

22 May 2003: CMSAG Summary

In attendance: Joe Burley, Erin Easterling, Randy Graff, John Holmes, Doug Johnson, Kris Kirmse, Terry Morrow, Marvel Townsend, Martin Vala, Mike Wright.

I. Opening Comments and Discussion:

The deadline for our recommendation decision is now 5 June. The committee voted to accept voting in absentia and the following process was established: Members who wish to vote "*in absentia*" should email their vote to **all** members of the committee [Go to one of my committee emails and select "reply to all;" delete the existing message and type in and send your vote] no earlier than 29 May and no later than 4 June.

II. WebCT Vista demo

Access to the Vista 2.0 demo site has been extended through the end of May.

III. Work Groups.

TCO [Chris Sessums]. Chris was unable to attend but sent in TOC documents from Blackboard and WebCT. Based on a summary document provided by Kris Kirmse [thanks Kris!], an initial comparison of costs suggests that final TCO differences may not be substantial. The consensus of the committee was that TCO was not likely to be a major issue in the final decision. The key TCO issues that remain to be developed relate less to vendor products and services, with the possible exception of migration-related costs, than with local support and staffing issues. In that context, the committee discussed once again recommended CMS support staffing identifying 5.5 FTE as a minimum desirable level:

1 FTE	CMS Administrator: administration and coordination
1 FTE	CMS user support
1 FTE	CMS support: development of account templates, self-service training tools, classroom training
1 FTE	CMS administrator: course administration, account service, system functions (backup, restore, etc.)
.5 FTE	Programmer (integration with campus systems, development of support tools, etc.)
.5 FTE	Oracle DBA/DBM
.5 FTE	CMS-specific instructional designer

Allocation of additional resources would be necessary to pursue additional priorities such as expanded training efforts. The projection above provides for a solid level of training on how to use whatever CMS is adopted, but little beyond that. The committee was in agreement that training efforts should be expanded, in particular to develop CMS-related courses such as instructional design for online classes, best practices training, etc.

III. Report Writing

Work Group Leaders:

Yet another reminder that each work group leader should be writing a brief report to present the information and recommendations developed under his or her auspices.

IV. Next Meetings [tentative topics]:

Thursday, 29 May 2003. 9:30 AM, Turlington 1012 [Migration issues, strategic considerations]

Thursday, 5 June 2003. 9:30 AM, Turlington 1012 [strategic considerations, final discussion/recommendation vote]

Thursday, 12 June 2003. 9:30 AM, Turlington 1012 [Report writing]

Thursday, 19 June 2003. 9:30 AM, Turlington 1012 [Report writing]