

| Learning Technology Committee / Learning Management System Steering Committee | | Meeting Minutes Date: August 19, 2009 Time: 3:45-4:45 Location: Kerr 212 | | |
|--|---|---|---------------------|--------|
| ATTENDING TEAM MEMBERS | | | | |
| <input type="checkbox"/> | Elizabeth Abrams | <input type="checkbox"/> | Linh Hoang | |
| <input type="checkbox"/> | Doris Ash | <input type="checkbox"/> | Ann Hubble | |
| <input type="checkbox"/> | Lauren Asturi | <input type="checkbox"/> | Pamela Hunt Carter | |
| <input type="checkbox"/> | James Bierman | <input checked="" type="checkbox"/> | Stacy Keleher | |
| <input type="checkbox"/> | Greg Careaga | <input checked="" type="checkbox"/> | Raphael Kudela | |
| <input type="checkbox"/> | Ben Carson | <input type="checkbox"/> | Eric Mitchell | |
| <input type="checkbox"/> | Bruce Cooperstein | <input type="checkbox"/> | Andrew Moore | |
| <input type="checkbox"/> | Michael Edmonds | <input checked="" type="checkbox"/> | Jim Moore | |
| <input type="checkbox"/> | Shelly Errington | <input type="checkbox"/> | Gary Moro | |
| <input type="checkbox"/> | Jessica Fiske Bailey | <input type="checkbox"/> | Joe Nehls | |
| <input type="checkbox"/> | Ian Fullmer | <input checked="" type="checkbox"/> | Robin Ove | |
| <input type="checkbox"/> | Greg Gaither | <input checked="" type="checkbox"/> | Jim Phillips | |
| <input checked="" type="checkbox"/> | Ken Garges | <input checked="" type="checkbox"/> | Linda Rosewood | |
| <input checked="" type="checkbox"/> | Julie Goldstein | <input type="checkbox"/> | Jesse Saba Kirchner | |
| <input type="checkbox"/> | Viqui Gonzalez Pagani | <input type="checkbox"/> | Travis Seymour | |
| <input type="checkbox"/> | Patricia Guevara | <input checked="" type="checkbox"/> | Kelly Stack | |
| <input type="checkbox"/> | Andrea Hesse | <input checked="" type="checkbox"/> | Lauren Asturi | |
| DISCUSSION ITEMS | | | | |
| 1. | Sakai Implementation Status Update | | | |
| 2. | ITG Budget Implications | | | |
| 3. | WebCT SLA | | | |
| 4. | Branding and Communication: Naming Contest | | | |
| ACTION ITEMS | | | | |
| # | Task | Responsible Party | Due Date | Status |
| 1. | Ramp up promos for Naming Contest as students return (facebook ad, emails / announcements to students) | Jim | Before next meeting | Open |
| 2. | Update rules to Naming Contest in case no acceptable names are nominated (committee will make the decision) | Jim | ASAP | Open |
| NEXT MEETING | | | | |
| Date | Time | Location | | |
| September 16, 2009 | 3:45-4:45 | Kerr 212 | | |

DISCUSSION

Guests: None

Announcements: None

Sakai Project Status Update

Charter approved. rSmart has been selected as the vendor to host UCSC's Sakai implementation and to provide professional services to assist UCSC in the implementation process. (www.rsmart.com). We are on track for January 2010 go-live for early adopters.

Committee members present had questions about faculty IP protection in the contract (all offensive clauses have been reviewed by campus legal counsel and removed or modified) and questions about Jan 2 "early adopters" go live. News on Sakai project available at: <http://its.ucsc.edu/projects/cle/sakai/news.php>

Next Steps on Sakai

With the contract signing, the months-long Request For Proposals (RFP) efforts officially come to a close. Preliminary meetings with rSmart and ITS staff to begin immediately (the week of August 31) and subsequent on-site meetings to finalize our initial configuration of the Sakai environment will be scheduled with rSmart staff and Steering Committee members (including additional UCSC faculty members) in mid October. Your participation and input is encouraged. Check the Sakai Implementation Project site for the latest schedule: <http://its.ucsc.edu/projects/cle/sakai>

Instructional Technology Group Services - Budget Impacts – Jim Phillips

Due to the budget reductions totaling over 2.7 million in ITS to date, the Instructional Technologies Group sustained significant staff reductions and has implemented service reductions as a result. Exacerbating this is the need to plan for reduced labor availability due to furloughs. Here is a summary of the Instructional Technology Group service impacts for the coming academic year:

- WebCT – will need to discontinue contract with Blackboard sooner than would be optimal (End Of Life in July 2010) - migration to new Sakai system will need to be expedited.
- Learning Spaces:
 - Classrooms (proactive maintenance reduced, increased likelihood of in-class emergency repairs)
 - Instructional Labs (reduced hours of operations, critical upgrades delayed, increased likelihood of in-class emergency repairs)
 - Student labor to assist with Learning Spaces Operations (reduced)
- Webcasting (staff reduction, critical upgrade delayed, system is "at risk," mitigation planning begun)
- Faculty Instructional Technology Center - FITC (focus efforts on Sakai implementation and migration from Web CT)
- Virtual-Labs (staff reduction, critical upgrade delayed, system is "at risk," mitigation planning begun)
- Instructional Video Conferencing (staff reduction, response times will be longer)
- Student Technology Workshops (reduced offerings)
- Academic software applications budget (20% reduction in monies available to purchase specialized software titles for use in instructional labs)
- Equipment checkout pool (reduced hours of operations)

Service Prioritization and Decommissioning Process – Jim Phillips

In addition to planning for the service delivery impact of furloughs and layoffs this year, ITS has already begun planning for the next round of budget cuts (projected for July, 2010). To that end and based on our understanding of faculty priorities, the Instructional Technologies Group (ITG) will prioritize the following service areas:

- Learning Spaces (general assignment classrooms and labs managed by ITG)
- Sakai and WebCT
- Digital Media Content production and delivery (including Webcasting and the integration of digital content, such as eReserves, into Sakai)
- Collaboration Technologies (video conferencing and the integration of web conferencing into Sakai)

As the entire campus goes through the painful process of additional budget reductions for next July, ITG will reach out to faculty (including the Learning Technology Committee) to gather input on which services should remain as ITG

priorities and which may be candidates for reduction or elimination. Please send comments and questions to phillips@ucsc.edu

WebCT Service Level Agreement – Robin Ove

The WebCT Service Level Agreement (SLA) as presented to and approved by Divisional Liaisons (DLs). DLs indicated that they may be able to assist with communication of service reduction level regarding Web CT (fall faculty presentations). The WebCT SLA is available at: [http:// its.ucsc.edu/service_catalog/sla](http://its.ucsc.edu/service_catalog/sla)

Branding and Communication: Naming Contest – Jim Phillips

http://its.ucsc.edu/projects/cle/sakai/naming_contest.php

In early September, we will be moving forward with Facebook ad, outreach to College Provosts in the fall, emails to faculty/staff/students, and posting on student portal to publicize the contest. We will engage in aggressive advertising in the fall.

Rule change: *In the event that no submission is acceptable to the judges of the naming contest, the judges will develop internally an appropriate name, and the iPod will be distributed to one (1) randomly selected contest participant.*