Learn@UW Exec Committee Meeting
Wed, Oct 30, 2013   10am – 1pm
Van Hise 1920 / or Remote

Attended in person: Chris Clements, Al Hartman, Dave Dumke, Chris Olsen, Linda Jorn, Bob Hoar, Dan Voeks, Stephen Kolison, Lorna Wong, Jeanne Blochwitz (guest)
Remote: Doug Wahl, Renee Pfeiffer-Luckett, Barb Barnet
Absent: Lorie Docken, Peter Mann

Action Items:

- Lorna will put the FINAL version of the A&C task force report on the D2L course site. [done]
- Dave will form a small working group to track progress on the recommendations
- Dan will contact John Krogman to discuss next steps on DoIT actions on the recommendations. [done]
- Chris Clements will forward CSRG quarterly report to Lorie Docken before Nov 13. [done]
- Chris & Budget Committee will forward the FY15 budget to provosts for feedback as soon as ready. Budget will be submitted on Dec 13 to CSRG.
- Stephen will get L@UW EC on the Provosts' meeting in December
- Dan and Dave will meet to refine the goals of the Integration Study and form the committee.

Meeting Notes:

Formal endorsement of the recommendations on the Continuity & Availability Report - Dave

The EC formally endorsed all recommendations on the A&C report, as listed on page 23-24 of the document. Chris Olsen/Al Hartman – moved/seconded.

Chris Clements reported briefly on the reactions on the recommendations, especially on the warm failover data center at the Provosts & CIO meetings. They are now all aware of the risks. The Provosts want to know more about costs and plans to pursue. The next step will be to contact John Krogman, COO of DoIT since this requires DoIt expertise, and it should be addressed at a higher level than just the Academic Systems or L@UW EC. Dan will take this to John and report back.

On the recommendation on building a more robust infrastructure for the L@UW testing environment, we need to follow up on:
- What is D2L doing with the more robust test center addressed on the Master Agreement – we are on hold waiting for the MOU to pass their legal.
- Internally, Utility will use FY15 for doing analysis on requirements. No significant expenses expected. For FY16, we will need to budget for the recommendations from the analysis. Additional infrastructure cost may incur.

The Availability & Continuity Report has been sent to D2L early October. Lorna asked for and was ensured feedback will be provided.

The Current Purge Process & plan is endorsed and will move forward.

For report sharing, the EC decided that the report will remain internal. The EC encourages members to present the A&C task force recommendations and highlight the findings to constituency groups. A version of the report (dated Sept 4, 2013 - FINAL VERSION) with a statement on restriction on distribution will be put on the D2L course site. All members should destroy previous versions to avoid confusion. Please also ask people who have a copy of the report to delete the old version(s).

Dave suggested that a small working group should be formed to track the progress of the recommendations and report back to the EC periodically. Dave will lead.

[Report from Dan after conversation with John K:
> *I informed John that the Executive Committee has voted to formally endorse the report and recommendations. We spoke specifically about three of the task force recommendations which will need input and/or response from John on behalf of DoIT:*
> *- The recommendation for a warm failover datacenter*
> *- The recommendation for an additional weekly maintenance window*
> *- The recommendation pertaining to process improvement around change management*
>
> *John confirmed that he would develop a response covering these topics and that he will communicate this back to Chris Clements and Dave Dumke.]*

CSRG first quarter report for FY 14 - Lorna
CSRG requires quarterly reports on each submitted project. Lorna & Peter have prepared the report for all three Academic systems Projects. Dave/Chris O moved/seconded to endorse the report to be sent forward.

Academic System Operations: everything on target, the under spending was due to the fringe benefits not caught up yet.

Media Management System – no expenses yet, as RFP just finished and contract negotiation in progress. Did not expect much discrepancy, other than the professional service fee for implementation that was not budgeted with the license.

Learning Analytics – All infrastructure built for both UWS & UWM. The underspending will likely to catch up as the year goes on. Currently, the Reporting Server is turned off due to a security flaw, which D2L is fixing. Thus there is delay in the project.

Document is available on the D2L course site, and has been sent to the EC prior to this meeting.

Chris Clements as chair, will forward to Lorie Docken.

Updates on Media Management System contract – Lorna

The Media Management System RFP has concluded. Kaltura has been selected and an intent to award was issued. Price negotiation is almost complete and pretty favorable, except for the first year professional services to cover the implementation ($~30,000) was not budgeted in the license cost. Procurement is working with the vendor on the contract language. A contract is expected to be signed soon so implementation can begin. The target roll out date for the campuses is beginning of Spring semester 2014. Peter Mann did an excellent job as chair of the RFP to move the process along.

BB-C renewal - Lorna

The three-year contract for Bb-Collaborate, the UWS instructional web conferencing system will be up to renewal at the end of June 2014. Usage reports are currently compiled. A faculty survey will also be sent before the end of semester – targeting only the faculty moderators. While usage is not as high as we had hoped for, it has significant usage (compared to the Abobe Connect system three years ago) on the instructional side. A newly developed U-Portal interface will increase the non-instructional usage as seen in the trend so far, 2 months into deployment. We need a stable system for our current users and we expect growth in the next years. The EC agrees that we should take advantage of the two one-year renewal option while getting the price down to a level that matches our use. We can decide on the need of an RFP in the next year or so depending on the changing landscape of this product space.

Academic Roadmap Task Force – Bob reported
The task force members are: Bob Hoar, Rovy Branon, Linda Jorn, Tanya Joosten (Chair), Lorna Wong.

The group met a couple of times to brainstorm on the goals & scope of the project. The main goals are:
1.) Provide vision, strategic direction for instructional applications, 3 years out
2.) Building capacity for being responsive in the future

Some actions may include recommendations for:
1.) advocate instructional applications that provide a set of characteristics and functionality
2.)D2L or LMS requirements
3.) budget for future instructional applications and support
4.) prioritize instructional application pilot, acquisition, and support
5.) foster collaboration among UW System to ensure quality in teaching and learning through instructional application administration, training and development, and use
6.) role and resources, UW System and campus level, for future instructional applications
7.) guidelines, rules, and/or policy

This project can be elaborate to involve consultation work from top tier consulting firms to facilitate, which our current budget climate precluded. The EC feels that a lot can be accomplished by drawing internal expertise and resources with more reasonable support from the Academic Systems Funding, even though it may be more limiting in scope. The task force will be meeting in November to draw up an action plan.

The EC suggests that the roadmap should help us understand the trends, not to pinpoint technology, how we can best provide support of services (cloud based, internal, external hosting etc.) especially in moving a large complex institution like UWS forward, and how to differentiate between campus specific versus system wide support models.

The campus IT strategic plans may not include details on the academic side. It will be important to hear from the practitioners (faculty) as well as program administrators to note the faculty professional development needs. Educause is a rich resource. ELI can provide a good resource for consultation, we need to know to contact. EAB and Hanover were mentioned as well. The Task Force already investigated these possibilities.

The Exec Committee is very interested in the idea of a Campus Summit to get input from campuses. Some suggested participants include: vice provosts for teaching & learning, director of teaching and learning center, leading faculty, LTDC, online education admins. It will be good to ask campuses to suggest who to invite.

We should also ask for Provosts support and suggestions on campus participants in the summit.

The EC also suggests that relevant articles that the EC come across should be put in a repository – such as a BOX site.

FY Budget proposal Discussion - Dave, Al, Chris, Lorna

The budget subcommittee worked on the Budget spreadsheet and the operational narratives for FY15 with projections into FY16-FY19. A draft of the documents has been sent to the EC prior to this meeting.

The main change in the budget spreadsheet is the reorganization of the items into 4 categories, which makes the presentation more logical and easier to follow.

The team walked through the budget spreadsheet and the narratives. The plan is to finalize the narrative and confirm the numbers within the next week. Dan has graciously stepped up to fill the void since Peter Mann has been a main architect of the Learn@UW Utility budget.

Projections for FY16 –FY19 were also discussed. There are too many uncertainties with contract terminations & renewals, upcoming RFP and roadmap will likely change the projections in the future years. Other than the normal projected increases in license and

infrastructure, L@UW EC is asking for $40,000 in the strategic initiatives for FY 15 & 16 to give some time release for current staff to work on RFP & roadmap. We are lowering the BB-C license as we work on renewal.

The EC also discusses the possibility of requesting for a separation of the Academic Systems budget, but we need to know the implications and should not make the request lightly.

The EC endorses the budget presented. The Budget committee will continue to finish the operations narrative and finalize the numbers after the new rates for enterprise storage and backup from DoIT. We would not be able to request for time at the provosts meeting in November. The next step will be to present the budget to the provosts for feedback before submission on Dec 13.

Integration Study Proposal – Jeanne Blochwitz

Jeanne Blochwitz attended the meeting to present the Integration Study Proposal she graciously agreed to write at the July retreat. Jeanne indicated some part of the study should be done in cooperation with DoIT expertise. The proposal can serve as guideline for future integration requirements of LMS and other technologies. The more immediate needs include the alternative recommendations to the paused SAIP project, and an understanding of the current SIS integration work and business processes. These will be very important as we proceed with the LMS RFP project in the near future. The EC appreciated Jeanne's work and insights in the proposal.

Dan Voeks and Dave Dumke volunteered to co-chair the Integration Study Task Force. They are charged to refine the goals to meet the more immediate needs of answering the RFP requirements. Preliminary work will begin soon but more actively after January.

Faculty Survey Project - Al
Al reported the work is on pause until the FY15 budget project work is complete.

Course Purge for the future – Al
Al reported that the team is yet to meet, after the FY15 budget project work is complete.

Meeting adjourned at 1:15pm.
Next meeting will be Monday, Feb 24, 10am – 1pm.