Establishment and Authority

The Online Education Initiative (OEI) Steering Committee is a committee established by the California Community Colleges Chancellor’s Office (CCCCO).

Purpose/Responsibilities

The purpose of the committee is to advise and make recommendations to the OEI project staff on the implementation of the OEI Grant for the California Community Colleges.

The committee shall:

- Work towards achieving the goals of the OEI Project to promote improved access to and quality of online education
- Solicit input from respective constituent groups to inform the committee
- Communicate project status to respective constituent groups and colleges
- Review progress and provide input on project planning and deliverables
- Provide recommendations to the OEI project staff and CCCCO on policies for the Exchange, best practices, user requirements, and other project activities as requested
- Provide input in an annual project review process, to be conducted by an independent review organization¹ and submitted to the OEI project staff with a copy to the CCCCO

¹ The RP Group has been designated as the independent review organization in the grantee’s response to the RFP
Committee Composition and Governance

1. Membership

**Regular Members**

a) The committee shall be composed of Regular Members representing the following organizations:
   - Admissions and Records (2) – appointed by CACCRAO
   - Faculty appointed by the Academic Senate (9 total including at least one member from the following areas as indicated)
     o Counselor (1)
     o Librarian (1)
     o Articulation Officer (1)
     o Additional Faculty – (6 total)
   - Tutoring (1) – appointed by ACTLA
   - CBO (1) – appointed by ACBO
   - CEO (1) – appointed by the CCLC CEO Board
   - CIO (2) – appointed by CCCCIO
   - CISOA (1) – appointed by CISOA
   - CSSO (2) – appointed by CCCSSAA
   - DE Coordinator (2) – appointed by CCCDECO
   - Financial Aid (1) – appointed by CCCSFAAA
   - College Researcher (1) – appointed by the RP Group
   - Students (2) – appointed by SSCCC
   - Educational Technology Staff (1) – appointed by the CCC Classified Senate (CCCSS)

b) The Regular Members of the OEI Steering Committee shall be appointed by the leadership of the appropriate constituency groups represented on the committee, in consultation with the Chancellor’s Office, for terms of two (2) years. Members may be reappointed by their constituency groups to serve additional terms. Faculty shall be appointed by the Academic Senate pursuant to Board of Governors Standing Order 332 except as otherwise noted within that standing order.

c) All Regular Members are voting members of the committee.

d) Positions may be deemed vacant if an appointee to that position is absent for three consecutive meetings. The Chancellor’s Office shall notify the leadership of the appropriate constituency organization of the vacancy and request a new appointment.

**Ex-officio Members**

a) The committee shall include the following non-voting, ex-officio members:
   - OEI Executive Director
   - CCC Technology Center Director
   - CCC Technology Center OEI Statewide Project Manager
   - CCCCCO Technology Director
   - CCCCCO Dean of Academic Affairs
   - CCCCCO Specialist, Student Success and Support Program
   - SACC Liaison
   - SSSPAC Liaison

b) Ex-officio committee members may invite members of their staff to attend committee meetings as resources.
c) Committee meetings will not be scheduled for the convenience of ex-officio members or their invitees.

2. Leadership

a) There shall be two Co-Chair positions each elected by a majority vote of those members present at a scheduled meeting or through electronic ballot of the entire committee membership. The Co-Chairs shall serve staggered two-year terms.

b) The Co-Chairs shall coordinate actions of the committee and conduct its meetings.

c) The OEI Executive Director shall appoint a member of his/her team to prepare and distribute draft minutes of committee meetings for the committee’s approval, and archive approved minutes.

d) The OEI Executive Director shall appoint a member of his/her team to maintain a current roster of the voting and ex officio membership of the committee and keep a record of meeting attendance. The record of meeting attendance shall be provided to the Co-Chairs and the CCCCO Technology Director.

e) The Co-Chairs may appoint sub-committees as needed to gather information and develop recommendations on designated issues or topics.

3. Meetings

a) The committee shall determine the time of its meetings, provided that it meets at least quarterly. The location of in-person meetings shall be determined by the OEI Executive Director or designee, in consultation with the Co-Chairs.

b) The committee shall determine the procedures to conduct its meetings. Robert’s Rules of Order shall be used as the parliamentary authority.

c) A quorum is 50% plus 1 of the active voting membership in attendance in-person and/or via audio/video conference. Voting members who are not present for three consecutive meetings will be deemed inactive and will not count towards the quorum. Vacancies do not count towards a quorum.

d) Action taken by the committee shall require a majority vote of those members present at a scheduled meeting.

e) Scheduled meetings of the committee may be conducted in person, through audio/video conference or by using a combination of both as agreed upon by the committee. Any member of the committee may attend committee meetings either in person or remotely through audio/video conference.

f) The Co-Chairs (or designee) shall provide email notice of the time and place of all meetings of the committee to each member of the committee, the OEI project staff, and the CCCCO no later than
72 hours prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken.

g) Guests who wish to attend committee meetings either in person or through audio/video conference should provide notice of intent to the Chair by email at least 48 hours prior to the meeting. The Chair shall provide an email copy of the meeting notice and agenda of the next meeting to that guest within 24 hours of the notice being received by the Chair.

**Reporting**

The committee shall report to the California Community Colleges Chancellor’s Office on its activities and any recommendations. The approved minutes of the meeting may be used as a report of the committee’s activities.

**Review and Changes to the Charter**

The committee will review this charter on an annual basis and may recommend any changes as needed to the California Community Colleges Chancellor’s Office.