

CCC Canvas Registration

Overview

The completion of this form signifies that your college plans to adopt and implement the Canvas LMS for your entire college community. After submitting this form, the information will be reviewed by the OEI and forwarded to Instructure to initiate the Canvas LMS implementation process. Instructure will issue an Institution Participation Agreement (IPA) to your college to be signed by the appropriate representative. 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.

What will it cost my college to adopt Canvas?

The OEI is planning to provide 100% of the costs of the services described below through the 2018-2019 school year. The OEI does not see this level of support changing. As a foundational system initiative, the OEI anticipates continued support to provide services beyond the stated year. We believe that the intention of the Governor, Legislature, CCC Chancellor's Office and the CCC Board of Governors is to continue providing access to this systemwide service into the foreseeable future. Having said that, we know of the realities that exist with our state system yet we remain committed to providing the CCMS at no- or low-cost to the CCCs.

What does this mean for my college that currently pays for a LMS?

The OEI suggests that the Business Services department at each college hold back 20% of existing LMS costs through May of each year to guarantee secured budgeting in the event of unforeseen circumstances. It is suggested that additional cost savings should be directed at supporting your local college/district-wide distance education services.

Since the U.S. Department of Education is now strongly focused on insuring that section 508 of the Americans with Disabilities Act is strictly followed for content in distance education courses, accessibility compliance may be one of the areas you may wish to redirect local resources. The OEI with the assistance of the @ONE project will be available to assist you in efforts towards maintaining accessibility compliance and in provision of professional development activities for faculty members as they develop and refine course offerings.

What services are provided with Canvas adoption?

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. These services include:

1. Guided (Standard) Implementation

Authentication, SIS integration support, Support setup, Branding, Trainings.

Fred Thuns
contact Instructure
for vanity URL in place
by June 2

2. Trainings

Two hour web-based Administrator training. Two hour web-based Faculty training. One-hour of remote Support training.

3. Support

If your college currently provides weekday LMS Tier 1 Support to students and faculty with your current LMS, your college will be provided training to transition to Canvas support including access to the Canvas support ticketing system.

If you do not currently provide weekday LMS Tier 1 Support to students and faculty, Tier 1 support will be available to your students and faculty directly from Canvas.

If you do or do not currently provide after-hours and/or weekend LMS Tier 1 support to students and faculty, your college will be able to use Canvas after-hours and weekend Tier 1 support for students and faculty.

*Additional faculty and course migration trainings will be available from @One at no additional cost to colleges.

*Additional extended services are available from Instructure for implementation, migration, training, custom URLs, etc. as a contract for services directly between a college/district and Instructure.

What are the conditions for adopting Canvas under this agreement?

The decision about which CMS/LMS a college adopts, should be made by relying primarily on faculty expertise through your Academic Senate. Completing this form implies that your college community (Faculty, Students, Support Staff, Administration, Technology Staff, Research Staff, etc.) has agreed to adopt Canvas as the college LMS, and initially agrees to the following:

1. Following the implementation process, a college has 18-months to fully transition off their existing LMS and use Canvas as the sole LMS on the campus. This is due to the need for the OEI to collect student success data across the system and to determine the extent to which a single LMS supports students systemwide as per the original project RFA. If a campus is operating an additional LMS(s) in parallel to the planned Canvas offering, and intends to continue to do so past 18-months, you will need to address your intention with the OEI who will consider this on a case by case basis.
2. A college/district must authenticate their Canvas instance using a Shibboleth Service Provider (such as used for OpenCCCApply) to support the integration of services with the systemwide Federated ID.
3. If you currently provide daytime LMS Tier 1 Support to students and faculty, your college will be provided training to transition to Canvas support including access to the Canvas ticketing system. If you do not currently provide daytime LMS Tier 1 Support to students and faculty, Tier 1 support is available from Canvas as part of this agreement.

If you do or do not currently provide after-hours and/or weekend LMS Tier 1 support to students and faculty, your college will be able to use Canvas after-hours and weekend Tier 1 support for students and faculty.

4. The Canvas instance will include a CCCC logo and the text "Provided by the California Community College Colleges Chancellor's Office" in the footer. Colleges will be able to brand their instance for their own college as they choose in the header.

The IPA and Addendum to Subcontract Agreement further details additional terms and conditions.

What is the timeline of the Implementation Cohort #1?

The Implementation Cohort cycles are presented as 15-month conversion process timelines. These timelines are suggestive of best practices for LMS migration, and depending on circumstances, your timing may vary. The Implementation Cohort #1 is October 2015 to December 2016.

The first three months are dedicated to Canvas implementation: authentication, SIS integration, support setup, branding, training, and course migration. The 12 months following allow for campuses to run both Canvas and their legacy LMS in parallel for at least two full semesters.

Implementation Cohort #1 begins October 2015 and ends December 2016 so that faculty training may occur outside of the summer months and teaching can begin at the start of a fall and spring semester. The Full Conversion date in December is a suggested date when a campus could decide to remove their legacy LMS from production operation. Implementation Cohort #2 will begin in April 2016 and end in June 2017. If you have other ideas for your implementation, please let us know.

Please continue to complete the Registration Form.

Registration Form: Contact Information

Please provide the following information to initiate the adoption of Canvas as your college's LMS (a form must be completed for each college):

1. Select your Community College District

Gavilan CCD

2. Select your Community College Campus

Gavilan

3. Please enter your name

Sabrina Lawrence

4. Please enter your title

Distance Education Coordinator

5. Please enter your phone number

4088484885

6. Please enter your college email address

slawrence@gavilan.edu

Who should receive the Institution Participation Agreement (IPA) from Instructure?

1. Name

Frederick Harris

2. Title

Vice President of Administrative Services

3. Phone number

4088484715

4. College email address

fharris@gavilan.edu

Who will be responsible for signing the Institution Participation Agreement for your college?

1. Name

Frederick Harris

2. Title

Vice President of Administrative Services

3. Phone number

4088484715

4. College email address

fharris@gavilan.edu

Distance Education Coordinator Contact Information

1. Name

Sabrina Lawrence

2. Phone number

4088484885

3. College email address

slawrence@gavilan.edu

Technology Director Contact Information

1. Name

Mimi Arvizu

2. Phone number

408-848-4840

3. College email address

marvizu@gavilan.edu

Academic Senate Leadership Contact

1. Name

Arturo Rosette

2. Phone number

408-846-4974

3. College email address

arosette@gavilan.edu

Implementation Timeline

The Implementation Cohort cycles are presented as 15-month conversion process timelines. These timelines are suggestive of best practices for LMS migration, and depending on circumstances, your timing may vary. The Implementation Cohort #1 is October 2015 to December 2016.

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1. When do you plan to begin the implementation process? (Authentication, SIS Integration, Beginning Course Migration, Schedule Trainings, etc.)

10/15/2016

Provide additional information (optional):

2. When do you plan to begin faculty training?

1/1/2017

Provide additional information (optional):

3. When do you plan to begin using Canvas with students either online, hybrid, or in a face-to-face setting? (Must be no more than 9 months from start of implementation.)

6/15/2017

Provide additional information (optional):

4. When do you plan to be using Canvas full-time and "turning off" your current LMS?

1/1/2018

Provide additional information (optional):

Tier 1 Support

1. Our college currently provides daytime LMS Tier 1 support for students and faculty.

Yes

Provide additional information (optional):

Tier 1 Support - Evenings & Weekends

1. Our college plans to use support provided by Instructure during after-hour and weekend times.

Yes

Provide additional information (optional):

Tier 1 Support - Daytime

1. Our college currently does not provide daytime LMS Tier 1 support for students and faculty and will plan to use support provided by Instructure.

No

Provide additional information (optional):

Thank you for providing this information.

Each contact listed above will receive a confirmation email showing the completion of this form.

If you have questions or would like to contact OEI staff, please email: oei@ccctechcenter.org

If you would like additional resources to support the discussion and activities at your college in the adoption of Canvas, please refer to the CCMS Consideration Resources (<https://goo.gl/FR2Gnl>).

The OEI looks forward to supporting Canvas as the common course management system to increase the success of all California Community College students.

INSTRUCTURE

Institution Participation Agreement

Order #: Q-19073-1
Date: 7/8/2016

1000 South 17th East, Suite 700, Salt Lake City, UT 84119, United States

Customer Information

Customer Address City State/Province Zip/Postal Code Country	Gavilan College 5055 Santa Teresa Blvd Gilroy California 95020 United States	Contact Phone Email	Sabrina Lawrence (408) 848-4885 slawrence@gavilan.edu
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Recurring

Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	6/1/2017	6/30/2017	5,559	USD 0.76	USD 4,225
Tier 1 Support - Weekend and Evening Support	Per Minute	Support	6/1/2017	6/30/2017	347	USD 0.80	USD 278
Year 1 Sub-Total							USD 4,503
Canvas Cloud Subscription	FTE	Cloud SaaS Subscription	7/1/2017	6/30/2018	5,559	USD 9.35	USD 51,977
Tier 1 Support - Weekend and Evening Support	Per Minute	Support	7/1/2017	6/30/2018	4,168	USD 0.80	USD 3,334
Year 2 Sub-Total							USD 55,311
Total							USD 59,814

Non-Recurring

Description	Metric	Category	Start Date	End Date	Qty	Price	Ext. Price
Access Fee	Per Month	Subscription Add-ons			6	USD 500.00	USD 3,000
Standard Implementation	\$0.50 / FTE	Implementation			1	USD 2,779.70	USD 2,780
Year 1 Sub-Total							USD 5,780
Total							USD 5,780

Grand Total:	USD 65,593.00
Balance to be paid by OEI:	USD 65,593.00
Balance due from school:	USD 0.00

Canvas Implementation Cohorts

The 6 implementation cohorts listed below are presented as a 15-month conversion process for each. These timelines are not written in stone, although are suggestive of best practices for CMS/LMS migration. Depending on circumstances, your "mileage" may vary. If you have a situation that needs special consideration regarding implementation timing, please email us at oei@ccnext.net.

The first three months are dedicated to Canvas Implementation: authentication, student information system integration, support setup, branding, training, and course migration. The 12 months following allow for campuses to run both Canvas and their legacy CMS/LMS in parallel for at least two full semesters.

Cohorts begin in October and April, so that faculty training may occur outside of the summer months and teaching can begin at the start of a Fall or Spring semester. The full conversion point in each timeline (December or June) is a suggested date when a campus could decide to remove their legacy CMS/LMS from production operation.

Canvas Implementation Cohorts: 15-Month Conversion Process

Cohort Number	Implementation	January	February	March	April	May	June	July	August	September	October	November	December	Teaching on Canvas
Cohort #1	Starts Fall 2015 October 2015	Start Running Canvas Parallel with Your Legacy CMS/LMS									October 2015: Start Implementation	Implementation	December 2016: Complete Full Conversion	Retire Legacy CMS/LMS in Spring 2017
Cohort #2	Starts Spring 2016 April 2016	Start Running Canvas Parallel with Your Legacy CMS/LMS			April 2016: Start Implementation	Implementation	Implementation	Start Running Canvas Parallel with Your Legacy CMS/LMS		Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/LMS in Summer 2017
Cohort #3	Starts Fall 2016 October 2016	Start Running Canvas Parallel with Your Legacy CMS/LMS									October 2016: Start Implementation	Implementation	December 2017: Complete Full Conversion	Retire Legacy CMS/LMS in Spring 2018
Cohort #4	Starts Spring 2017 April 2017	Start Running Canvas Parallel with Your Legacy CMS/LMS			April 2017: Start Implementation	Implementation	Implementation	Start Running Canvas Parallel with Your Legacy CMS/LMS		Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/LMS in Summer 2018
Cohort #5	Starts Fall 2017 October 2017	Start Running Canvas Parallel with Your Legacy CMS/LMS									October 2017: Start Implementation	Implementation	December 2018: Complete Full Conversion	Retire Legacy CMS/LMS in Spring 2019
Cohort #6	Starts Spring 2018 April 2018	Start Running Canvas Parallel with Your Legacy CMS/LMS			April 2018: Start Implementation	Implementation	Implementation	Start Running Canvas Parallel with Your Legacy CMS/LMS		Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/LMS in Summer 2019
End Worksheet														

Complete Jan 2018