

## 04 December 2002: CMSAG Summary

In attendance: Joe Burley, Erin Easterling, Randy Graff, John Holmes, Doug Johnson, Chris Sessums, Marvel Townsend, Martin Vala, Mike Wright.

**Purpose:** This meeting was called to address conflicting requests that the CMSAG accelerate its adoption process and slow the process down. A related issue was to consider a meeting schedule for the remainder of December.

### Upcoming Presentation Dates:

Blackboard	11 December	1 – 4 PM	McCarty D, G001
ANGEL	12 December	2 – 5 PM	McCarty D, G001
WebCT	18 December	9 AM – Noon	McCarty D, G001

*Please note that the time for the Blackboard demo has changed. Doug Johnson received a call indicating that the Blackboard team had encountered difficulties getting timely flights into Gainesville for a morning presentation. The McCarty facility was available in the afternoon, so they have been rescheduled. Apologies are extended for any inconvenience.*

*Note also that the time for the ANGEL demo was incorrectly reported as 1-4PM in an email that went out immediately prior to the Thanksgiving holiday.*

### Announcements

Kris Kirmse sent a message indicating that beginning at noon on 5 December 2002 eCollege was providing administrator training for UF personnel involved in the January trial. Members of the CMSAG have been invited to participate in that training if they desire. Some members of the committee indicated that they would do so.

### Discussion Notes

At a previous meeting, Doug Johnson indicated that he was guiding the committee according to an implied schedule of making a tentative selection in late January, proceeding to consider appropriate support needs, then developing a budget estimate to follow our CMS recommendation. The goal is to have a recommendation for the Provost no later than late March, to allow adequate time for institutional budgeting.

However, the point has been raised that this schedule, especially the adoption recommendation in January, leaves inadequate time to consider the results of the eCollege trial that begins in January.

To address these conflicting issues, the consensus of the committee was “quicker is better:” to proceed with its evaluation and recommendation process as planned, but with the proviso that the committee will reconsider that decision in the light of information that comes in from the eCollege trial during the Spring semester before forwarding its recommendations to the Provost

Chris Sessums suggested that a subcommittee be formed to begin modeling Total Cost of Ownership parallel to the presentation schedule. He also agreed to lead this subcommittee, and the idea was approved. Randy Graff, John Holmes, Doug Johnson, and Mike Wright agreed to participate.

Doug also indicated that he has spoken to Dick Elnicki of NERDC whose academic background is in Decision Information Sciences and Elnicki has agreed in January to present to the committee a short seminar on modeling Total Cost of Ownership. This presentation has not yet been scheduled but 15 January 2003 was suggested to Elnicki.

The committee spent some time discussing the behind the scenes issues of CMS support, including some discussions of various experiences with Blackboard, eCollege, and WebCT. The point was made that supporting the CMS is a critical part of the deliberations this committee must undertake and the recommendation it will make.

It was suggested that each potential vendor be contacted to see if arrangements could be made for committee members to have designer access to course accounts in each of the systems being demonstrated. Doug agreed to contact the vendors about this.

Members of the committee expressed a desire to meet with somewhat greater frequency in order to move forward with an adoption recommendation. A lunch meeting immediately following the last vendor demo (18 Dec.) was recommended and approved. It was pointed out that immediately following an adoption recommendation we need to consider what resources are necessary and desired to effectively support use of that system. These resources might include a 24/7/365 Help Desk, enhanced faculty and student training opportunities, etc. Doug suggested that committee members review the Initial Planning Draft (downloadable at <http://webct.ufl.edu/cms.html>) for a "laundry list" of ideas to start preparing for strategic planning discussions.

A number of other general and specific issues related to the adoption decision were discussed regarding the importance of various features and functions to different user constituencies. Likewise, a short discussion of support issues emphasized the important role that both local and vendor support play in an effective CMS implementation. These issues were tabled for further discussion following completion of the vendor demonstrations.

**Homework:**

1. All CMSAG members should plan to attend the Blackboard (11 Dec. 1 – 4 PM), ANGEL (12 Dec. 1 – 4 PM), and WebCT (18 Dec. 9 AM - Noon) demonstrations.
2. Doug Johnson will follow up with the vendors to see if course accounts might be made available for the committee members to experiment with.
3. Chris Sessums will begin coordinating the TCO subcommittee; participants should expect to hear from him soon.
4. Members should make effort to advertise the continuing work of the CMSAG.

**Next meeting:** 18 December, 1012 Turlington Hall. Meeting over lunch immediately following the WebCT demo (venue to be determined).