

Online Education Initiative Steering Committee Meeting

Friday August 15, 2014
CCC Confer

Attendees: Amy Carbonaro, Anita Crawley, Barry Gribbons, Bonnie Edwards, Chris Grailat, Dan Crump, Fabiola Torres, Fred Sherman, Gary Bird, George Lorenzo, Gregory Beyrer, Henry Burnett, Jayme Johnson, Jessica Millikan, Joe Perret, John Freitas, John Ittelson, John Makevich, John Sills, Joseph Moreau, Lori Adrian, Marie Boyd, Michelle Pilati, Richard Matthews, Pat James, Ray Sanchez, Steve Klein, Terry Gleason, Tom Bilbruck, and Vince Rodriguez.

Opening and Introductions:

John Makevich opened the meeting at 9:32 am and wished everyone a good morning.

Minutes:

The minutes were posted on Basecamp for members to review and there were no corrections or additions. The minutes for the meeting of August 1, 2014 were approved unanimously by the committee.

Action

Executive Director Report:

Pat announced that Bonnie Peters has been hired as the Student Services Officer for OEI, Jory Hadsell is the Academic Affairs Officer and John Makevich is the Strategic Planning and Operations Officer. Their bios will appear in the next Tech Edge newsletter and they will be at the next meeting in September. Pat noted that the committee should plan for an election at that meeting to replace John Makevich as Chair the OEI SC. If anyone wants to put their name forward for Chair or has any concerns about the process, please contact Pat.

Information/Discussion

Pat mentioned that a concern was raised by a committee member about starting the pilot in the summer 2015, since the students who register in the summer are often not typical community college students. She explained that the number of technology issues involved in the launch resulted in a request from Fred Sherman for a soft launch in the summer to allow time to iron out any technical issues while the Technology Center has more resources available. The hope is that this will mean that by fall 2015 any issues will have been resolved. It is likely that the summer soft launch will have a relatively small number of classes, depending upon what the pilot colleges decide that they can offer successfully. Steve agreed and clarified that in the beginning of January or February technology staff will be working with Student Information System migration, data migration, and course migration into the new CCMS. This will be an intensive process and they will need to build capacity into the pilot colleges and their IT staff. It is important for the Technology Center to be a good partner in this process and this soft launch in the summer should contribute to establishing a smooth process for the fall. John Freitas explained that he had been concerned about the fact that summer students often take classes for different reasons, and may even be students from Harvard, etc. who are not looking for courses to complete their degree. He was concerned about the pilot being a real test of the ability to meet the needs of community college students for courses to meet their degree or to alleviate shortages in impacted classes, but he recognized that data on meeting those needs could be gathered with the larger pool of more typical community college student in the fall, after the technology bugs were worked out. Pat agreed that the summer would be more about working out the early issues and establishing capacity to offer classes.

The project team met yesterday with staff and some Steering Committee chairs from the other projects. The purpose was to provide updates across all of the projects and remain aware of where they might intersect as they move forward. (The meeting was mistakenly described as a Matriculation meeting, but that was a miscommunication.) The intent was for all three projects to pay attention to areas where efforts might crossover or be duplicated and to communicate about the processes and vision as they move forward. For example, what the Common Assessment Initiative (CAI) does with placement will probably affect students coming into OEI. Additionally, it

will be important for OEI to communicate with the Education Planning Initiative (EPI) with regard to professional development, and with CAI regarding remediating students. The meeting was useful for communication between the projects about status and progress so far.

Course Design Rubric:

Action

Michelle explained that at the last meeting there was an interest in changing a piece of the course design rubric to establish a higher minimum required in each category. It was conceptually agreed upon at the last Steering Committee meeting but hadn't been discussed by the workgroup. It has now been discussed by the workgroup and all of the members agreed to the change. The workgroup also checked over the wording of the rubric and made a couple of very minor logical changes to clarify meaning and intent. In D 2 they made it clear that if the faculty member was not requiring any additional software, they were not expected to provide information about additional software and should not be penalized for not providing information about something they didn't require. In D 1 it was made more explicit that there was no requirement for synchronous communication, and finally in D 2 wording was changed to recognize instances where the rubric required you to see what was happening, so it was changed to "does the instructor plan to do" something in order to engage students (rather than "does the instructor"). The rubric has been posted in Basecamp and the feedback has been very positive.

Fabiola asked whether there was a union matter involved with the rubric, but Pat clarified that it is about the OEI and course design, including the courses that would be accepted; it is not forcing anyone to do anything, or mandating working conditions. It is an issue of quality within OEI; it is not a union matter.

Marie moved to approve the course design rubric. Fabiola seconded the motion. The Course Design Rubric was approved in a unanimous vote 9-0.

The committee expressed their appreciation to the workgroup, Michelle, and most especially to Greg for all of the work in getting the Course Design Rubric completed and approved. The next steps will involve faculty submitting courses and getting reviewers to review them.

Pilot College Activities:

Information

Pat explained that additional notices went out to the pilot colleges in the last two days. Those notices went out to VPIs and contacts at the colleges. The project team will be following up on those notices the first week of September, except Steve's group which will be sooner. Steve Klein will be leading the full launch pilot group. Jory Hadsell will be leading the tutoring pilot group, and Bonnie Peters will be leading the online student readiness pilot group. Steve, Joe Perret, and the CCMS workgroup will be working quickly to bring faculty representatives and DE coordinators from the full launch colleges into the CCMS RFP selection process. The Academic Senate is working with them to make contact with pilot college presidents to identify those representatives as soon as possible, hopefully starting next week.

There were a few changes to the pilot groups, and Pat will put information about the notifications in Basecamp.

Pat will be attending the Academic Senate Executive Committee meeting next week, and asked John Freitas to let her know if there are any informational documents that he would like her to provide in a packet to that group.

Status Reports from Workgroups:

Information

Professional Development:

Michelle noted that the workgroup hopes to push out the application for people who are interested in being course reviewers in the next week. About the same time they hope to have ready the application in advance of when colleges are ready to start submitting courses.

Academic Affairs:

Ric explained that they have requested some information from the Chancellor's Office and have no other report at this time.

Student Services:

Yesterday Ray, several members of the launch team and some staff from the Foundation met to formally kick off looking at some of the technical details of the RFP for tutoring services in terms of accessibility, service and function requirements. They are working toward meeting the timeline of having the vendor by January 1st at the latest, and in a best case scenario, perhaps by December 1st. They also had some preliminary discussion about how they will work with the 8 pilot colleges in the spring, regarding what they would like to communicate, when, and how. It was a good initial meeting, but there is still much more work to do.

Anita expressed her enthusiasm about hiring Bonnie Peters as the CSSO for OEI. Anita will continue working with Lisa on developing the readiness modules so that they are ready on November 1st. This will be a shorter set of readiness modules that will be ready for the January start with the Readiness Pilot schools; during the spring semester the modules that respond to the Smarter Measure Diagnostic Assessment will be completed. That full package will be available for the full launch schools in June. The development process will continue to operate as it has, with module outlines being posted in Basecamp for feedback from the field.

Anita will continue working on the tutoring RFP until it is ready to pass off to Jory. Then Jory will work with the pilot schools on tutoring, and in a parallel fashion, Bonnie will work with the pilot schools for readiness.

Fabiola suggested that an ESL expert review the language in the readiness modules.

CCMS:

Joe Perret explained that small groups will be reviewing the RFI responses by dividing them up. Each group will look over three companies and write up a short review to summarize and share with the rest of the members. Then the workgroup will try to come to some kind of consensus on what those results should mean for the CCMS. In the meantime, work is starting on the RFP. When the review of the RFI responses is complete, the workgroup will join the RFP process along with the additions to the team from the pilot colleges. Steve also noted that he hoped to have a summary of the RFI findings and a general summary to share with the full Steering Committee at the September 5th meeting.

Consortium Charter:

Henry commended all of the members of the Consortium workgroup on their efforts to work through all of the concerns that members had. He especially thanked Senate members for their participation.

Technology Use for Meetings:

Information

Steve praised John Ittelson's lead in trying to make sure that the meeting technology works well for the participants present at the meeting, as well as for those who participate online.

For the next meeting, the project team will be trying out Zoom, a web-based video conferencing service. CCCConfer has been working with Zoom to provide accounts to the community college system. The launch team and the tech center staff have been using Zoom for quite some time, and find it to be an easy to use video conferencing tool. It has all of the same functionality for access to colleges, and dialing into the meeting; the difference is that it also has full motion video capability. There will be a video camera in the room and remote participants should actually be able to see more or less the entirety of the room. The dial-in information for Zoom for remote participants will be provided in the usual location on the agenda for the next meeting.

Steve explained that the staff will be setting up a trial run with the equipment the day before the next meeting, and Joe Perret offered to help with that practice run.

CCCConfer has acquired a license, and has signed a contract for Zoom accounts, so following the September meeting, if members are interested in using it for workgroup meetings and other activities that can be arranged. Blaine and the staff at Confer are working on issuing Zoom

accounts, but are not yet able to offer the same level of support as they currently provide for Confer. They are ramping up support of Zoom in the near future and are implementing an upgrade to their conferencing system with Collaborate which will allow for better use of video and additional functionality in the next year.

John Makevich and Pat have both used Zoom and find it easy to use. John Makevich praised the stellar help provided by Confer, but noted that there are sometimes issues with connectivity.

Closing Comments:

The new project team members will be at the meeting in September. Fabiola as Vice Chair will act as Chair for that meeting, and there will be an election to replace John Makevich as he moves into his new position with the project team.

Next Meeting:

The next meeting will be a face-to-face meeting on Friday September 5, 2014 at Embassy Suites near LAX in Los Angeles. Committee members should send an rsvp to John Sills to let him know whether or not they will be able to attend. Log-in information for Zoom will replace the Confer information on the agenda.

Adjournment:

The meeting was adjourned at 10:30am.