

OAK Faculty Advisory Committee

**Agenda, November 11, 2014**

1. Transition to Blackboard Managed Hosting
  - a. Moving from Vanderbilt servers to Blackboard servers between now and January
  - b. Excellent performance for School of Nursing courses currently on managed hosting
  - c. New tools available on managed hosting: Kaltura; content management system
  - d. Archiving Schedule: See table below.
  - e. Availability on Managed Hosting:
    - i. December 26-30—Spring 2015 courses
    - ii. January- Fall 2013 to Fall 2014 courses
  - f. Courses to remain inactive until available on managed hosting; exceptions by request
  - g. Courses over 1GB in size: not included in table below, reduction ongoing, will migrate on a delayed schedule
  - h. Courses older than Fall 2013: limited access via legacy OAK server
  - i. Discussion: Potential problems? Faculty and student communication?

<i>Archive Date</i>	<i>Course Set</i>	<i># of Courses</i> <sup>1</sup>	<i>Size of Courses</i>
November 10	Fall 2013	1723	158 GB
November 17	Spring 2014	1685	151 GB
December 1	Summer 2014	251	24 GB
	“Other”	1301	67 GB
December 21	Fall 2014	1735	147 GB
	Spring 2015	6618 <sup>2</sup>	2 GB <sup>3</sup>

2. User Testing on Blackboard Managed Hosting
  - a. Short term: testing Fall 2013, Spring 2014 courses as they are migrated
  - b. Crunch time: testing Spring 2015 courses on 12/26
  - c. Volunteers?
3. Course Size Limits on Blackboard Managed Hosting
  - a. Proposed limit: 1GB
  - b. Recommended by VUIT and Blackboard
  - c. Larger courses might affect performance, will affect cost
  - d. Kaltura and the content management tool will help keep course size small
  - e. Discussion: Feasibility? Hard vs. soft limits? Communication with faculty?
4. Copyright Committee Update: Cynthia Cyrus
5. Communication Channels Update
  - a. [www.vanderbilt.edu/oak](http://www.vanderbilt.edu/oak) > News-- Redirects to <http://my.vanderbilt.edu/oak>, a blog now updated by the CFT

- b. “OAK Performance” box on OAK—Updates with links to the OAK blog
- c. MyVU—Reserved for major OAK news
- d. [oak@vanderbilt.edu](mailto:oak@vanderbilt.edu)-- Shared inbox monitored by the VUIT OAK transition team

### **Minutes, November 11, 2014**

- 1) Concerns from Committee Member:
  - a) There is some setting one can use in Blackboard to make it work better with Internet Explorer 8. More faculty should know about this setting.
  - b) Response: We’ll confirm this and add this information to our help files.
  
- 2) Looking Ahead:
  - a) The plan is to upgrade Blackboard next summer. During the spring, the committee will be asked to weigh in on new features available through this upgrade, to help select the ones that will be most useful for faculty.
  - b) Kaltura will be available after the migration to managed hosting in January.
    - i) Audio and video creation—nice tool to make available to faculty.
    - ii) We will make it available, but not encourage its use until faculty has support for how to use it—that support will come in mid-spring.
  - c) The new managed hosting system will have better speed due to the above features.
  
- 3) Steps to manage hosting:
  - a) For the courses that make the transition, each class needs to be archived and then moved into the new Blackboard.
  - b) We will archive more recent copies first.
  - c) There are 4,000 courses between Fall 2013 and now that don’t meet requirements— they were created, but not used in any measureable way.
  - d) We will focus on courses with students and material in the course—these will also make the transition.
  - e) Courses older than Fall 2013 will be inactivated, only available upon request from our OAK archive.
  - f) This will be a fairly fast-moving process because of the time that it takes to move everything over—this will take place over the winter holiday. We are doing this in order to have time to build the spring courses.
    - i) Question from the committee: Since the old courses are inactivated, when we request some of the courses be reactivated, what happens when they move over?
      - (1) Answer: Essentially the courses have been frozen. When they appear in new Blackboard, they will appear the same as they looked in November.
  - g) 1,723 courses are being copied over this week. We would like to finish the copying process by next Monday. This is likely to take 2-3 days; therefore, we are starting November 10<sup>th</sup> in order to make the December 23<sup>rd</sup> deadline.
  - h) We are not copying over the HUGE courses right now.
    - i) VUIT is reaching out to these big courses’ professors and trying to get them reduced to be able to move them over. We are performing an analysis and trying to figure out what is making these courses so big.
    - ii) Exceptions are granted—if you feel like the course needs an exception of the large size, Derek will approve the exceptions. Some courses are getting reduced in size pretty easily, some are not—this will be a case-by-case project. E-mail Derek with questions.
  
- 4) Timing:
  - a) Courses from Fall 2013- unavailable until January 2015.

- b) The priority is Spring 2015 courses— we are trying to get these moved over as soon after Christmas Day as possible. Dec. 29 is deadline. Faculty will need time before the start of Spring 2015 classes to get everything started. We will work to get Spring 2015 courses up ASAP and then work backwards in time to get older courses up and running after Spring 2015 courses are up.
  - c) This timeline should give plenty of time with the December 30<sup>th</sup> deadline.
    - i) Comments from committee:
      - (1) Keep in mind: the law school has 3 weeks in January to submit grades.
      - (2) The ability to message is important—message to faculty should be similar to: “Please be aware that changes you make will not be reflected”.
      - (3) Question: Have faculty been told that their courses will be frozen? Answer: Yes, they have been notified through MyVU & OAK message.
  - d) The committee is open to suggestions for how to get this message out to faculty
    - i) Direct e-mail to all of them is not an option.
    - ii) The committee has reached out to the associate deans to disseminate the information.
    - iii) Faculty should reach out to their friends and colleagues to tell them about getting all of their material moved.
- 5) Making the Transition:
- a) Courses older than Fall 2013- if they have already been reactivated, then they will come across to the new Blackboard in an “exceptions” process. They should move as if they are a part of the Fall 2014 cohort because they have resources in the courses that faculty will need. So far, a couple hundred courses have been reactivated.
  - b) As of December 21st, everything else that is not live needs to make the transition.
  - c) We will keep legacy OAK running, but without access for faculty or students. Only accessible by VUIT.
  - d) After a request is made to reactivate a course into the new Blackboard, it will take up to 5 days to process the request. This process will continue indefinitely.
  - e) Questions from the committee:
    - i) Will this effect accreditation issues? How long of a time frame do we have to have for accreditation?
      - (1) Answer: We can keep a pretty robust archive for a while, but we can’t keep doing this for a long time due to space constraints.
    - ii) Why can’t we keep up legacy OAK along with the new Blackboard?
      - (1) Answer: There is a risk with keeping both up because faculty will not know which one to use.
  - f) December 21- December 26—no access to legacy OAK or the new Blackboard because this is the transition period. Just remember: the changes will make things better.
  - g) After the transition, Blackboard can be accessed through [blackboard.vanderbilt.edu](http://blackboard.vanderbilt.edu).
- 6) Communication:
- a) We will update the OAK box to something more urgent and informative.
  - b) For major OAK news, we will use MyVU.
  - c) [oak@vanderbilt.edu](mailto:oak@vanderbilt.edu) is the best way to contact someone about OAK.
  - d) Questions from committee:
    - i) Can PowerPoint be saved in Kaltura?
      - (1) Answer: we don’t know yet, but Kaltura will be taught to faculty throughout the Spring semester. We believe Kaltura will really help the faculty.
    - ii) When can I start playing around on Kaltura to try to learn it?
      - (1) Answer: January.

- iii) Suggestion for information dissemination:
  - (1) In OAK message box, write: “Looking for a course from Fall 2013 or older? Then, here are your steps to retrieving it” (and create detailed steps to tell faculty what to do, therefore, when faculty get on the website and they haven't paid attention before, there will be a link for where the courses are and how to get to them).
- iv) Suggestion for processing reactivation requests:
  - (1) Create a form so all requests don't have to be e-mailed to [oak@vanderbilt.edu](mailto:oak@vanderbilt.edu) and there can be a clear form that faculty can fill out, check boxes, etc.—this form would then be generated into an e-mail to [oak@vanderbilt.edu](mailto:oak@vanderbilt.edu).
    - (a) Committee comment: Inventing a new system is not a good use of time at the moment; a team from VUIT is covering the [oak@vanderbilt.edu](mailto:oak@vanderbilt.edu) account.
- v) Question: Who made the decision to deactivate courses before Fall 2013?
  - (1) Answer: VUIT & Provost Office made the executive decision because it was necessary because of the urgency of the issue. The vast majority of courses (80%) are not useful to people. We are more willing to go back and reactivate the course rather than managing every single course separately.
  - (2) We were trying to avoid OAK issues in Spring semester, therefore, it was a crisis-based decision and the decision was made out of importance.
  - (3) We would rather make exceptions than allow ALL of the huge courses to transfer over and have them clog the system.
- vi) Question: How will information about Kaltura be disseminated to faculty?
  - (1) We will ensure that faculty are engaged in conversation regarding Kaltura and we will make sure that the tools are matching up properly.

7) Relating to the Strategic Plan:

- a) Education Technology—big piece of the Strategic Plan.
  - i) Kaltura and content management will help everyone a lot.
    - (1) Audio and video will be much more accessible through Kaltura.
  - ii) Students should send homework and audio files through Box
- b) Question: Is Kaltura infinite in space and price?
  - i) Answer: We pay for what we use.

8) Moving Forward:

- a) There has been a copyright committee formed.
- b) Request for volunteers:
  - i) We need people to log into the new managed hosted Blackboard during Christmas Break to ensure its effectiveness.
- c) The Provost recently approved a search for a full-time OAK staff member.