IT Council Committee
Meeting Minutes

Date: Wednesday, March 22, 2017
Time: 8:00 AM - 9:30 PM
Location: University Hall, Room 420B (Collaboration Space)

Present: Vernon Jackson, Jane Strasser, Brett Harnett, Anton Harfmann, Chris Edwards, Sally Moomaw, Victoria Wangia-Anderson, Christine Ackerman, May Chang, Brian Verkamp, Mitchell Phelps, Dom Ferreri, Annette Marksberry, Nelson Vincent, Bo Vykhovanyuk

Guests: Jamie Byrne, Greg Lloyd, Paul Foster


1. Review and Approve Minutes (attached - Nelson Vincent)
   - Jane Strasser motioned to approve the February 2017 minutes; Anton Harfmann seconded the motion. The motion unanimously passed.

2. LMS Task Force Recommendation (see attached report - Paul Foster, Greg Lloyd, Jamie Byrne)
   - A market study of all Learning Management Systems (LMS) started approximately one year ago
   - The Task Force has visited every college and is starting a second round of visits next month with UCCC.
   - Bb has been lacking in product development and has lost overall market share.
   - 60 people across all sectors who are affected by Bb participated in the Task Force
   - Canvas and D2l were invited for scripted demos with students, faculty, and staff after the market scan.
   - Usability data was compiled from surveys completed by students, faculty and staff. Canvas was the preferred product and most faculty were willing to participate in a pilot. Canvas is willing to do the pilot for free.
   - This is a multi-year project and no decision has been made.
   - There are three decisions to be made before a transition to another LMS will take place:
     1. Conduct a small-scale pilot of Canvas over the summer and fall of 2017.
     2. If the Canvas small-scale pilot is successful, decide to perform a large-scale pilot in spring of 2018.
3. If the large-scale pilot is successful, a go-no-go decision will need to be made.

- If the decision is made to go with Canvas, a transition period will be required. Full implementation of Canvas would start in spring semester 2019
- The task force is recommending the small-scale pilot with 10 early-adopter faculty in summer semester 2017 with the option to continue using Canvas for fall semester. If the small-scale pilot is approved, the eLearning staff will have a 1-1 relationship with participating faculty.
- If the small-scale pilot is successful, the Task Force will request a large-scale pilot in spring of 2018 with 100 faculty and approximately 3000 students.
- UC has issued an RFP for Canvas but can opt to cancel it if a decision is made to stay with Bb. Bb’s current product version 9 does not address the mobile platform issue but Bb Ultra does. The concern is that Bb has not met any of the milestones for Ultra nor is it in a state for testing. They are three years late on delivering. The question is will Bb be able to deliver on Ultra?
- Faculty also need to understand that UC will be facing major changes regardless of which vendor is selected because Bb will be migrating to a cloud service with Ultra.
- The Task Force is asking for $113k to support the summer and fall 2017 pilot.
- There are six different levels of courses ranging from simple to complex. Only about 100 courses at UC are considered complex and will require approximately 25 hours to migrate, but that is just an estimate. Total costs to switch from Bb to Canvas will be better known after a summer small-scale pilot due to the costs associated with migrating courses.
- The summer pilot will include complex courses to test the time it takes to migrate. Some of the complex courses are meta courses. (meta courses are a UC construct and not available in Canvas).
- The Task Force is estimating an eight year total cost of $12 million for Canvas but that cost could be significantly reduced if we stay with Bb because it will likely costs less to migrate courses.
- Nelson asked the task force to ensure that the LMS integrates with other UC systems, such as HR Success Factors.
- eLearning will also consider remission for Accessibility with the transition to any LMS.
- Jackie Mulay, student government, has been keeping the student body informed of the progress of the LMS task force. The biggest impact on students is that pilot classes will have to be in both systems (Bb and Canopy).
- Regardless of which LMS is selected, Sally Moomaw suggests that faculty have the opportunity to participate in small training sessions to create their courses in addition to large training classes.
- The LMS Task Force has a public website and they are visiting all colleges to help with communication. If a pilot is approved, they hope to draft a triple D message as well.
- Transition from Bb to Canvas would be similar to transitioning from our current Bb version to Bb Ultra.
- The Task Force will be measuring Bb progress on Ultra up to the final go-no-go point. UC will maintain a relationship with Bb regardless if we switch to another LMS because they own other product suites.
- Anton Harfmann motioned the committee to approve the LMS Task Force’s recommendation to conduct a small-scale pilot of Canvas consisting of 10 faculty; Sally Moomaw seconded the motion. The motion unanimously passed.
- Next steps: the small scale pilot must be approved at all levels of UC.
- Nelson thanked the LMS task force for their current and ongoing work.
- Jane Haniefy will send the full LMS Task Force recommendation report to IT Council.

3. Undergraduate Student Representation

- Nelson thanked Undergraduate Student Body President, Mitchell Phelps, for his contribution to IT Council during his tenure. This is his last meeting. The new student body president will start in fall semester 2017.

4. Policy Updates (see attached - Bo Vykhovanyuk)
Office of Information Security (OIS) will start annual reviews soon for all policies that have been approved.

The approved policies are on OIS website along with supporting documentation.

Nelson asked Bo to consider efficient ways to perform the annual review of policies and to publish the schedule of review on the governance SharePoint site.

The Council also discussed making the policies available in the UCIT knowledge base.

The ITCAC will discuss best methods for reviewing policies and making them available in their next meeting and make a recommendation to IT Council.

5. Penetration Test
   A third party performed penetration tests at UC looking for vulnerabilities the week of spring break. There were no critical vulnerabilities detected that must be addressed immediately. Once the full results are in, they will be shared with governance, and then with individual departments to work on remediation.

6. Heat Map Summary from Risk Assessment Exercise (attached – Bo Vykhovanyuk)
   IT Council heat map results align with IS&CC risk assessment as well.
   OIS is scheduled to perform the risk assessment with IT Managers in April 2017 and then later with Business Core Systems.
   All results will be consolidated into one heat map to inform a discussion about strategic realignment of resources for mitigation.
   Educause has 11 domains, UC consolidated to seven domains for the heat map report.
   Bo will create a legend of the domains to accompany the heat map, which will include the Educause domains and 35 categories to post on the SharePoint site.
   Jane Haniefy will send the SharePoint link to IT Council.

7. Adjournment
   The committee adjourned at 9:32 AM