



FACULTY SENATE

Educational & Research Technologies Committee
Minutes
Microsoft Teams
December 7, 2022

- Present: Thomas Borchert (Faculty Senate), Steve Brown (LCOM), Laura Haines (LIB), Steve Kostell (CALS), Jarlath O'Neill-Dunne (RSENR), Sara Pawlowski (LCOM), Helen Read (CEMS), Tim Tourville (CNHS), John Yin (CAS)
- Absent: Hung Do (BSAD), Marc Law (CAS), Regina Toolin (CESS), Vacant (SGA), Vacant (GSS)
- Guests: Simeon Ananou, Mike Austin, Wendy Berenback, Claire Burlingham, Courtney Giles, Justin Henry, Andrew Horvat, Darcy Pientka, Priyantha Wijesinghe

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



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)

BRIGHTSPACE IMPLEMENTATION UPDATE

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

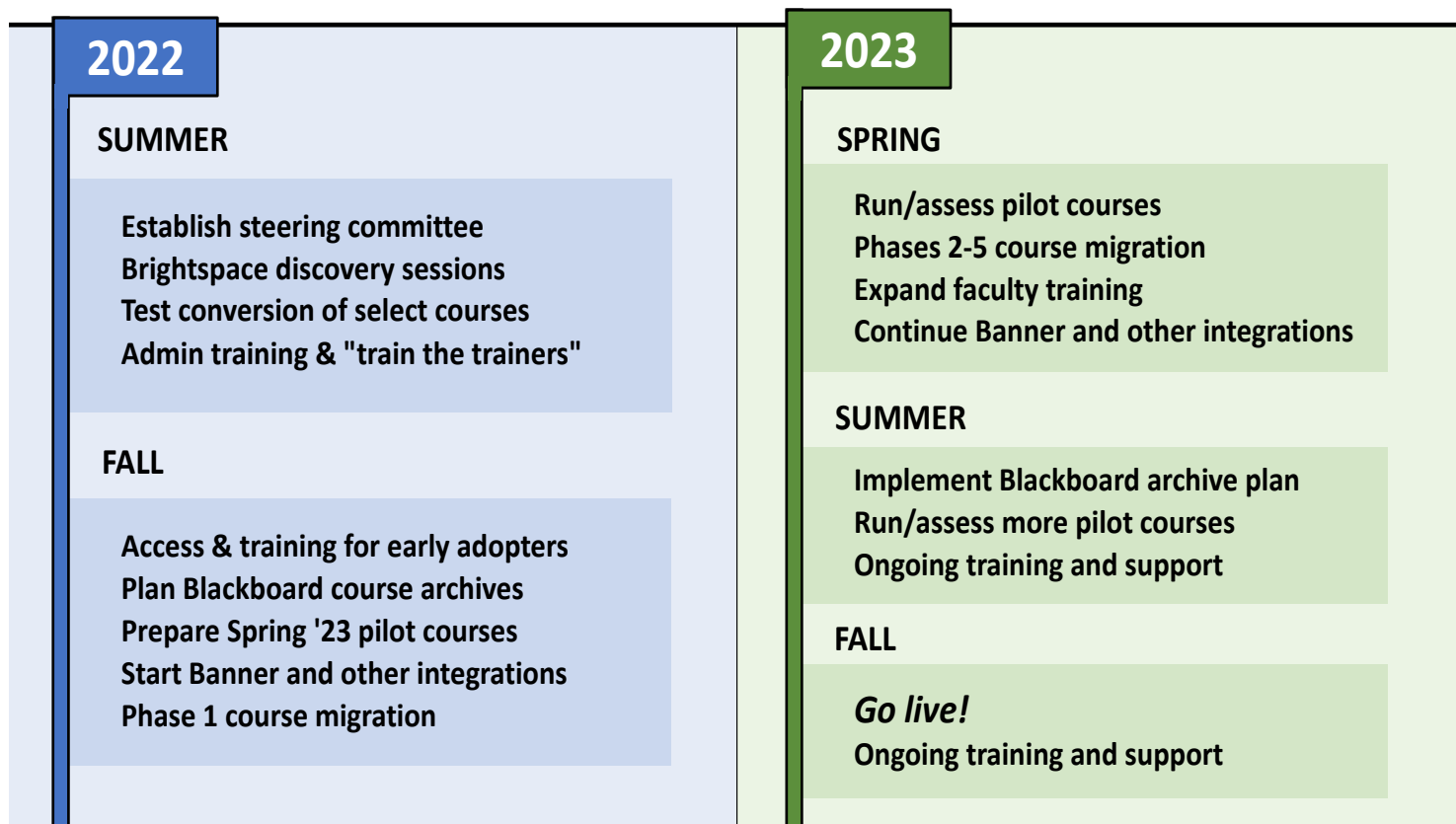
Abigail McGowan, Chair of Associate Deans' Group

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



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 Exprt
 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

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

BLACKBOARD—to—BRIGHTSPACE COURSE MIGRATION




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

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

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.

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)

Term of Agreement and Aggregate Amount			Method of Purchase	Contract Review and Approvals required whenever a written contract accompanies the purchase							PeopleSoft PO Approval Workflow		
Contract Duration	Lower Dollar Threshold	Not to exceed Threshold	Applicable Procedure/Considerations	Purchasing Services	General Counsel	Risk Management	Controller	VP Finance & Admin	President	Board of Trustees	Purchasing Services	Controller	VP Finance & Admin
Goods and Services other than consulting or professional services													
≤ 5 Years	\$0	\$2,500	PurCard	X	*X	*X							
≤ 5 Years	\$2,501	\$25,000	Purchase Requisition	X	*X	*X					X		
≤ 5 Years	\$25,001	\$50,000	Quotation Evaluation Form, or Sole Source Justification Form with Requisition	X	*X	*X					X		
≤ 5 Years	\$50,001	\$100,000	Quotation Evaluation Form, or Sole Source Justification Form with Requisition	X	*X	*X	X				X	X	
≤ 5 Years	\$100,001	\$250,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	*X	*X	X				X	X	
≤ 5 Years	\$250,001	\$500,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X			X	X	X
≤ 5 Years	\$500,001	\$1,000,000	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X	X		X	X	X
Any term	\$1,000,001	N/A	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	*X	X	X	X	X	X	X	X
>5 years	\$0	Any Amount	Request for Proposal (RFP) or Sole Source Justification Form with Requisition.	X	X	X	X	X	X	X	X	X	X
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	X	X	X	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.

AJEURE

has put a Force Majeure in place for their Helium gas. This situation has affected our supply sources and an unplanned shutdown of the Bureau of Land Management is currently being allocated 65% of its normal Helium product. At this time, Airgas is managing this allocation and estimating the duration of this Force Majeure. If you have any questions,

The University is experiencing delays in receiving many products and in ordering items either on back order or are simply not available. In addition, some vendors use they cannot commit to supplying the University or adhering to our

and in some cases, to plan far in advance of the delivery of products or

experiencing the greatest challenges are:

weeks, if not months, in advance)

, if not months, in advance)

ice due to the shortage of drivers)

cluded paper

as

in general

ate more goods and services to be added in the weeks ahead. We ask for your patience with this supply chain problem, and for your advance planning when

Key Resources

SUBMIT A CONTRACT
REVIEW FOOTPRINT



- Purchasing Thresholds, Requirements & Approvals (PDF)
- Purchasing & Payment Methods Reference Guide (PDF)
- UVM Contracted Suppliers (Excel)
- UVM Lodging Agreements (PDF)
- Services Agreement Template Instructions (PDF)
- Virtual Speaker Engagement Template Instructions (PDF)
- Speaker Engagement Template Instructions (PDF)
- Purchase Order Terms & Conditions (PDF)
- RFP Guidelines (PDF)

Policies & UOPs ▾

Forms ▾

User Guides/Training ▾

Contact Purchasing Services

Authentication*

Make a Selection

Search Knowledge Base

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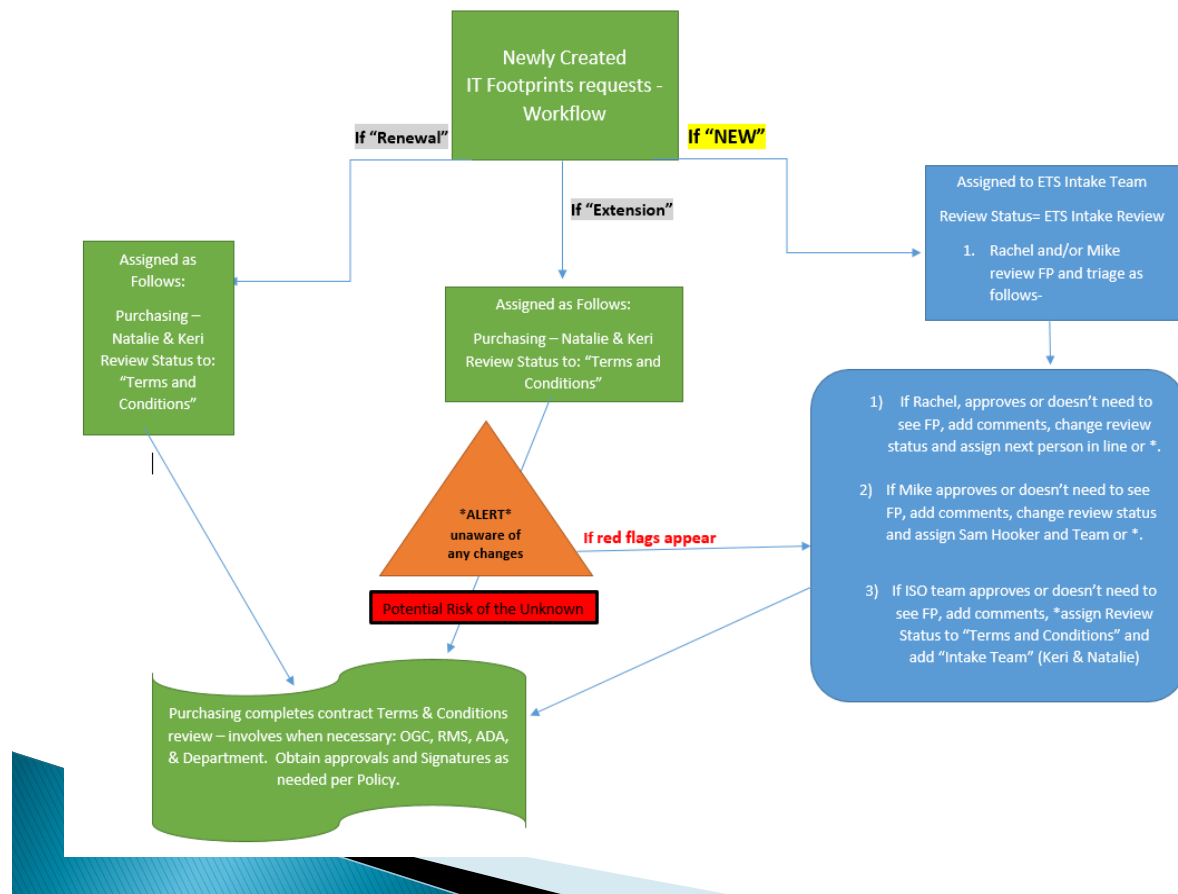
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Search Knowledge Base

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Text alignment and list options

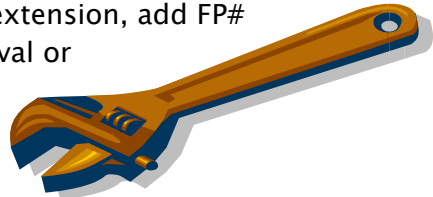
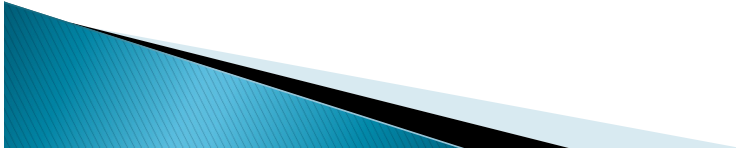


Contract Signature Approvals

- ▶ ≤ \$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

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.



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.