

OEI Consortium Meeting

February 19, 2016

Online via Zoom

MINUTES

Call to Order: February 19, 2016 10:35 a.m.

Attendees: See Attachment A

Distributed on Basecamp prior to the meeting: Meeting agenda, Implementation Teams - revised template

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AGENDA

I. Welcome and Review Minutes

Jory Hadsell welcomed the meeting participants which included representatives from 15 of the 24 pilot colleges and members of the OEI management team.

Motion: Approve the minutes from the meeting on January 29 as stated. **Passed by a virtual show of hands, Meghan Chan abstaining**

II. MOU Discussion

Bonnie Peters clarified AB 540 restrictions regarding student participation in the Exchange; this applies to students with out of state addresses, a restriction imposed for online classes.

Anyone with additional questions regarding the MOU may email Bonnie Peters at bpeters@ccconlineed.org

III. Implementation Teams

To follow up on last meeting's discussion about forming implementation teams at each pilot college, Jory Hadsell summarized the intended composition of these cross-departmental teams and their respective roles and responsibilities. A document distributed on Basecamp entitled "College Implementation Team Formation - Suggested Team Makeup" provides further details.

These implementation teams allow us to include individuals with responsibility for specific functions into the Exchange planning process. These individuals would be subject matter experts in the various areas. Please use your judgement in selecting the appropriate individuals to fill these various roles at your campus.

Early next week, each SPOC will receive an email with access to a google sheet to enter your list of implementation team members, their roles, and contact information. Please complete this information as soon as possible.

The OEI management team would be happy to assist in onboarding these teams - with webinars, college visits, regional visits, or other ways that might be useful to you. We want to help ensure that the implementation team members have a solid understanding of the OEI before they are asked to participate in more detailed discussions in their areas of expertise. We also wish to help you institutionalize OEI at your colleges.

The implementation team will be advising and working directly with us on the many areas of OEI including implementation planning for the Exchange, MOU, counseling network,

professional development, and more. This work is less about governance and more about working to determine how to move forward.

The two Consortium representatives at each college will continue to represent the implementation as a whole. Your college implementation team participants will relieve the two Consortium members of the burden of sole responsibility for all implementation areas.

IV. Financial Aid Work Group

Online “office hours” are now being held to discuss financial aid needs going forward. The first of these “office hours” was held yesterday. Four of the eight full launch colleges were represented. Two additional office hours have been scheduled (Monday 10am and Tuesday 4pm - see the Weekly SPOC e-newsletter) and more can be put in place if needed.

Bonnie Peters asked the full launch SPOCs to identify local representatives to participate in a new Financial Aid work group of the Consortium. SPOCs are also welcome to join the group. The work group will develop a financial aid agreement and determine financial aid requirements for the initial Exchange pilot.

Responsibilities of the Financial Aid Work Group include:

- Development of a financial aid agreement to be signed by the full launch pilot colleges that is in accordance with federal financial aid requirements. Federal guidelines appear straightforward. Bonnie Peters has already started working with the CCCCO and has collected sample agreements and a check list.
- Determine the appropriate messaging to students at various points in the financial aid cycle.
- Identify information needs for the financial aid departments and the appropriate timing of this information (a manual effort in this initial pilot).

Bonnie noted that the federal financial aid agreement cannot cover BOG and financial aid work study. The work group will discuss what the agreement can and cannot cover.

We will also need to address situations when either the home or teaching college does not offer a federal loan program.

Bonnie will send out a doodle soon to schedule the first meeting of the Financial Aid Work Group.

Financial Aid representatives at the additional 16 pilot colleges are also encouraged to participate.

V. DSPS Work Group

Pat James will be organizing a DSPS work group of representatives at the eight full launch colleges. This group will not need to develop an agreement but instead will be defining the roles of the home and teaching colleges. Students will be asked to opt-in to share their DSPS status with the teaching college(s).

Dan Burnett at Butte noted that their college is introducing DSPS tracking software called AIM which may be useful for this effort.

VI. Reporting Needs

Bonnie Peters has asked each SPOC to provide information about their reporting needs - for financial aid and for the broader needs of the Exchange. In addition, SPOCs have been asked to identify what prompting is needed. For example, if a student drops a class, when is this information needed?

When considering this, assume that we can combine units and BOGs. This information request focuses on what is needed for the Exchange process, with special focus on financial aid needs. The Exchange will not produce outcome or student success data.

This information is needed from the full launch colleges very soon. The 16 additional pilot colleges are also encouraged to start thinking about this.

VII. OEI Director Updates

Pat James had to step out for another meeting; Jory Hadsell and other team members provided OEI project updates:

Organizational

- We are now conducting final interviews for two additional support staff to help fill vacancies reported in a previous meeting.
- The CCCCCO has recently announced the new Vice Chancellor for Technology, Research and Information Systems (TRIS), Debra Connick. Her group oversees the OEI grant along with the Academic Affairs office.

Pilot College Information

- We are now working on a “private” website for pilot college use. This is intended as a source for information about resources available only to the pilot colleges and new

resources such as Cranium Café. Please send Carol Lashman (clashman@ccconlineed.org) or Jory Hadsell your suggestions for this website.

Tutoring

- A new on-demand tool to view Tutoring usage statistics is now ready. We will no longer need to wait for periodic reports on tutoring usage. OEI is the vendor's first customer of this tool. We will demo this tool at the March meeting.
- All pilot colleges can now use NetTutor for all their online course sections, whether their courses are in Canvas or a legacy LMS. We are offering this to help expand the use of online tutoring and build a culture of online tutoring at your colleges.

Online Counseling Network

- Cranium Café was chosen as our online counseling network vendor. This was announced about a week ago in a webinar. The webinar recording and powerpoint presentation are available on Basecamp.
- This resource includes an online counseling platform for walk-in hours and setting up counseling appointments
- We are working with @ONE to provide online counselor training
- At the college's discretion, this will be available to all online students at your colleges and colleges will choose among the following ways to connect to counselors in three ways:
 - website
 - student portal
 - directly through the LMS (a button or link on the panel)
- This resource will not be available to students until local counselors are trained and the counseling department "flips the switch". The local college will also have control over assigning counselors.
- Bonnie Peters will be asking SPOCs to provide a contact at their college who will work with the vendor to set up the counseling network.

Courses

- The Academic Affairs Work Group of the OEI Steering Committee is meeting next week to begin discussing when to go beyond the initial list of ADT courses for the Exchange. This topic touches both the Steering Committee and the Consortium. We will be working closely with you and will have more information for the March meeting.

Canvas

- Over 50 colleges have adopted Canvas or are in the process of adopting.
- Our vendor has been very good at keeping everyone up to date. For the 16 pilot colleges, meetings are being held on a weekly basis.
- Wendy Bass: They have been amazing and responsive!

Course review

- Almost 20 courses are participating in the course review now and a handful are in the queue for the next course review.
- Michelle Pilati asked the SPOCs to notify her when faculty begin the process so that they can get support right away. We want their courses to already be in great shape when they begin the course review.

Plagiarism detection

- 16 colleges already had Turnitin and we have confirmed that they can use it in their Canvas instances at no cost
- For the rest of the pilot colleges, we are investigating additional providers
- The work group is continuing to look at functional, technical, and security requirements
- The work group has already seen demos from a couple vendors
- They are now investigating PlagScan and Unplag. Both are international companies trying to get into the US market.
- We would like the eight full launch colleges to participate in the next round of vendor demos and will be getting the Tech Center involved in tech/security considerations.
- Timeline: Pilot with the selected tools in Spring 2016 and again in Fall 2016
- The CSU and CCLC turnitin contracts will be in renewal negotiations soon

VIII. Future Conferences and Meetings

Conferences

Feb 21-24 CISOA conference of CCC Chief Information Officers. OEI will present two sessions on Canvas implementation and the Exchange.

April 7-9: 4CSD Conference of professional development staff across the state. OEI is a partner for this conference. This is a great opportunity to join together.

June 15-17: Online Teaching Conference onlineteachingconference.org OEI can provide funding assistance if your college cannot support you

July 19-21: InstructureCon 2016 in Keystone Colorado

Future Consortium meeting dates

March 11: Face-to-Face. Location: Courtyard Marriott Natomas in Sacramento.

- An Evite has been emailed with more information and instructions on reserving a hotel room. Hotel room charges will be paid directly by OEI; all others will be expenses as usual. **Deadline for hotel room block reservations: Thursday**
- The hotel has free airport shuttles
- Since the OEI-SC (Steering Committee) is holding a virtual meeting that morning, the first part of the meeting will include only Consortium members. Others will join after the OEI-SC meeting is over.

Suggested agenda items for the March meeting:

- Publisher content integration and enhancements to publisher instructions
- Demo of LSI's new tutoring statistics tool
- Academic Affairs Work Group report out on expanding the list of ADT courses for the Exchange

Adjourned: 11:55 a. m.

Minutes respectfully submitted by:

Carol Lashman, OEI Project Liaison

Attachment A: List of Attendees

Name	Title	Organization
Dan Barnett	Distance Learning Coordinator	Butte College
Dr. Luozhu Cen	Dean for Student Learning	Butte College
Mrs. Francine Van Meter	Distance Education Director	Cabrillo College
Amy Carbonaro	Statewide Project Manager-OEI	CCC Tech Center
Steve Klein	Statewide Program Director	CCC Tech Center
John Sills	Product Manager	CCC Tech Center
Joe Moreau	OEI Executive Sponsor	Foothill - De Anza CCD
Dr. Judy Baker	Dean, Technology and Innovation	Foothill College
Sasha Anderson	Math instructor	Fresno City College
Autumn Bell	Director of Distance Education	Fresno City College
Lindsey Bertomen	Instructor	Hartnell College
Carol Hobson	DE Specialist/BUS Faculty	Hartnell College
Gaylla Finnell	DE Coordinator	Imperial Valley College
Dr. Wendy Bass	Distance Education Coordinator	LA Pierce College
Treva Thomas	DE Coordinator/Faculty	Lake Tahoe Community College
Meghan Chen	Dean, Library & Learning Resources	Mt. San Antonio College
Dr. Del Helms	Distance Education Coordinator	Mt. San Jacinto College
Micah Orloff	Dean of Academic Computing, Technology, and Distance Education	Mt. San Jacinto College

Barbara Tull	Professor, English and D.E. committee chair	Ohlone College
Anita Crawley	Student Support Services Director	Online Education Initiative
Dr. Jory Hadsell	Chief Academic Affairs Officer	Online Education Initiative
Patricia James	Executive Director	Online Education Initiative
Carol Lashman	Operations Project Liaison	Online Education Initiative
Bonnie Peters	Chief Student Services Officer	Online Education Initiative
Dr. Michelle Pilati	Chief Professional Development Officer	Online Education Initiative
Rebecca Green	Dean, Behavioral and Social Sciences, Administration	Rio Hondo Community College
Marina Aminy	Interim Dean, Online Education and Learning Resources	Saddleback College
Will Breitbach	Dean	Shasta College
Tom Martin	Faculty	Shasta College
Marc Skuster	Professor of Philosophy and Religious Studies	Victor Valley College