Department Commitments

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Abstract

Through the cooperative efforts of The Division of Human Resources, University Information Technology Systems (UITS), and several other units and departments engaged in the training and development of the University staff, student workers, faculty and other appointed personnel, the University is poised to implement the campus’s first enterprise learning management system, UAcess Learning, in early Fall of 2014. An electronic management system will greatly enhance learning experiences by simplifying registration, organizing content, supplying tools for interactive assignments and quizzes, and building learning networks.

Many departments have already expressed interest in having their training available in the UAcess Learning system. However, before each department is able to utilize this new system to manage its training, the system needs to be set up accordingly by the central administration of UAcess Learning, based on the department’s business requirements. With their expertise on the UAcess Learning, the central administration team will consult with the department and set up all the necessary structure in the system for the department as if each setup for the department is a new implementation. The setup and preparation process includes but is not limited to:

- Set up an environment for the department and define security to allow for management of training.
- Evaluate department’s training needs and adjust UAcess Learning catalog structure as necessary.
- Build course framework, which is the blueprint of classes in the system.
- Load e-learning content onto content server.

In addition, the UITS Workshops and Training Team (WaTT) will provide training to department personnel on how to administer their particular environment.

Currently, four departments (ORCR, FSO, UITS and HR) are part of the UAcess Learning pilot. They were selected as pilot partners based on a set of pre-defined criteria that was approved by the ELM Steering committee.

Since the setup and training, as described above, for each department to utilize this new system requires significant resources, it is impossible to bring in all the departments at once. During the early adoption of this new system, one department at a time will be incorporated after the pilot period completes.

This document explains the commitment necessary, the timeline and expectation of departments who are interested in using UAcess Learning.
Department Commitments Overview

To utilize the UAccess Learning system, departments must submit a request (please refer to the Department Request Form) to the UAccess Learning Content Management Team, which will determine the order of departments to be integrated to the system. One department at a time will work with the central administration team to have the system setup based on the department’s training offerings, and receive hands-on training from WaTT during this process.

1. The Content Management Team will periodically review applications. Each review period has its own request submission deadline and this will be communicated in various ways to campus. Following is the proposed schedule for the first two periods:

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<th>First</th>
<th>Second</th>
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<tbody>
<tr>
<td>Deadline for request submission</td>
<td>End of September (9/30/2014)</td>
<td>End of November (11/30/2014)</td>
</tr>
<tr>
<td>Review period</td>
<td>Beginning of October</td>
<td>Beginning of December</td>
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2. Departments must submit their completed request before the deadline in order to be considered for the corresponding review period.

3. After each request deadline, the Content Management Team will review all the submitted applications and make recommendations to the UAccess Learning Executive Committee based on a set of pre-defined criteria. The final decision will be determined by the Executive Committee.

4. Each department will need to assign a department administrator(s). The training for this role will depend on the volume and complexity of the courses’ business processes. It can take a commitment of five weeks with several hours of training per week. Department administrators are required to join the UAccess Learning Department Training Admins discussion group: http://forums.community.uaccess.arizona.edu/group/uaccess-learning-department-training-admins and the UAccess Learning discussion group: http://forums.community.uaccess.arizona.edu/group/uaccess-learning in the UAccess Community.

5. Successful completion of this training will be determined by:
   a. Department administrators demonstrating the ability to build classes in the system.
   b. Department administrators demonstrating the ability to manage their training offerings in the system and have received a sign-off by the central administration.