

Course Management System (CMS) Advisory Committee

Minutes, December 12, 2016

1. Brief Introductions
2. D2L Contract – Status update (Jeff Loudon, VUIT)
 - a. Waiting on Legal Counsel / Registrar review of FERPA language in the D2L contract. Fingers crossed that the contract gets signed this week.
 - b. Question: If not signed this week, what happens? The biggest concern is that D2L will need to reassign resources that have been reserved for Vanderbilt, further delaying implementation.
3. Brightspace Implementation – Draft timeline (Stacey Johnson, CFT)
 - a. Question: D2L vs. Brightspace? D2L is the company, Brightspace is the CMS platform.
 - b. Implementation will work backward from early April, when the first set of courses launch that will need to run on Brightspace, because they continue past June.
 - c. Summer 2017 courses: These will open in early February (~10th). We'll give these instructors the option of building in Blackboard and migrating to Brightspace, or just building in Brightspace.
 - d. Fall 2017 courses: These will be open in early March (~3rd). However, we're going to encourage faculty to wait to build these courses in Brightspace.
 - e. Older courses (Fall 2016 and before): Will be migrated as a batch to Brightspace before April. These will be waiting for faculty when they get access to Brightspace in April.
 - f. Live courses (Spring 2017): Will be migrated as a batch to Brightspace after the semester ends. There might be lots of exceptions to this, for instructors who need earlier access.
 - g. Incompletes, etc., will have to be handled through our data licensing with Blackboard, since student data won't be migrated. (After June 1, CFT/PSI will have access to a "test" instance of Blackboard, to get at older data. Instructors won't have direct access, but they can submit requests to the CFT team for particular data.)
 - h. March 3rd: Target date to give instructor access to Brightspace for a target group of faculty.
 - i. Role for CMS AC: Possibility for multiple decisions to make early in the 12-week implementation, not sure what all the questions will be, but policy-related in general. Will likely need input from the AC quickly to make those decisions. Derek will go ahead and schedule a couple of meetings for late January / early February.
 - j. Resources / Training: CFT team has already developed a set of walkthroughs and screencasts. See vanderbilt.edu/brightspace, which is already live. All of these resources will need to be modified, since they're based on our trial instance, not the Vanderbilt instance. Also: CFT-hosted workshops, school/department-hosted workshops, drop-in hours. Increasing events over the summer through August.
 - k. Pilots: Had six instructors (including Stacey and Derek) pilot this fall. Will have ~20 pilot faculty in the summer. One challenge: The pilot instance of Brightspace is off-the-shelf, no integrations or customizations. Interest? We might have capacity for more pilot courses on the pilot instance. However, anyone can ask for a sandbox (not live) copy of a Blackboard course on the Brightspace trial instance. And anything in the trial instance can get copied over to the Vanderbilt instance.
4. Transition Communications – Draft plan (Derek Bruff, CFT)
 - a. Mitesh: Messaging through Blackboard itself, through the splash page and internal notes. Also, URL redirects.

- b. Mumin: Faculty meeting agendas. Derek: Will start with associate deans.
 - c. Cliff: Sabbatical faculty will be a challenge. Sloop: Ask for help from department chairs, who can always get in touch with sabbatical faculty.
 - d. Mumin: Adjunct faculty who teach occasionally. Again, through chairs.
 - e. Malcolm: Potential roadblocks or problems? Derek: SIPX, maybe. Kaltura, maybe. Greg: Migrating content. Derek: Most will migrate well, but what won't? Unsure.
 - f. Mitesh: Sam and I hope that profs will take this opportunity to enhance their teaching, taking advantage of features they didn't on Blackboard.
 - g. Cliff: Off-label uses? Derek: Still need to inventory current Blackboard off-label uses. Will follow up on this. Interested in limiting off-label uses. Stacey: Not interested in limiting off-label uses. But wants to update the Acceptable Use policy so we handle those uses correctly.
 - h. Malcolm: Can we try to move to a one-click world when we update the URLs?
5. Plagiarism Detection Subcommittee – Status update (Stacey Johnson, CFT)
 - a. Haven't met yet, but have done some research, will convene the subcommittee soon.
 - b. Cliff: Student rep? To watch out for student intellectual property. Mitesh: I volunteer!
 6. Blackboard Acceptable Use Policy – Status update (Derek Bruff, CFT)

Transition Communications Plan [Draft]

January 2017	First big announcement. Selection of Brightspace by D2L, review of decision process, preview of transition timeline, info about CFT support, etc. Shared via MyVU, Provost's Office, Faculty Senate, VSG, other venues. Also, an all-user email via Blackboard with a link to the MyVU story.
February / March 2017	Emails to Blackboard instructors re: availability of Brightspace model course, availability of summer / fall course shells. Targeted communications with instructors teaching "summer" courses (those starting between April 1 and August 1).
April 2017	Second big announcement, focused on the summer and fall implementation. More information about CFT support. Same venues (MyVU, etc.) as first announcement.
August 2017	Third big announcement, focused on the fall roll out, support options, etc. Same venues.

Committee Membership

- A&S: Malcolm Getz, Tim Hanusa, Nathalie Porter
- A&S: Tim Hanusa
- Blair: Jen Gunderman
- CFT: Derek Bruff, Stacey Johnson, Alexis McBride
- Academic Affairs: Greg Kyle
- Divinity: Phillis Sheppard
- Engineering: Jerry Roth
- Law: Larry Reeves

- Library: Cliff Anderson
- Medicine: Mary Sue Fino-Szumski
- Nursing: Angel Anthamatten, Abby Parish, Mavis Schorn
- Owen: Mumin Kurtulus
- Peabody: Craig Smith
- Provost's Office: John Sloop
- VSG: Sam DeFabrizio, Mitesh Bhalani
- VUIT: Kelly McGill-Barrett, Jeff Loudon