



# Academic Liaison Meeting

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02/09/2022 at 8:30 AM CT

## Announcements and Updates from OAI

- Email [aihelp@tamu.edu](mailto:aihelp@tamu.edu) for all inquiries or through the Academic Liaisons Teams channel.

## Final Grade Submission Process

- Updated web content: Final Grade Submission in Canvas

## Third-Party Tool Requests for AY 2022 - 2023

- Email with AL Memo and Intake questions sent on February 1, 2022
- Requests are due by March 1, 2022 at 5 PM CST
- Unique Qualtrics link was sent (if you need this again, please let me know)
- Requirements:
  - Current integration via LTI compatible with Canvas as defined by IMS Global
  - Vendor must be willing and able to provide a Higher Education Community Vendor Assessment Toolkit (HECVAT) as defined by Educause and Voluntary Product Accessibility Template (VPAT) as defined by Section 508 Guidelines for security and accessibility review.
  - **\*\*IMPORTANT\*\*** <https://dir.texas.gov/texas-risk-and-authorization-management-program-tx-ramp>
  - Vendor must be willing to sign a Memorandum of Agreement (contract) that contractually binds the company and TAMU regarding protection of student data.
  - Cost of using the tool cannot be passed to students unless the tool is considered a textbook resource that has an associated ISBN that can be purchased through the Texas A&M University Bookstore.



- If a tool has associated costs, a signed Commitment to Fund Memo from the academic unit's Dean's office will need to be submitted with the request.
- Third-Party Tool Request Anticipated Timeline
  - February 1, 2022: Third Party Tool Request Form is live.
  - March 1, 2022: Third Party Tool requests due – ALL REQUESTS FOR AY 2022 – 2023 NEED TO BE SUBMITTED BY THIS DATE. NO REQUESTS WILL BE ACCEPTED OUTSIDE OF THIS WINDOW.
  - March 2022: Request to vendors for documentation for security, accessibility, and contracts will be submitted and processed. Note: This timeline may vary per tool as this process will route between the vendor, TAMU Division of IT, and Contracts Office.
  - Through August 2022: Testing windows for third-party tools will be outlined and sent to requesting academic units.
  - Through August 2022: Approved tools will be integrated in Canvas for the Fall 2022 semester. Note: Only tools with approved security, accessibility, and contract on file will be integrated. This timeline may vary per tool as the approval process will route between the vendor, TAMU Division of IT, and Contracts Office.
    - The LMS Implementation Teams cannot guarantee a third-party tool will be in place for the start of the Fall 2022 semester, as timelines for vendor feedback and TAMU review processes are unpredictable.
- Template for surveying faculty in your academic unit – *Jobin*

## Action Items

- Submit third-party tool requests for AY 2022 – 2023 by March 1st, 2022 at 5 PM

## Upcoming Meetings – February 23, 2022 at 8:30 AM CT

In the upcoming meeting, we will discuss Communities in Canvas and gather feedback for improvements.



## Discussion

### Third-Party Tool Requests

Q: Would it be possible to have the due date moved to the Friday before Spring Break? March 11<sup>th</sup>?

C: While the form for submitting was live on Feb 1 and we received details on Feb 1, we were not aware of this coming request and thus not able to prepare in advance for submitting our requests

C: Agree, possible to push back due date?

A: Can certainly ask as I do understand the need. Original thinking was to section in months.

### ***Update: The due date has been extended as requested.***

Q: I have a question how we are supposed to handle a 3rd party tool that we are not sure if we want to adopt, but we need to try out in Canvas to test for issues?

A: One way to approach understanding how a potential tool works in Canvas is to ask the vendor to demo the tool in the vendor's Canvas instance. Beyond that, I agree that testing the tool in the TAMU instance is a key component of the adoption process. We need a way for that to occur before the final adoption and purchase decision.

C: But when we are truly new to a product, I don't like to trust the sales job and promises that everything works smoothly before we purchase and do all the documentation required here.

C: To echo what is being asked, we found last year that our test instance was different from our production instance. Thus, even our testing process is not a sure guarantee that all will work correctly.

Q: We accepted prior testing results for Poll Everywhere in the fall, but never got it. Can you shed light on that? I have faculty inquiries about that and repeat requests for it.

Q: Is the intake process different for a tool that has already been approved by another College?

A: Happy to use previous Google form, same process.



***Update: We have decided to opt to send all requests, new and approved, through Qualtrics to streamline the intake.***

Q: I see that Public Health has previously submitted Qualtrics LTI. Since that is an enterprise solution for TAMU, if that is approved, will it only be for Public Health or will everyone at TAMU be able to use that LTI if it is approved?

A: LTI is not enterprise – has cost associated with it. Trying to determine the cost and submit as a New Quizzes replacement since no survey component

### **Summer Course Shells**

Q: I have a question on a different topic for our advanced planning as we work on Summer online course developments. When is it planned to release Summer 2022 and Fall 2022 course shells? Of course, the more time our Instructional Designers have in the shells the better.

A: you can see this table, most likely the timeline will be similar

<https://lms.tamu.edu/course-management#CourseAvailability>

A: will release date at another date. Probably release separately from Fall because of MGT considerations and want to ensure Canvas can support the changes.