

**Inaugural OEI Consortium Meeting**  
Online Education Initiative: Back to the Future  
October 21, 2015      10:00 am – 5:00 pm  
Embassy Suites, Sacramento

**DRAFT MINUTES**

**Call to Order:** October 21, 2015 10:15 a.m.

**Moderators:** Phil Hill and John Makevich

**Attendees:** See Attachment A

**Handouts:** Meeting agenda, Draft Pilot Consortium Charter approved by the OEI Steering Committee on August 2014.

## **AGENDA**

### **I. Introductions**

John Makevich introduced the meeting participants which included faculty and SPOC representatives from 23 of the 24 pilot colleges, members of the OEI management team, the RP Group representative, and esteemed members of the Chancellor's office.

Phil Hill was introduced as the meeting moderator. Phil is the co-founder of MindWires Consulting and an education technology consultant and analyst who helps higher education institutions develop strategies to understand and implement online education programs. Phil has previously assisted in the OEI Common Course Management System selection process.

## **II. Purpose and Overview of the Online Education Initiative (OEI)**

**Purpose of this meeting:** To establish the context and initial framework for a consortium of colleges that will participate in the formation of an ongoing exchange of online students across the state.

Pat James, the OEI Executive Director, presented an overview of the OEI, its goals, the purpose of the Course Exchange, and the many ways that colleges across the California Community College (CCC) system can participate. Pat opened the floor for comments and questions.

## **III. OEI Project Updates**

Each of the OEI management team leaders presented a summary of their area of responsibility, project status, and plans for the future followed by questions from the floor. The project updates were intended to provide context for the OEI Pilot Consortium Charter.

Presentations included:

- Common Course Management System presented by Steve Klein, OEI Statewide Program Director at the CCC Technology Center
- Professional Development presented by Michelle Pilati, Interim OEI Chief Professional Development Officer
- Student Support Services presented by Bonnie Peters, OEI Chief Student Services Officer
- Academic Affairs presented by Jory Hadsell, OEI Chief Academic Affairs Officer, and Barbara Illowsky, OEI Dean of Basic Skills and OER

Attachment B includes a copy of each of their presentations.

## **IV. Overview of the Draft OEI Consortium Charter**

John Makevich, the OEI Director of Strategic Planning and Operations, led a discussion of regarding the creation of a Charter for this OEI Consortium advisory committee (Consortium).

A discussion ensued regarding the roles of Consortium members and the scope of the Consortium. Draft Charter modifications were taken from the floor.

As Background:

The formation of the Consortium is timely since all OEI pilot colleges will be in the same pilot group for the Spring 2016 term. On August 1, 2014, the draft OEI Pilot Consortium Charter was approved by the OEI Steering Committee. This charter parallels the OEI Steering Committee Charter in many ways. The OEI Steering Committee Charter has since been updated. These updates have not been reflected in the draft OEI Pilot Consortium Charter. For example, the OEI Steering Committee now has two co-chairs with staggered terms.

This charter is named a “pilot consortium” since the Consortium will first be represented by all 24 pilot colleges. This group will consult with appropriate leadership at their respective colleges and then make the initial decisions regarding the responsibilities and benefits of membership going forward. As these decisions are made, some pilots may continue as Consortium members and some may decide to decline participation.

This pilot consortium will be developing the initial Consortium Agreement that defines responsibilities and benefits of membership. When the Consortium Agreement is in place, it is expected that the pilot charter will be amended to become the “permanent” Consortium Charter that contains ongoing revision timelines. The pilot consortium is building the framework for what will become the ultimate consortium.

**ACTION:** A Charter Work Group was formed to propose a Pilot Consortium Charter on or before the next Consortium meeting. The draft Pilot Consortium Charter approved by the OEI Steering Committee in August 2014 is to be used as a starting point for the proposed Charter.

The Charter Work Group is composed of the following volunteers: Dan Barnett, Autumn Bell, Leslie Buckalew, Jaye Luke, Bob Nash, and Ray Sanchez. Autumn Bell agreed to take the leadership role. John Makevich and Carol Lashman will be their primary contacts from the OEI management team.

## **V. Consortium Agreement**

John Makevich led a discussion regarding the creation of a draft Consortium agreement and the role of this group in the completion of the first version of this agreement.

## VI. OEI Communications

Phil Hill led a discussion regarding the effectiveness of OEI communications and opportunities for improvement. The group generally agreed that the new OEI Weekly Newsletter to SPOCs was working well and the OEI team has a great attitude, has been very responsive, and eagerly sought feedback. Some suggestions were offered regarding the interaction with SPOCs, managing communications, and challenges with use of Zoom by faculty.

**ACTION REQUEST:** John Makevich requested volunteers for a new Communications Work Group to help the OEI management team better understand how help facilitate OEI communications on local campuses and with constituent groups.

## VII. Next Steps

### Next Meeting

The next face-to-face Consortium meeting will be held on Friday December 11, 2015 in Sacramento. More information regarding meeting times and locations will be forthcoming.

Agenda items for the next meeting include:

- Review and voting on a Pilot Consortium Charter to be proposed by the Charter Work Group.
- Name a Chair and Co-Chair for the Pilot Consortium.
- Form additional work groups.

An online nomination system will most likely be used for voting. Ballots will be shared prior to the meeting.

### Work Groups

Suggestions regarding additional work groups include:

- OEI Communications Plan Work Group (see above for more information)
- Spring Pilot Evaluation Work Group: Work with RP Group to help identify evaluation topics that are important to your colleges, unearth lessons learned, identify areas for improvement, and determine activities to guide next steps.

- Consortium Agreement Work Group: Working with the OEI management team, develop a draft agreement required for participation in the Consortium after the pilot timeframe.

**ACTION REQUEST:** John Makevich requested volunteers for the above work groups to begin following the next Consortium meeting.

Method of Communications

John Sills presented an overview of Basecamp, a communications tool that is now being used by the OEI Steering Committee, the OEI management team, and various work groups. There was a discussion about using a Canvas course shell as a communications tool for this group but there are currently technical barriers to this option; the CCC system cannot currently uniquely identifying participants systemwide.

**ACTION:** John Sills will create a Basecamp instance for use by the Consortium.

**Adjourned:** 5:00 p.m.

**Minutes respectfully submitted by:**

Carol Lashman, OEI Operations Project Liaison

John Makevich, OEI Director of Strategic Planning and Operations

Pat James, OEI Executive Director

## Attachment A: List of Attendees

<u>NAME</u>	<u>INSTITUTION</u>	<u>TITLE</u>
Alice Van Ommeren	CCCCO	Dean, Research, Analysis and Accountability
Alyssa Nguyen	RP Group	Associate Director of Research and Evaluation
Amy Carbonaro	CCC Tech Center	Statewide Project Manager
Andrea Horigan	Ventura College	Faculty OEI Representative
Andrew Jones-Cathcart	College of the Canyons	Professor of Philosophy
Anita Crawley	OEI	Student Support Director
Anna Stirling	@ONE	Interim Director
Autumn Bell	Fresno City College	Director of Distance Education
Barbara Illowsky	OEI	Dean, Basic Skills & OEI
Barbara Tull	Ohlone College	Professor, English/Distance Education committee chair
Bob Nash	Coastline Community College	Associate Dean, Distance Learning & Professional Development
Carlos Lopez	MiraCosta College	Dean of Mathematics and Sciences
Carol Hobson	Hartnell College	DE Specialist/Faculty
Carol Lashman	OEI	Operations Project Liaison
Colin Young	Rio Hondo College	Online Education Coordinator
Dan Barnett	Butte College	Distance Learning Coordinator
Daniel Johnson	Coastline Community College	Professor
Del Helms	Mt. San Jacinto College	DE Coordinator

Eric Ichon	West Los Angeles College	Dean
Faviola Torres	Steering Committee	OEI Steering Committee Co-Chair
Francine Van Meter	Cabrillo College	DE Coordinator
Gary Bird	CCCCO	Technology Director
Gaylla Finnell	Imperial Valley College	DE Coordinator
James Glapa-Grossklag	College of the Canyons	Dean
Jaye Luke	Monterey Peninsula College	Distance Education Coordinator
Jayne Johnson	OEI	Director of Accessibility and User Experience
Jeffrey M. Enz	Imperial Valley College	Interim Chief Technology Officer
Jim Julius	MiraCosta College	Faculty Director, Online Education
John Freitas	Steering Committee	OEI Steering Committee Co-Chair
John Makevich	OEI	Director, Strategic Planning & Operations
John Sills	CCCTech	Statewide Project Manager
Joseph Moreau	FHDA	Vice Chancellor, OEI Sponsor
Judy Baker	Foothill College	Dean
Larry Green	Lake Tahoe Community College	Instructor
LeBaron Woodyard	CCCCO	Dean, Instructional Programs and Services
Leslie Buckalew	Columbia College	Vice President Student Learning
Lesley Buehler	Ohlone College	Dean, Business, Technology, and Learning Resources Division
Lindsey Bertomen	Hartnell College	Instructor

Luo Zhu Cen	Butte College	Dean for Student Learning
Marc Skuster	Victor Valley College	Professor of Philosophy and Religious Studies
Marina Aminy	Saddleback College	Interim Dean, Online Education and Learning Resources
Mary Johnson	Mt. San Antonio College	Distance Learning Faculty Coordinator
Matthew Moore	Ventura College	Instructional Designer
Meghan Chen	Mt. San Antonio College	Dean, Library & Learning Resources
Melissa Colon	Columbia College	DE Coordinator
Meridith Randall	Shasta College	Vice President of Instruction
Micah Orloff	MSJC	Dean Academic Computing, Technology and DE
Michelle Pilati	OEI	Chief Professional Development Officer
Patricia James	OEI	Executive Director
Phil Hill	OEI	Consultant
Ray M. Sanchez	Fresno City College	Coordinator, Student Learning Support Services
Rebecca Green	Rio Hondo College	Administrative Coordinator Online Education
Renata Funke	Hartnell College	Dean, DE Coordinator
Rima Mabsout	West Los Angeles College	Adjunct Faculty in Economics
Rolando Regino	Victor Valley College	Dean of Instruction
Stephen Eaton	Barstow Community College	Vice President Academic Affairs
Steve Klein	CCC Tech Center	Statewide Program Director
Susan Rhi-Kleinert	Los Angeles Pierce College	Dean of Academic Affairs



Wendy Bass	Los Angeles Pierce College	Distance Education Coordinator
Will Breitbach	Shasta College	Dean of Library Services & Educational Technology

**Attachment B: Meeting Presentations**

A copy of the presentations can be found at:

<https://drive.google.com/file/d/0BymNAjK7sDQbcZlaFjpbUxrVTA/view?usp=sharing>