

**Organizational Meeting**  
**Project: LMS Formal Evaluation**  
**UPC 301**  
**August 20, 2003**  
**1:00PM—2:30PM**

**Attendees:** Alan Shapiro ( Project coordinator) Jim Rutledge, Gary Abernethy, Jim Berry, Karen Hesting, Karen Miller, Mark Billiris, Karen Estes, Li-lee Tunceren, Mark Ingels, Lynda Womer, Conferlette Carney, Dave Creamer, Peggy Sheppard

Alan Shapiro opened the meeting with introductions at 1:00PM. Agenda with Specific Goals, Proposed Timelines were made available to each attendee.

1) Responsibilities of Committee Members:

- To assess and evaluate course management systems and to recommend to the administration a single LMS.
- To identify the software, hardware, and human resources necessary and the required budget to provide those resources to effectively and efficiently support SPC teaching and learning through the recommended CMS.
- Enrollment Numbers:
  - E Campus - over 11,000
  - Supplemental course – over 6,000
  - Contract to build courses for 100 colleges nationwide for ISC2
  - MCCFT contract through Allstate- 25,000
  - D.A.R.E 15,000 this year
  - NTPI Potential – Year 1 – 5,000, Year 2 - 17,000, Year 3 and beyond - estimated 3.2 million total

2) Communication tools:

- Weekly emails to committee members
- Web Site for committee members and college
- Minutes will be posted after each meeting on website
- Committee will meet bi-weekly until decision made.
- May be feasible for sub committee members to use email to communicate.
- Meetings will be as flexible as possible to accommodate members.

3) Timeline of LMS Evaluation

- Refer to Proposed Timeline (handout adding one day to each date beginning with Sept 3rd, Wed)
- Timeline can be flexible, however aggressive.
- Vendors invited to “shootout” will have approximately 20 minutes to do sales pitch with open question and answer period.

- 4) LMS Resources – See Agenda for URLs for each vendor
- Edutools
  - WebCT Vista 2.0
  - Blackboard 6.0
  - Desire2Learn
  - Angel
  - CHEF
  - eLogic
- 5) Brainstorm – High level criteria for choosing vendor
- Look at from user standpoint (faculty/students)
  - How do I evaluate?
  - User friendly
  - Pricing info--hidden cost
  - Technical support
  - Continual Support—Where will support come from
  - Comprehensively look and compare to make good recommendation
  - Ease of Migration
  - Open Standards
  - Vendor Viability
    - Customer Base
    - Technical Architecture
    - Kind of Database
    - Flexibility

6) Formation of Sub Committees:

**Total Cost of Ownership**

Conferlete Carney  
Lynda Womer  
Jim Oliver  
Mark Billiris  
Alan Shapiro

**Faculty/Student Input**

Li-lee Tunceren  
Karen Miller  
Karen Hesting  
Alan Shapiro

**Feature Set**

Jim Rutledge  
Karen Estes  
Gary Abernethy  
Li-lee Tunceren  
Karen Miller  
Greg Rabelo

**Architecture**

Mark Ingles  
Dave Creamer  
Jim Berry

**Homework:**

Alan will contact vendors for October "shootout"  
Conference call with Doug Johnson/ Gary Howard  
Will send out URL  
Call for questions

Sub Committees will meet (possibly via email) and discuss, next meeting

Next meeting Wednesday September 3<sup>rd</sup>, 2003, Room UP 301 Seminole  
Campus

**Adjourned @ 2:30**