



OEI Consortium Meeting Minutes
April 15, 2016
Online 10:30 am -11:35 am

Will welcomed everyone-

Approval of Minutes:

Those who could vote elected to approve the minutes from the March 11, 2016 meeting.

Tech Center Team Update

John reported that the Adaptor/information exchange technology should be ready soon.

Administrative portal exchange is complete. They defined the reports but they need students to be enrolled to fully test functionality.

Kick-off calls are being made for implementation of college Adaptor at all sites.

Butte and Foothill Colleges have been in a test environment and are moving towards production, 3 schools are development, and in May/June, they will engage the last 3 of the full launch colleges. (Fresno MSJC and Shasta)

Action-

- John will post the timeline for connecting colleges to the exchange in Basecamp

John invited everyone to sit in on the CE sprint calls as it helps to make sense of what we are doing. The last call showed how the Adapter is working. Pat enthusiastically expressed how the creation of this Adapter is amazingly complicated and has never been done before. Prior to OEI, this was done on one common system, now we are working with 72-113 systems. Bridging the Student Information System is immense, kudos go out the whole Tech Team.

Action items-

- John will post CE Sprint Demo times/dates
- Set protocol for asking question during the demo (so developers can get through what they need to get through)
- Devise a system to receive feedback

The Exchange and the Financial Aid Administration

Financial Aid needs to know how many students will be in the Exchange.

They will manually input the information for Phase 1.

Discussion ensued regarding how many seats per course would be offered in the Exchange. We can test the Exchange and help Admin services and Financial Aid team. There isn't a cap set across colleges. It was recommended 5 seats per course be the Exchange cap.

To start, there will only be 8 colleges participating so there may not be many students. (17 courses, 3 sections) There isn't set number of seats, but should not be 30 -especially in a test phase. We should know the maximum number of students in totality.

Action item-

- Logan will set up a spreadsheet to track how many seats are offered per schools all colleges and management can see. Totaling how many seats to provide (scale and scope) * ask for #s for spring, summer and fall semesters to be provided. One ask to colleges for information

- John will post expected timeline for Tech Center to set up contact for the data exchange
Possibly May- once the scope is understood, and the courses pass the review cycle, we can have a better idea of numbers.

Just a reminder - fall semester is about testing the mechanism

Bonnie met with an Ad Hoc group of Financial Aid directors from the 8 full launch colleges to discuss the Federal Financial Aid Agreement. The goal is to work with them. Get information to them. Test the mechanism and give the numbers.

Action item-

- Bonnie will be posting the final document from this meeting in the Consortium's Basecamp.
- Everyone should review and discuss so a vote can be made at the May 6th meeting.

BOG Waiver

When a student applies for a BOG waiver at their home school, they do not need to apply again at the teaching college. Challenging for the teaching college if they do not receive the MIS information. Tim Bonnel from the Chancellor's office asked the directors of Financial Aid, "if the # of students is small (under 100), would it make a difference if they did not report them?" (They did not think it would make a difference, if approved at the home college.)

Action item –

- Bonnie will send an email to those who were not at the meeting to see if they would agree.

Once this actions are complete, the # of seats will be set- we will see how the mechanism will work.

Pat suggested that the class size must be discussed with the faculty- quality vs. quantity. A main concern is having the classes fill before the Exchange is set up.

Action item-

- List on May 6th agenda-Standards for class size

Implementation Teams

Jory reported they are calendaring visits for several colleges (9-10) in May.

The full launch colleges will be first. They will kick off the Exchange, and hope to reach out to bring in more people to build more capacity.

Jessica is coordinating visits.

New Internal Website- <http://ccconlineed.org/SPOC/>

The content for this website will be relevant for internal audiences only. This is the start of the single central repository for resources for SPOCs and those working on the implementation team. This is just a start, please send feedback and specific areas of content to be added, comments about detail, and organization.

The links are to Google docs and a person of expertise in that area.

*For example: the Online Counselor's Network doc links to Bonnie Peters.

Logan will be the liaison (lmurray@ccconlineed.org)

DSPS Workflow

This will be a manual component to start. The only electronic message to the student will be a Google message to meet with a counselor

For the 8 pilot colleges, on Monday, April 25, at 11:00 there will be a DSPS Workflow meeting to discuss to the exchange of student information between the home college and the teaching college. This is NOT an accessibility meeting. All SPOCS are invited (per Pat)

- If a student receives ground services at the home college, the teaching college will assume that roll.
- For academic service, the student will do what they usually do (in person or online)

- DSPS students have priority registration. They are not our “target group” for the Exchange, so this will be a very small # of students.

Cranium Café Update

What do we do if Shibboleth is not set up?

There are 3 online locations to access counselors. The student can click on “Direct Access to Counselors” and be directed.

Please make sure you have an account

- Set up your account
- Lead counselor should share name of all counselors
- Attend a training session on How to be an Effective Online Counselor
Technical Training for Counselors
 - Every Friday in April
 - April 29- May 6Sessions offered 3 times a day - 1.5 hours each

Hiring Report

Autumn Bell, SPOC from Fresno City College will become OEI’s Chief Professional Development Officer. She will officially start on May 9th.

Michelle Pilati will return to Rio Hondo at the end of May, and assume the SPOC position there.

For the May Meeting

- Data needed to discuss # of seats per class for the Exchange
- Instructional Design Report
- Review recommendations/action items from last meeting
- Communications update
- Financial Aid information update
- MOU renewal agreement for the 16 non full launch colleges

Next online meeting date

Online meeting, Thursday, July 14, at 10:30am – 12:00pm

DRAFT