Canvas Implementation

Summary and Recommendations from the District-wide
Learning Management System (LMS) Working Group[1]

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Introduction

The Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCCs) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses. The OEI is leveraging best practices and technology to significantly increase the opportunity for higher education degree attainment in California. One of these technologies is Instructure's Canvas, the Common Course Management System (CCMS) selected by the OEI Selection Committee.

The Academic Senates of both Grossmont College and Cuyamaca College, including the college technology and distance education committees, have endorsed moving forward with a Canvas implementation. This document attempts to summarize the next steps we need to take as a district to start the Canvas implementation process.

Next Steps

1. Obtain approval from President's Cabinet at both colleges and approval from Chancellor's Cabinet.
2. Complete an online form that signifies our plans and intentions to adopt and implement Canvas for the entire district. The information will be reviewed by the OEI and forwarded to Instructure to initiate the Canvas implementation process. Instructure will issue an Institution Participation Agreement (IPA) to the college to be signed. The IPA outlines the terms and conditions of use and includes an Addendum to Subcontract to detail additional terms and conditions. The IPA will be issued on a yearly basis to align with a fiscal year.
3. Identify a district project manager who will be responsible for overall project implementation.
4. Identify college leads who will be responsible for college communication and implementation.
5. Communicate plan to both colleges and begin implementation.

Proposed Timeline

This section provides a brief overview of the key components for the 20-month implementation process for Cohort 4 as outlined by the OEI. We propose migrating courses in phases by identifying faculty members who prefer to migrate first and those who prefer to migrate at a later date. Phase I would be summer courses, Phase II would be fall courses and Phase III would be spring courses.

Cohort 4

October 2016	Start GCCCD Canvas Instance and Student Information System (SIS) Integration.
January 2017	Identify faculty and courses that will be migrated in Phase I and assist them with migrating their courses.
Summer 2017	Start running Canvas parallel to Blackboard – Phase I courses go live and utilize Canvas as their main delivery tool.
Fall 2017	Canvas running parallel to Blackboard. Phase II courses go live and utilize Canvas as their main delivery tool.
Spring 2018	Canvas running parallel to Blackboard. Phase III courses go live and utilize Canvas as their main delivery tool. Complete full conversion to Canvas.
June 2018	Retire Blackboard and run only Canvas.

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[1] Some verbiage taken directly from the Canvas Implementation website and the OEI website.

Training and Support

The following services are provided by Canvas as a part of the implementation process:

1. Guided (Standard) Implementation (Details of Guided (Standard) Implementation Items)
2. Trainings for Administrator, Faculty and Instructional Designer and Support
3. Tier 1 Support for Weekend/Evening and Daytime (if the college does not currently provide)

The OEI believes that the contract with Instructure for Canvas provides more than a sufficient level of service to successfully implement Canvas at a college. Additionally, @One will provide faculty and course migration trainings at no additional cost to colleges. (Extended services are available directly from Instructure as a contract for service.)

Cost

While cost is always an important factor in technology implementation, we strongly recommend that it not be a driving factor. The focus should be on what is best for students. That said, it is important to note some implementation costs.

During Phase I and II of implementation we will need to continue to pay for Blackboard which is approximately $245,000 annually for the entire district. This is an existing expense. In addition, we will need to pay for Turnitin, a plagiarism prevention service, as Canvas does not have an internal system like Blackboard's Safe-Assign. We may also want to consider purchasing training for Turnitin.

It should be noted that the Academic Senate for California Community Colleges (ASCCC) has taken a position that any potential or actual cost savings from adopting a statewide learning management system should be directed back into support for faculty teaching distance education courses. The OEI supports this position. In addition, while the intent is to fully fund Canvas through 2019, we understand that the state's fiscal condition is subject to change. While it is unlikely that colleges will again be asked to fund the full cost of Canvas, it is possible that colleges could, at some point, be asked to fund a portion of the licensing costs. Therefore, we recommend that colleges save 20% of the cost savings in case of future obligations to fund Canvas at the local college.

Year 1 (July 1, 2016 – June 30, 2017)

$	245,000	Blackboard
$	21,257	Turnitin ($6459.60 for Cuyamaca and $14,797.20 for Grossmont, based on FTES. Need this starting January 2017 so there may be an opportunity for prorating.
$	1,200	Turnitin Training (Two 1-hour virtual trainings – one session for each campus)
$	**267,457**	**Total Estimated Cost ($22,456.80 additional over current costs)**

Year 2 (July 1, 2017 – June 30, 2018)

$	245,000	Blackboard
$	21,2567	Turnitin ($6459.60 for Cuyamaca and $14,797.20 for Grossmont, based on FTES)
$	1,200	Turnitin Training (Two 1-hour virtual trainings – one sessions for each campus)
$	**267,457**	**Total Estimated Cost ($22,456.80 additional over current costs)**

Year 3 (July 1, 2018 – June 30, 2019)

$	21,257	Turnitin ($6459.60 for Cuyamaca and $14,797.20 for Grossmont, based on FTES)
$	**21,257**	**Total Estimated Cost**
$	**223,743**	**Estimated Savings to be reinvested into local DE programs**

Year 4 (July 1, 2019 – June 30, 2020)

$	21,257	Turnitin ($6459.60 for Cuyamaca and $14,797.20 for Grossmont, based on FTES)
$	49,000	20% of $245,000 to plan for partial funding of Canvas if State situation changes
$	**70,257**	**Total Estimated Cost**
$	**174,743**	**Estimated Savings to be reinvested into local DE programs**