First Monthly UCLCSC Meeting Agenda
UC Learning Center Steering Committee 1201 Shaffer Room 171
Feb 28, 2013 3:30 PM - 4:30 PM PST

Invited
Marcene Anderson, Tony Beld, Wes Gray, Nicole Laird, Bill Parro, Laura Pendergast, Silas Snyder, Susan Willats

Objectives
Review and agree on charter
Discuss implementation of policies and procedures
Inform committee members of status of LMS and work in progress

Agenda
Agenda Item (Est. Time)

• Review and ratification of charter (10)
  “The UC Learning Center Steering Committee will provide oversight, guidance, and governance on a range of issues related to the LMS. These issues include, but are not limited to, policies/procedures, configuration, access, prioritization, communications, documentation, training and support.”

• What is the overall intent for having a Steering Committee?

The UC Learning Center is a UC, system-wide Learning Management System provided by SumTotal Systems, Inc., that manages the administration of personnel training events at all campuses, medical centers, labs and the Office of the President. Each campus submits a share of the annual licensing fees to SumTotal Systems and manages a local UC Learning Center domain. An LMS Administrator was hired for the UCSC domain on July 1, 2012. The purpose of the UC Learning Center Steering Committee is to provide operational oversight, implementation and development guidance, and approve the policies and procedures associated with the implementation, utilization, administration and governance of the LMS.

• Who is the person(s) most directly accountable for the system here on our campus?

The LMS Administrator is most directly accountable for the system. Decision-making authority lies with the Director of Staff Human Resources, the LMS Administrator and the UC Learning Center Steering Committee.

• What is the range of decisions that this committee will make?
  o Prioritizing features and improvements
    ▪ Student and affiliate authentication
    ▪ Supplemental data feeds
    ▪ The UCLC catalog and web services
    ▪ Recharges and payment options
  o Set and approve policies procedures
    ▪ Management model for the LMS (centralized or distributed)
    ▪ Approval of new roles
    ▪ Managers and direct reports
    ▪ Which departments/units when
  o Campus communications
    ▪ Training notifications
    ▪ Publications
    ▪ Compliance and requirements
• LMS Documentation, Training, and Support
  ▪ LMS web pages
  ▪ Training and support for various roles
  ▪ Technical documentation
  ▪ User support

• Staffing needs

• What is the scope of authority that we have for this system?

The UC Learning Center Steering Committee has the authority to develop custom training content; customize the “news” content displayed on the UCLC site home page; develop custom certificates of completion; define system roles and permissions; decide which roles are assigned to which users; develop custom reports; extend LMS functionality by leveraging the SumTotal Web Services SDK; define custom audiences and notifications; and turn certain LMS functionality on and off in the domain configuration. The LMS is hosted by the vendor (SumTotal Systems) and is a closed-source, proprietary application. All technical/server configurations are handled by the vendor.

• Policies and procedures (15)
  1. Compliance-related training is priority
  2. Sign in sheets for ILT training
  3. Registration and attendance records (ucsc.edu emails)
  4. Who does what
  5. Who sees what

• Status update (20)
  1. Website > training requests
  2. Work in progress
  3. Backlog

• Open discussion and questions (10)

Total Time 60