

26 February 2003: CMSAG Summary

In attendance: Erin Easterling, Randy Graff, John Holmes, Doug Johnson, Kris Kirmse, Terry Morrow, Chris Sessums, Marvel Townsend, Mike Wright.

I. Opening Comments and Discussion:

In order to accommodate the schedules of members, the decision was made to schedule next week's meeting for Thursday, 6 March at 10:30. *Note that I have arbitrarily moved the time to 10:30 because I realized that I am occupied at another location until 10:00 that morning.*

It was also suggested that we consider meeting with greater frequency as we approach the final stages of this process, including writing the final report. Therefore, the CMSAG will be meeting on both 17 and 20 March and will consider additional meetings as necessary for the future.

II. Work Groups.

TCO [Chris Sessums]. Chris reported on TCO modeling indicating that he is close to having a good picture for the committee, though he is still waiting for pricing information from some vendors.

HR [Joe Burley]. In Joe's absence (excused; we have the required note from his mother), the committee continued last week's HR discussion. Last week we concluded that at current levels of demand, WebCT should probably be supported by 3.0 FTE (distributed across various support functions).

This week, we discussed the Blackboard and College of Business staffing pictures and received a recommendation that the current Blackboard installation should have 1.5 – 2.0 FTE allocated and the College of Business an additional 1.0 FTE. Mike Wright also suggested that currently the technical support staff for WebCT does some research and programming that should be expanded to address things like the PeopleSoft portal integration, extending built-in capabilities, and other technical possibilities of the CMS. Therefore, he recommended expanding the technical support baseline FTE figure by .25 - .5. This gives us a baseline of roughly 6.5 FTE to support the centralized CMS.

The next consideration for a future meeting is what additional FTE allocation, if any, would we recommend to support the actual implementation, conversion, and consolidation process. The related question is to what extent should the centralized support agency carry out the conversion or should that agency be tasked to supporting faculty as they make the conversion. The former is preferable to ease the transition for faculty; the latter is preferable for ensuring that faculty learn to use the new system appropriately.

Faculty and Student Input [Kris Kirmse]. Kris, Doug, Randy, Erin, and Chris agreed to meet late this week to begin examining the qualitative data gathered by the faculty-student survey.

Doug asked each work group leader to begin writing a summary report of their deliberations to be included in the final CMSAG Recommendation Report.

IV. CMS Evaluation.

Our tentative deadline of the end of March remains in place.

Other than some pricing data still necessary for TOC modeling and doing a more detailed analysis of the qualitative data returned by the faculty-student survey, the committee felt that we have the information in-hand necessary to decide on a CMS. Terry Morrow recommended that we create some kind of checklist to compare vendors, from which to make that final decision. The committee agreed; and Doug will draft that list and submit it for comments and edits.

V. Other Considerations:

Strategic Panning: Doug is currently drafting an edited strategic planning document based on the strategic plan for WebCT that triggered this CMS evaluation and adoption process. We will use that draft to develop a similar strategic plan for whatever CMS the committee recommends and the Provost chooses to adopt. Committee members were asked to examine the strategic planning documents linked at, <http://grove.ufl.edu/~cmsag/planning.html> in order to effectively contribute to the strategic planning discussion and recommendations.

Report Writing: Doug pointed out that we need to develop a written report. He will soon begin circulating among the committee a draft of the possible document for comment and input. This draft is being developed drawing on other recommendation documents such as <http://video.ufl.edu/VACReport/> and <http://www.gen.ufl.edu/~fzazueta/infotask/REPORT.PDF>

VI. Homework:

Work Group leaders are asked to write short summary documents regarding their work group process and conclusions.

Committee members are asked to examine the strategic planning documents linked at, <http://grove.ufl.edu/~cmsag/planning.html> in order to effectively contribute to the strategic planning discussion and recommendations.

Committee members are asked to review CMSAG documents drafts as they are circulated.

VII. Next Meetings:

Wednesday, 5 March 2003. Blackboard training at TREEO Center, 9 AM to Noon.

Thursday, 6 March 2003. 10:30 AM, Turlington 1012. [Note this change of time]

Thursday, 13 March 2003. 9:30 AM, Turlington 1012.

Monday, 17 March 2003. 1-3 PM, Turlington 1012.