)

Al Hartman

- Send Provost meeting summary to the EC (Done, Dec2)

Lorna Wong:

- Arrange for D2L Analytics Demo for Learn@UW EC in the near future
- Respond to D2L (Ken Chapman) for more information on the D2L eP direction after graduation

Peter Mann

- Chaperone the L@UW revised SLA

Meeting Notes

Some items are updated with current status since our Nov 31 meeting as the project has progressed since we met.

Review FY 12-14 CSRG Academic Systems Budget - Al Hartman

- Al presented the draft Academic Budget narratives for the Committee to review. The budget was prepared by Al, Chris Clements, Peter Mann and Lorna Wong.
- Essentially, it covers the current Academic Systems Budget to be carried forward with built-in growth. Three other items are added to the FY 12 – D2L ePortfolio, Web Conferencing System and an R&D component.
- Rationale – ePortfolio is becoming a critical component of student assessment

across the curriculum. Web Conference System is critical to student engagement for fully online courses and of great value to all courses. Both are important to the Growth Agenda/Student Retention initiatives. The R&D component is much needed to learning technology to meet the goals of the Common Systems Roadmap.

- The net increase of the academic systems budget was barely 7% of the CSRG budget in fiscal FY11. Even with the increase of ~\$ 340,000 request, it will drop below 5% (updated as of Jan 18, 2011) depending on the total increase of the budget.
- The Learn@UW Exec Committee endorsed the budget as presented. The budget subcommittee will continue to wrap up the budget requests and submit to the CSRG budget committee by the deadline on Dec 17.

[Update as of Jan 18, 2011]

NOTE: The budget documents we submitted by deadline and are all uploaded on the D2L course site for L@UW EC. The budget committee also appeared at the CSRG review session on Jan 12. Approval pending CSRG decision.

Update on Faculty Staff Survey of Online Teaching, Learning and Support (distribution, Provosts' meeting) - Al

- Ed and Al presented the full report of the Faculty Survey and the LMS Task Force at the Provosts' meeting on Nov 12. Al will send a copy of the Provosts meeting summary to the EC in the near future.
[Al sent on Dec 2, now posted on the D2L Course site].
- Some provosts expressed concern about the potential of keeping an LMS for 7 more years.
Discussion mainly evolved around the best ways to make sure we are deploying the best technologies and be able to respond to the need for change.
- Members agree that we need to engage D2L to note our needs and to know their direction. Lorna and Al to provide suggestions on how to engage D2L on strategic issues for UW System.
- D2L currently has processes in place for input from various constituency groups – LISA-B, MSDL, focus groups etc. We need to stay active.
- Provosts want LUW Executive Committee to provide expert advice on eLearning Tools.

Report on LMS Exploratory Task Force – Lorna

- An LMS task force was formed as endorsed by the Executive Committee during the July Retreat. Ed, Al, and Lorna drafted the Charge. Group members were recommended by EC. [Project Charter and membership on the D2L course site.]
- The group has been meeting regularly during the Fall semester. They are focusing on 4 main areas – Faculty needs, Student needs, Emerging Technology and the LMS landscape.

- The group is studying the Faculty Survey results and collecting student survey results from campuses and ECAR.
- The group is planning to engage an outside consultant with expertise with LMS implementation on Higher Ed institutions to guide the study. The group plans to recommend engagement with D2L for some candid conversation on UWS needs and vendor development directions, hopefully with a site visit within the next few months.
- All activities need funding support. The LTDC is supporting the consultant engagement.

NOTE: Delta Initiatives will be doing an on-site visit in Madison on Wed, Feb 9. They will present a one-hour session with the L@UW EC.

Update on Web Conferencing RFP – Lorna

- An RFP for Web Conferencing System for instruction use is in process, with six members on the committee – Lorna Wong, Kathy Pletcher, Ruth Ginsberg, Amy Mangrich, Christa James-Brynes and Peter Mann.
- D2L integration is a requirement. Capabilities to serve research and administrative needs are also being considered.
- The time line for review is Dec 2, with vendor demos early January and usability testing later in Jan. Final selection of product will be announced some time in Feb. A CSRG funding request will be made to support this winner of the RFP selection process.

NOTE: The vendor responses were reviewed. Vendor demos were done on Monday, Jan 10. CSRG for funding was also submitted with the Academic Systems budget on Dec 17 and reviewed on Jan 12.

Update on Rich Media Platform Pilot – Peter & Lorna

- Kaltura is an open source rich media management platform that allows individuals, departments, or campuses to centrally store, manage and distribute media efficiently and can be integrated with D2L.
- Learn@UW EC endorsed an investigation of the product.
- A pilot contract was negotiated with the vendor. UWS is sponsoring the pilot with funding of \$20,000, with 500 users for one year with 50GB storage and streaming monthly.
- Currently 10 campuses have interest to participate. An MOA is being developed to guide the pilot.

NOTE: The Kaltura system is now tested and deployed, including integration between the Kaltura Management Console and the UW System Learn@UW/D2L production instance. Access to the pilot starts Spring semester. Training and orientation is being planned. A small group will draft the evaluation criteria and

monitor progress. Peter Mann will serve as the pilot project coordinator.

Update on Learn@UW - Jeanne & Peter

SLA –

- Peter presented the revised L@UW SLA, a product of the SLA hot team, essentially comprised of D2L SAs.
- The revised version was trimmed back significantly to take out repetitions. The document will be reviewed by the DoIT Director of Systems Engineering and Operations since it may eventually get integrated into a master agreement covering services offered by DoIT.
- The Learn@UW EC approved the revised SLA.
- Peter can plan to distribute to the SAs as revision/update. No new signatures required.

Authentication – Auth-hub Retirement, Shibboleth Update

- The IAA auth-hub that performs authentication services for Learn@UW/D2L access will be retiring the coming year.
- L@UW plans to move campus authentication to the Wisconsin Federated System (WFS) before Dec 2011.
- Shibboleth is a technical component that needs to be implemented for WFS.
- This change can open up possibilities for authentication with third party systems and provide more flexibility for cross-campus authentication.
- The technical work involved on the campus end is not extensive.
- There are campus support responsibility issues that will most likely need to be resolved through an SLA.
- L@UW will be working with D2L to ensure a compatible Shibboleth implementation to be in place as well.

Note: at the CSRG Budget presentation on IAM on Jan 12, DoIT Middleware stated that WFS supports system-wide federated authentication and gave Learn@UW as an example of a service that could use this to provide access to courses. We need to ensure that at least the LUW Exec Committee understands that before the Utility can support federated access to courses, policy agreements between campus registrars need to be in place in order to support this.

Follow up on items from the July Retreat

Analytics - AI

- A follow-up discussion on the Analytics topic as no specific action was decided in July.
- D2L is very keen on showing us their product, except that it is still not available for self-hosting institutions, and they may not deliver what we need.
- The question is what do UWS need? There are different levels of needs and

requirements. Who can provide the KPIs? Should we involve a campus or two in a pilot?

- The Learn@UW EC is interested in knowing more about D2L Analytics. Lorna will try to arrange for a demo.
- Suggestion from Ed that we define the KPIs and take these to D2L to ensure the data elements needed are available to ETL (extract/transform/load) to a data warehouse that could combine data from multiple campus sources (SIS, LMS, Advisors).
- Ed is working on a Dashboard with CUWL and eThORITY. Libraries are working on the KPIs.

Note: there may be an opportunity to do a proof of concept on the Madison campus around early warning. This may come out of the advising groups on campus. We should no more by March.

Instructional Software – Lorna

- Lorna collected the data and reported a summary during the July retreat.
- The action item to start working on possible software volume licensing on Lab Software has been delayed because of other priorities.
- We may want to deliver a report back to the provosts since they helped us solicit the information.
- Will discuss again at the EC's Spring (April) meeting.

D2L e-Portfolio after leaving School – Lorna

- D2L is in the process of planning to implement D2L–ePortfolio beyond graduation.
- They are asking for input on our needs to design business models for rollout.
- Lorna needs recommendations from Career Services or Alumni offices etc.
- The EC feels we need to know what they can offer before we can respond.
- Matt Russell (UWM) was suggested as a possible contact since he connects with these folks some times.

Meeting dates for April still needs to be determined.

**Respectfully submitted,
Lorna Wong
Jan 18, 2011.**