

# LMS Pilot Program: Memorandum of Understanding

This memorandum of understanding outlines the purpose, duration, and activities of a collaboration between Annotation Unlimited, PBC (“Annotation Unlimited”) and Chabot-Las Positas Community College District (CLPCCD) to pilot the adoption and use of Hypothesis digital annotation technologies and practices for teaching and learning.

## Duration

Annotation Unlimited and CLPCCD agree to collaborate to pilot Hypothesis annotation at CLPCCD in classes held during academic term(s) Fall, starting 01 August 2020 and ending 31 December 2020 with an effective date of 19 August 2020, including activities both before and after the TERM to prepare for and report on the pilot.

## Hypothesis Commitments

Hypothesis will provide the following resources:

- Hosted LMS App, integrated into your LMS via LTI
  - Adherence to Hypothesis product and CLPCCD data and security practices
  - Continuing to advance the Hypothesis product accessibility roadmap
- Pedagogical Support, including:
  - Educational resources and guides for using Hypothesis in the classroom
  - Advice on roll-out communications
  - Instructional design consultations
  - Customized webinars or optional on-campus visits
- Technical Support, including:
  - Technical configuration sessions
  - Tier 1 support for instructors and staff
  - Escalation of technical issues to our team of dedicated LMS engineers
- Membership in Hypothesis AnnotatED community, including:
  - Direct line of contact for product feedback/feature requests
  - Regular group calls and events with other coalition members and Hypothesis program and technical teams to discuss:
    - Shared best practices
    - Roadmap updates
    - Demonstrations of new capabilities
    - Results of research studies on annotation
  - Free admission to the [I Annotate conference](#)
  - Invitation to Hypothesis AnnotatED Education Summits (coinciding with major edtech and digital pedagogy conferences throughout the year)

## CLPCCD Commitments

- Formation of a pilot faculty cohort (minimum 3 instructors)
- Host a webinar and/or on-campus visit with Hypothesis representatives
- Feedback on your LMS app experience through surveys, focus groups, and regular check-ins
- Permission to mention your institution as participating in a formal Hypothesis pilot
- After a successful pilot, a decision about licensing the Hypothesis LMS app for continued use

## Outcomes and Reporting

After the pilot, Hypothesis and CLPCCD will collaborate to report on the usage and outcomes of pilot activities, including qualitative assessments from participants and quantitative metrics such as the number of participating instructors, classes, and students, the number and usage patterns of annotations, and, if possible, learning outcomes metrics based on CLPCCD's practices and goals. The pilot outcomes report will include a recommendation by CLPCCD's pilot leader on whether to continue Hypothesis use at CLPCCD.

## Cost

Access to the Hypothesis LMS App will be provided at no cost to CLPCCD until the TERM end. If CLPCCD chooses to continue to use the Hypothesis LMS App at the completion of the pilot TERM, they will procure a license for the Hypothesis software with fee to be agreed upon between CLPCCD and Annotation Unlimited.

## Addenda

Annotation Unlimited and CLPCCD may augment and/or modify this memorandum via mutually agreeable addenda, signed by both parties.

Annotation Unlimited, PBC

Pilot Leader:  
Dan Whaley <dwhaley@hypothes.is>  
CEO  
Date:  
Signed:

Pilot Contact:  
Dr. Jeremy Dean <jeremydean@hypothesis>  
Director of Education

CLPCCD

Pilot Leader:  
Amy Mattern  
<amattern@laspositascollege.edu>  
Dean, Arts and Humanities  
Date:  
Signed:

CLPCCD Pilot Contact, Las Positas College:  
Dr. Catherine Eagan, English Faculty  
<ceagan@laspositascollege.edu>

CLPCCD Pilot Contact, Chabot College:  
Monique Williams, English Faculty  
<mwilliams@chabotcollege.edu>