

Amarillo College LMS Project
MEETING RECORD

Committee/Meeting Name		LMS Evaluation/Implementation Team			
Date	Friday, April 4, 2008	Time Convened	8:30 am	Time Terminated	10:30
Location	Library Room 205			Recorder	Brenda Davidson and Linda Hendrick
Members Present	Claudie Biggers, Mark Hutson, Sherry Hendrix, Scott Beckett, Linda Hendrick, Becky Easton, Carol Buse, Kim Hays, Vicky Taylor-Gore, Patsy LeMaster, Tricia Stevens, Brenda Davidson				
Members Absent	Larry Adams, Judy Carter, D'dee Grove, Kim McGowan, Linda Reed				
Visitors	Paul Matney, Brad Johnson, Lou Ann Seabourn,				

Topics	Discussion, Information	Action Taken, Decisions, Recommendations, Time Line
LMS Minutes	We need to change the recorder of the minutes from the last meeting to Linda Hendrick and Brenda Davidson.	Becky Easton made the motion to approve the amended minutes and Claudie Biggers seconded the motion. All in favor.
RFP Update	<p>The RFP is now out, with a few changes from Vicky Shelton in Purchasing. It was also approved by Laura Grandgenett, the new CIO.</p> <p>The RFP was sent to 6 vendors, but more proposals might respond, since the RFP was also sent to the newspaper. RFP sent to: Moodle (Campus Management and MoodleRooms), Desire2Learn, Angel, RSmart (Sakai), eCollege, Blackboard (for multiple products: Academic Suite, CE, Vista)</p> <p>Vendors will have an opportunity to ask questions on April 21. This will require a prompt response from us.</p> <p>Vendor proposals are due no later than May 2 at 2:00. Vendors will be required to answer each question on the RFP. Proposals will be put on the eLearning Center webpage for review and printing.</p>	

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Next Steps	<p>Claudie reminded us not to contact vendors since the RFP has been sent out.</p> <p>Next steps – For legal purposes and for best selection, we need to be careful how we evaluate. We will work on rating sheets for vendors. Need to summarize and condense the RFP points. We will discuss how to do this at our next meeting.</p> <p>Sherry would like to narrow the vendor selection to 2 or 3. Once we narrow the vendors, we will go back and thoroughly review the proposals before demos. These will be live on-campus demos. Vendors will have to prove all points and answer questions. We will need to create a couple of scenarios for demos so they will be showing us a demonstration on what we want and not what they want to show us. Mark suggested asking that they take a class through the whole migration process.</p>	
Identify demo dates and times	<p>Demos will not start until after the Spring term is complete. We need to evaluate the vendor proposals before the demos begin.</p> <p>Schedule: Tuesday, May 13 from 10:00-2:00, room 113 - Proposal review to narrow vendor selection.</p> <p>Tuesday-Thursday, May 20-21-22 from 8:00 to 5:00, room 205 - vendor demonstrations in the morning and breakout sessions in the afternoon.</p> <p>Tuesday and Wednesday, May 27-28, room 113 – finalize</p>	

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Rating sheet for RFP	<p>vendor selection.</p> <p>Recommendation to Paul Matney by Friday, May 30.</p> <p>We discussed the possibility of having several small groups (3) look at each vendor. Becky suggested that we have small groups or individuals look at the same feature for each vendor to avoid skewed analysis. Group liked that.</p> <p>Sherry mentioned that pricing may be a factor. We may have to back off of “cost is no object” and make some compromises. We need to consider costs as we evaluate. RFPs will have prices.</p> <p>Linda will communicate timeline information to students who can help with evaluation.</p>	
Sandbox Lab Times	Claudie will send sandbox times to look at 2 LMS’s per week.	
Online Newsletter	<p>Discussion of information for the next issue of <i>AC Online Learning</i> newsletter. Explain why paperwork for online classes (Online Course Offering Forms) needs to be in by April 7. Clarify how xfs1 forms are used to identify online classes. Include general helps and tips (hyperlinks).</p> <p>Drawing for newsletter prize (T-shirt). The winner is Laurie Odle (from East Campus).</p>	
Open Discussion	Sherry discussed the dwindling attendance at these meetings. Much is still happening. Workflow analysis/redesign is ongoing. We need to look at goals and objectives for ELC, online learning, and distance education.	

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	<p>Brad agreed, and said that lack of goals and objectives makes setting criteria for LMS selection more difficult. Discussion of strategic plan's directives for online classes, degrees, and programs. Look at offering more complete online degrees.</p> <p>The regular meeting scheduled on May 9 is the same day as Graduation, but we will go ahead and have the meeting for those who can attend.</p>	