

Suggested Timeline for LMS Transition

Term	Activity
Summer 2018	Prior to Summer start, selection of Evaluation Committee: faculty member from each college, student representatives, staff from CTL, CaTS, ODS, and Library.
	CTL to survey faculty and students regarding LMS desired features.
	CTL will build the ITN Requirements and send to Purchasing for review and posting on the WSU website as an invitation to vendors.
	CTL creates a website for the Evaluation Committee (private) and a WSU community-facing website to share LMS review updates, surveys, etc.
	Collect vendor proposals and post to the Evaluation Committee website for review.
Fall 2018	Evaluation Committee meets multiple times to discuss goals, create rubric, and review vendor proposals.
	Evaluation committee determines number of vendors and which vendors to invite to campus for presentations. Chosen vendors will submit cost analysis and references. Sandboxes will also be requested for committee members.
	Notify chosen vendors and schedule on campus presentations for Spring 2019.
	Update WSU-community website with vendors and related company information.
Spring 2019	Invitations sent out to faculty, staff, students to attend vendor presentations. Committee members conducting usability testing in vendor sandboxes.
	Collect feedback through surveys to presentation attendees and committee members. Compile results for committee to review.
(End of Spring 2019)	Evaluation committee meets to make final selection of learning management system products.
	Purchasing is notified of the choice and begins the process of notifying vendors.
Summer 2019	If incumbent LMS is chosen, CIO will negotiate renewal license terms in 2020 when current license expires.
	If alternative LMS is chosen, the following process begins:
	CTL staff will be trained on new LMS and implementation plans will begin in coordination with CaTS staff.
	Develop student orientation information for new LMS.
	Research necessary steps for third-party integrations.
	Course migration process occurs to move courses from old LMS.
	10 faculty volunteers will be asked to conduct their courses in the new LMS as a beta test during Fall 2019. Preferably, the volunteers will come from the Evaluation Committee but not required.
	CTL will train the selected faculty in the new LMS.

Fall 2019	Volunteer faculty will conduct courses in new LMS.
	Develop formal faculty orientation information and training for new LMS for remaining WSU faculty.
	Monitor and gather feedback from 10 faculty testers. CTL and CaTS will modify system according to feedback, if necessary. Training and information modified accordingly.
	CTL to offer numerous training sessions for faculty to learn new LMS.
Spring 2020	New LMS open to all faculty to attend training and create/modify courses.
	Implement formal student orientation and materials.
	Continue to hold faculty training sessions for orientation to new LMS.
Summer 2020	Faculty encouraged to modify/create courses in new LMS. Last term to run courses on old LMS.
Fall 2020	Complete cutover to new LMS. Old LMS no longer available to faculty and students without formal request through CTL.