**LMS Review Task Force Meeting**

**January 29, 2013**

**Introductions**

**Discuss Timeline and Charge**

* Current Blackboard license expires in March 2015
* The task force charge is focused on learning management systems that function in similar respects to Blackboard. We are not considering blogs or other tools that can facilitate teaching and learning. This focus narrows the field of potential products to review.

**Discuss Process Elements - Clarifications, Decisions:**

* We should start with an open process that does not automatically preclude any uses, e.g. enabling non-credit activity.
* We will need to engage in a requirements gathering process, but we should avoid filling out a “feature matrix.”
* Any process we use to understand the requirements (focus groups, surveys or both) should be well-designed, structured, and administered in a way to minimize biased results.
* Input from all user populations will be useful, but faculty requirements should drive the decision.
* We should have a communication plan for the campus that provides visibility, transparency, and the opportunity for input.
* There are a few given requirements that can be identified immediately: ability to interface with Banner, “grade book” functionality, and FRPA compliance.
* Hearing some strong opinions from faculty (positive and negative) regarding Blackboard can help the task force understand the range of experience and provide us with some direction for the requirements gathering process.

**Next Steps:**

1. Get usage data from Blackboard administrator. What features are used the most, which are not used at all. (DAC)
2. Get samples of campus surveys from other institutions. (DAC)
3. Determine funding available to carry out the charge. (DAC)
4. Identify faculty who have strong opinions and are willing to discuss their Blackboard experience with members from the task force (CL, LF, RB, YT, JB, HG).
5. Assign people to devise a communication plan (DAC, MW)
6. Investigate working with LCB’s Business Research Institute (for survey design, focus groups, etc). (RB).
7. Determine regular meeting time (DAC).

**Present:**

Deb Carver, Jill Baxter, Andrew Bonamici, Ron Bramhall, Ken Doxsee, Lisa Freinkel, Harsha Gangadharbatla, Sandra Gladney, John Hardwick, Cathleen Leue, Dan Rosenberg, Rachel Sardell, Nancy Slight Gibney, Caleb Southworth, Ying Tan, Melissa Woo

**Absent:**

Susan Anderson, Greg Bothun, Helen Chu, Ashley M. Buchholz, Victoria de Rose, Eric Wiltshire