

## **11-13-15 CSULPS Taskforce Meeting Notes**

### Spring Webinars

We will have completed 6 webinars this semester. Are there webinars for the spring the Taskforce would like to host? Some ideas are on the slides.

Discussion:

- Focus will be on the RFP. So light on webinars, but focus on community RFP updates. Have conversations more in the future once the MEA is over. Sponsor a webinar about each company with an MEA.
- Key is to have the conversation so that everyone knows the conversation and RFP process is continuing even if there is nothing to report.
- Make the process as open as possible.
- Webinars do allow a way to communicate. Maybe just a monthly update webinar on where things stand in the RFP process? For transparency even if there's nothing new.
- It's difficult to update everyone, but it's a good start to keeping everyone informed and up to date.

### CSU LPS Survey

Updates on RFPs already completed on the quintapus (Online Media, Academic Integrity, Lecture Capture), so what may or may not be needed in the RFP? Idea of the survey is to make sure that various campus strategic priorities are reflected in the LPS RFP. Is a survey a good approach to explore the ecosystem?

Discussion:

- You could put the quintapus in the survey and also have an "other" category to capture what's not already listed
  - It's an opportunity to remind everyone what we already have in the system
  - The RFP will have a "core" that is pretty focused on LMS. Some of the other pieces in the ecosystem are going to be faculty driven on each campus or at another time (like course evaluations).
  - One of the goals of the RFP is to make sure that other connectors actually integrate well with the LMS instead of just saying they follow standards; somehow make the LMS vendors pressure the publishers/3rd party devs to integrate well
  - integrate this into the evaluation process (i.e. how well/tightly/easily does it integrate into the system, what examples are already in use?)
  - don't evaluate the third party tools. just integration of the third party tools
  - use the surveys to collect "user stories" also
  - have students get input into the RFP/sandboxes and follow scripts.
- "faculty stories" would be different than "student stories"

### LPS Campus Coordinators

A memo will be distributed to formally request a LPS campus coordinator from each campus who will be responsible for communications with the LPS Taskforce. The campus coordinator

will communicate needs of their campus and also share with their campus the systemwide updates, process and RFP information with their campus.

### RFP Evaluation Committee

We need an evaluation committee who will provide ongoing consultation to the Taskforce. The Evaluation committee will have some time consuming tasks in evaluating RFP responses and time to engage with the committee and the Taskforce. We also want to make sure that we have appropriate representation to ensure appropriate evaluation of the areas that need expertise (like accessibility, security, etc.)

Discussion:

- Campus Coordinator needs to be selected before the evaluation committee is created
- need a mix of expertise (information security, instructional design, academic technology, etc.) and so the group will grow rapidly
- What is the maximum number to get everyone on the committee able to fully participate?
- Make sure you have depth of expertise on the evaluation committee that matches the area of the RFP
- Build trust from the evaluation committee to the campus coordinators to the campuses through updates
- Can bring in experts to evaluate particular functional areas to help the evaluation committee
- Still need to have enough in house domain LMS expertise, but some of the work can be outsourced

Proposed solution: let's map out the roles we need first and then put out a call.

- It may be too difficult to have a student on the committee due to the long time commitments but we will request representation most specifically in the functional/interface reviews and ratings
- If the faculty on the Taskforce are unable to participate, we will go through Academic Senate once again to request faculty representatives who has time to participate in this process deeply
- What does the end of the process look like? Consensus? Majority?
- Typically an RFP ends in one selection but the LMS is not one-size fits all for CSU campuses; hence we are qualifying the vendors/products and the campuses will make the final selection for their campus needs and priorities. Therefore the final "decision" won't have just one LMS vendor, there will be multiple MEAs. We want to ensure that there is consensus the products/vendors are meeting baseline standards of an Enterprise LMS.

### RFP Process

Introduction of a proposed RFP process with phases just to help clarify the process (as listed on the slide.) It is difficult, but desirable to get to an "apples to apples" comparison when possible.

Discussion:

- The challenge is to keep on schedule and keep on track without having to redo any of the steps. By March, people will need prices for budgets.
- Need to call out explicitly in Phase 3 and 4 that we expect faculty/student/stakeholder input to be aggregated, publicized, and shared.

- Need to balance between confidentiality (required by the procurement process) and openness for transparency and campus participation
- In Phase 6, note that there will be more than one selection (“Intent to award one or more Master Enabling Agreements”)
- Is an RFP for hosting for open source educational software a different process? It might be an apples and oranges comparison. Can ask about this in the LPS Survey?

#### Spring Drafted Timeline

Skipped due to time constraints.

#### Next Steps

List of next steps. Goal would be to have the first draft RFP in mid December.

Conversation:

- Make a meeting once the draft RFP is available for review.

#### Members present:

Michael Berman, Co-Chair

Ellen Junn, Co-Chair

Graham Oberem

Borre Ulrichsen

Deone Zell

Gerry Hanley

Kathy Fernandes

JP Bayard

Leslie Kennedy

Jonathan Blake Huer