

Suggested Steps Towards a Decision:

The college president and the academic senate president meet to discuss the opportunity and to review your local decision-making process in order to determine how the recommendation will be made through your participatory governance structure. Because of the central role that your course management system will play in instruction, the OEI Steering Committee strongly suggests that your institution rely primarily on faculty expertise and recommendation of your academic senate.



1 Meet

Determine who should lead the conversation on your campus, under the auspices of your academic senate. (DE Coordinator? DE Administrator? Faculty on the DE Committee? The person initiating the conversation may differ by role at each college.)



2 Lead

The lead person and appropriate workgroup or committee should review all of the material within these pages.



3 Review

Engage the OEI in conversations if there are questions. □



4 Engage

Set an initial meeting of your academic senate and other appropriate governance bodies (such as a College Council) to provide an overview of the opportunity and to review how the local decision-making process will be used to arrive at a final recommendation. □



5 Opportunity

Hold cross-campus meetings for demonstration purposes that include students and conduct surveys and/or discussion forums around the demonstrations. □



6 Demo

Collect feedback.



7 Collect

Engage the OEI in conversation for questions or resolution of concerns.



8 Engage

Reconvene the workgroup or committee tasked with crafting the recommendation.



9 Opportunity

Make a decision through your college governance process.



10 Decide

If a decision is made to move to Canvas, determine the desired dates to begin and complete the migration. Consider your options — will the move be gradual (i.e. offering courses in Canvas and your current CMS) or will all courses be moved at the same time?



11 Date

Contact the OEI to begin the formal adoption process.



12 Formal