Chair Helen Read called the meeting to order at 9:00 am via Microsoft Teams.

1. Approval of the Minutes. The minutes of the October 2022 meeting were approved as written.

2. Acceptable tool software for assessing group work, Courtney Giles & Priyantha Wijesinghe. Looking for help from the ERTC to identify a teamwork-based platform. As background CEMS has many project-based classes and this puts a burden on faculty. A small cohort of faculty looked at several platforms. They looked at 3 platforms, however none of the platforms had everything they needed. They are hoping to find a platform by the spring with the help of the ERTC. The two main considerations they presented are:

   a. Understanding the scope of need at UVM.
   b. Finding a tool that works within the UVM tech review process.

   CIO Ananou suggested a small group including Courtney, Priyantha, CTL, ETS, TTL, Accessibility Services, Procurement and an ERTC member to start talking about integrations and other technology connections that should occur behind the scenes to evaluate the feasibility of all the things the committee discussed.

   This topic will be continued and will come back to the ERTC at a future meeting.

3. Brightspace, Wendy Berenback. For a transcript of the presentation or to view the recording please reach out to the Faculty Senate Office at facsen@uvm.edu.
BRIGHTSPACE IMPLEMENTATION UPDATE
ERTC, DECEMBER 7, 2022

FALL ‘23, HERE WE COME!

PROJECT TEAM
Rachel Seremeth, Co-Chair, Enterprise Application Service
Wendy Verrei-Berenback, Co-Chair, Center for Teaching & Learning
Darrell Abney, Center for Teaching & Learning
Justin Banker, Enterprise Applications Service
Justin Henry, Enterprise Application Service
Alex Messinger, Professional and Continuing Education (PACE)

PROJECT SPONSORS
Simeon Ananou, Chief Information Officer
Jane E. Okech, Vice Provost of Faculty Affairs

STEERING COMMITTEE
Thomas Borchert, Faculty Senate, President
Veronika Carter, Registrar
J. Dickinson, Vice Provost of Academic Affairs and Student Success
Esbey Hamilton, Extension
Amber Fulcher, 504 ADA Coordinator
Andy Gingras, ETS Client Services
Justin Lista, Student Government Association
Abigail McGowan, Chair of Associate Deans’ Group
Sharon Mone, Student Accessibility Service
Helen Read, Chair ERTC Committee, Faculty Senate
Justin Mark Hideaki Salisbury, Graduate Student Senate
Alex Yin, Office of Institutional Research and Assessment
**BRIGHTSPACE IMPLEMENTATION UPDATE**

**TIMELINE**

### 2022

**SUMMER**
- Establish steering committee
- Brightspace discovery sessions
- Test conversion of select courses
- Admin training & "train the trainers"

**FALL**
- Access & training for early adopters
- Plan Blackboard course archives
- Prepare Spring '23 pilot courses
- Start Banner and other integrations
- Phase 1 course migration

### 2023

**SPRING**
- Run/assess pilot courses
- Phases 2-5 course migration
- Expand faculty training
- Continue Banner and other integrations

**SUMMER**
- Implement Blackboard archive plan
- Run/assess more pilot courses
- Ongoing training and support

**FALL**
- Go live!
- Ongoing training and support

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**BRIGHTSPACE IMPLEMENTATION UPDATE**

**SPRING ‘23 PILOT COURSES:** **32 COURSES OVER 7 COLLEGES; 28 FACULTY**

- BSAD 025 Sustainable Business Strategies
- BSAD 194 Internship
- BSAD 265 Accounting Information Systems
- BSAD 60A Financial Accounting
- CEMS 301 Resrch Methds Ethics Communication
- CS 008 QR: Intro to Web Site Dev
- CS 124 Data Structures and Algorithms
- CS 148 QR: Database Design for Web
- CS 293A Computer Career Preparation
- CSD 199 Adv Topics in Clin Audiology & SLP
- CSD 351 Neurogenic Comm. Disorders 1
- EC 133A SU: Economics Env Policy
- EC 230A Topics in Environmental Economics
- ECLD 303 Bilingual Education & Policy
- EDSC 225 Teaching Social Studies in Secondary Schools
- EDSP 224 Meeting Instructional Needs of All Students

- ENGS 105A CL: Exploring Writing Centers
- ENSC 130 Global Environmental Assessment
- GRNS 419A Prim Care Chron/Cmplx Hth Cond
- HCOL 086 Expect the Unexpected: Dev Adptv Exptr
- HLTH 101 Intro to Integrative Health
- HLTH 105OL1 D2:Cultural Health Care
- HSCI 103OL1 D2: Fndns of Global Health
- MATH 022 Calculus II
- NFS 072 Kitchen Science
- OT 420 Therapeutic interventions
- OT 424 Vis&Cog-Percep Infl Occupation
- OT 425 Older adults as occupational beings;
- PH 301 Public Health and Health Policy
- PH 304 Environmental Public Health
- PH 311 Global Public Health
- PSYS 270 Behavioral Disorders of Childhood
BRIGHTSPACE IMPLEMENTATION UPDATE

BLACKBOARD–to–BRIGHTSPACE COURSE MIGRATION

**Fall 2022**
- Phase 1 - Start migrating 12/15/22: Fall 2022 Courses

**Spring 2023**
- Phase 2 - Start migrating 1/31/23: Summer 2022 Courses
- Phase 3 - Start migrating 2/28/23: Spring 2022 Courses
- Phase 4 - Start migrating 4/15/23: Fall 2021 Courses
- Phase 5 - Start migrating 5/31/23: Spring 2023 Courses
- Final Phase: Timing and Included Courses TBD

BRIGHTSPACE IMPLEMENTATION UPDATE

Instructors will have:
- Access to their migrated courses
- Access to additional sandbox courses
- Various options to modify or build courses

Beginning in fall ’23, courses will be created automatically with student enrollments from Banner

BRIGHTSPACE IMPLEMENTATION UPDATE

TRAINING and SUPPORT in 2023

Over 30 workshops scheduled, Jan 4th - 14th
- Workshops conducted throughout spring semester
- Intensive scheduling during March break and May 15th - 26th
- Continuing workshops summer, fall, and forward
- On-demand videos available now
- One-on-one consultations offered by the CTL

Visit [site.uvm.edu/brightspace](http://site.uvm.edu/brightspace)
4. **Software Purchasing Process, Natalie Guillette & Claire Burlingham.** For a transcript of the presentation or to view the recording please reach out to the Faculty Senate Office at facsen@uvm.edu.

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**Purchasing Thresholds, Requirements, and Approvals for Procurement or Lease of Goods and Services**

(Covers procurements not identified in specific provisions for certain goods and services)

<table>
<thead>
<tr>
<th>Term of Agreement and Aggregate Amount</th>
<th>Method of Purchase</th>
<th>Contract Review and Approvals required whenever a written contract accompanies the purchase</th>
<th>PeopleSoft PO Approval Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Duration</td>
<td>Lower Dollar Threshold</td>
<td>Not to exceed Threshold</td>
<td>Applicable Procedure/Considerations</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$0</td>
<td>$2,500</td>
<td>Purchased</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$2,501</td>
<td>$25,000</td>
<td>Purchase Requisition</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$25,001</td>
<td>$50,000</td>
<td>Quotation Evaluation Form, or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$50,001</td>
<td>$100,000</td>
<td>Quotation Evaluation Form, or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$100,001</td>
<td>$250,000</td>
<td>Request for Proposal (RFP) or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$250,001</td>
<td>$500,000</td>
<td>Request for Proposal (RFP) or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>≤ 5 Years</td>
<td>$500,001</td>
<td>$1,000,000</td>
<td>Request for Proposal (RFP) or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>Any term</td>
<td>$1,000,001</td>
<td>N/A</td>
<td>Request for Proposal (RFP) or Sole Source Justification Form with Requisition</td>
</tr>
<tr>
<td>&gt;5 years</td>
<td>$0</td>
<td>Any Amount</td>
<td>Request for Proposal (RFP) or Sole Source Justification Form with Requisition</td>
</tr>
</tbody>
</table>

**Consulting and Professional Services**

| Any term | $0 | $250,000 | See requirements above based on dollar thresholds |
| Any term | $250,001 | Any Amount | Request for Proposal (RFP) or Sole Source Justification Form with Requisition | X | X | X | x | | |

* * - Only if contract contains provisions or language beyond the delegation authority of Purchasing Services

(This matrix provides a summary; please refer to Policy itself for specific policy requirements)
Purchasing Steps in Summary

- Reach out to your supplier or suppliers for info.
- Obtain documentation to support your purchase request—quote, estimate, contract, etc.
- Enter Footprint for terms & conditions review.
- Enter requisition (include FP#)
- Purchase order is sent to supplier.
- Purchase can now be made.
- Department receives goods or services.
- Invoice is sent to Disbursement Center for payment.

A Jeure

* has put a Force Majeure in place for their Helium gas. This situation has come from disrupted supply sources and an unplanned shutdown of the Bureau of Land Management recently allocated 65% of its normal Helium product. At this time, Airgas and other suppliers are unable to fulfill their commitments and are not available to fill orders. In addition, companies that are able to commit to supplying the University are not able to commit to supplying a large volume of the product or product, which is not available. In some cases, to plan far in advance of the order, they are asked to order in advance of the order.

The greatest challenges are:
- Reordering (if not monthly, in advance)
- Recalling paper
- In a general case, to help ensure that the available goods and services are ordered and delivered in the weeks ahead. We ask for your assistance in this supply chain problem, and for your advance planning when necessary.
<table>
<thead>
<tr>
<th>Contract Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology Software, Hardware and/or Services</td>
<td>New, Extension, Renewal</td>
</tr>
</tbody>
</table>

Please choose the type of purchase you are trying to make. If these choices do not adequately describe your purchase, select Other and add details into the Technology Description box.

### Purchase Type

- Hardware
- Vendor-Hosted Software
- UVM-Hosted Software
- Archived Software

### What kind of data will this system use?

- Non-identifiable Student Data
- Non-Identifiable Employee Subject Data
- Non-Identifiable Research Subject Data

### Will the vendor (or any subcontractors) for this product have access to the data? If so, please select the option that best describes that access.

- Make a Selection

### Use the “Ctrl” key for multi-select

- Integration Needed

- Make a Selection

### Authentication

- Make a Selection

---

**Please estimate the number and type of expected End Users specifying category of user as a. faculty/staff, b. UVM students, or c. general public.**

### Number of End Users

- Make a Selection

### Accessibility needs of users known?

- Make a Selection

---

**Will the vendor or application access, store or process any information categorized as Non-Public Protected Data (NPPD) in UVM’s Privacy Policy?**

- Make a Selection

---

**Will the product or service be controlled with user accounts? If so: Will the product or service integrate into the UVM Single Sign On (SSO) for user authentication? If not, explain in the long description.**

- Make a Selection

---

**Control Real World Devices?**

- Make a Selection

---

**Will the technology deal with data for which there are prescriptive legal or regulatory security requirements? (e.g. Controlled Unclassified Information, Cardholder Data, etc.)**

- Make a Selection

---

**Search Knowledge Base**

- Type in Query
- Search
- Advanced Search
- Search History
- Help
Contract Signature Approvals

- <=$50K – Purchasing Services
- $50K – $250K – University Controller
- $250K – $500K – VP of Finance
- $500K – $1M – President
- >$1M – Board Approval needed
  - Allow extra time for this step in your timeline
5. **Old or New Business.** There was no new / old business discussed at this meeting.

6. **Adjourn.** The meeting adjourned at 10:29 am.

The next meeting of the ERTC will take place on January 11, 2022, from 9:00 to 10:30am on Teams.

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**IT Contract Tools**

- Plan in advance of the contract start date
  - Renewals or Extensions – add to calendar reminders for the next year
- If available – discuss software with your IT support person, perhaps there is something already approved on campus to use?
- Anything software, website, virtual related:
  - Select category: IT Software/Hardware/Services
  - Answer all IT questions appropriately – assigns to correct folks!
  - Add detailed information –who, what, when, where, why, how many is this software being used for? **This is KEY data for processing!**
  - Attachments for review – contract, agreement, terms and conditions, etc.
  - If NEW – VPAT, HECVAT, SOC2, Certificate of Insurance, etc.
  - If there is a previous Footprint for renewal/extension, add FP#
  - Any contract >5years will need Board approval or
    - Reset of the Master Terms with the vendor.