Attendees:
- Chuck Kalnbach (Senior Instructor I Management),
- Michael Price (Sr Instructor I/Assistant Department Head, Math),
- Tyler Brandt (IT Integrator, CMET),
- Sara Brownmiller (Director, Library Systems),
- Timothy Ketchum (Banner SIS Admin, IS),
- Jason Stone (Strategic Comm & Writing Specialist, UO Lib),
- Helen Chu (Director, Academic Tech, CMET),
- Nina Fox (LMS Manager, CMET),
- Sue Eveland (University Registrar)

Review items in progress
- Technical timeline on track with initial projections
  o Should be able to start some of the testing next week
- Ramp up communication efforts
  o Helen has been working hard to get more of the department head meetings underway
  o We want to get faculty started in trainings before we move to student communications.
  o College level, faculty level, department level meetings are our points of focus
  o We should find out which courses faculty who piloted Sakai last spring would like migrated to Canvas. The spring course or a different Bb course.
- Early adopter sign up form sent out
  o Approximately 131 responses have been submitted so far
  o We are aiming for 50% of users for early adoption
- Targeting early March for faculty access
  o This is a part of the ongoing communication and messaging
  o Courses from Spring 2014 will be migrated into Canvas by the vendor
  o Three choices: start from scratch, use Canvas migrated course, or use files from course and work the course into what you need
- Work in progress on functionality comparisons for FAQs.
  o Hope to have postings to the blog by the middle of next week

Upcoming and current issues for discussion
- Request for CMAC assistance with testing access and logins.
  o Group agrees that they will help with testing once access to the test instance is provided.

Discussion:
  a. Discuss ability to pull in GTF’s as instructors for labs as well as include them as a co-instructor in the lecture portion of a course to ease course material sharing.
     i. Nina to have discussion with group of instructors with special use-cases. (Discussions sorting in gradebook) and (embedded labs/sections within parent Canvas course)
  b. Discuss potential cases where pages, discussions, announcements, files conferences etc. would be used but not grades, assignments, quizzes, etc. Potential use clubs, non-academic groups.
i. MBA, HPHY groups, clubs, etc.

b. Non-OU people into non-CRN / non-instructional Canvas sites.
   i. What about non-OU people, in non-CRN courses vs. non-OU people in CRN related courses? - We need to investigate use cases further
   ii. What about sustainable cities course? Student and non-student members
   iii. Too many unknowns at this point. Will place this as a parking lot item for possible consideration in the future.

d. Student photos.
   i. Students can decide if they want to get notifications over Facebook, Twitter, or upload photos
   ii. Configuring an automatic photo feed in Banner to Canvas needs to happen much later if we do this. For now students can add the photos they want at the moment. It is not a FERPA violation for instructors to ask students to upload photos.
   iii. Need to make sure that if we do establish an automatic feed that we don’t provide the names and photo of law students because of their need for anonymous grading

**Faculty Champion recruitment ideas:**
- Look within the group of early adopters to see who could help
- Many people we might be interested in are probably already over committed. They may know others willing to be champions
  - The responsibilities of a faculty champion include serving as a key contact point, the delivery of meaningful updates, answering basic questions, forwarding to the correct support person, serving as liaisons in the migration effort
- Rely on “Technical” champions

**Other items for consideration:**
- It would be nice to have Webwork integrated with Canvas, would need to have it available as an LTI, with an LTI we could complete the integration and not necessarily have to worry about contract barriers
- **Suggestions from the group:**
  - Focus on classes that don’t have a lot of seniors.
  - Provide instructional videos for students
  - Faculty should use low stakes assignments with grading in Canvas to help prompt students to learn. - Help acclimate students within the first week.
  - Provide basic Canvas actions and how-to guide for instructors to attach to the syllabus
  - Have instructors put a link to Canvas help to notify students where they can get Canvas assistance.
  - Encourage instructors to let students know they’ll be using Canvas.
    - Provide directions/documentation for faculty on how to do this
    - Provide standard verbiage and videos about upcoming Canvas course
  - Provide in-course announcements depending upon the number of sessions. And/or provide an instructional video about Canvas to watch at the beginning of class/term.
  - Ensure the ability to use the DuckID to log into Canvas

**Scheduling CMAC meetings:**
- Continue relying on Doodle. Not everyone will be able to attend.
- Schedule will change again for Spring break and then Spring term.