

# OEI Consortium Meeting

Minutes from September 9, 2016

Courtyard Sacramento Airport Natomas

## Attendees:

Nicholas Akinkuoye (Imperial), Cheryl Babler (Butte), Judy Baker (Foothill), Dan Barnett (Butte), Wendy Bass (Pierce), Autumn Bell (OEI), Lindsey Bertomen (Hartnell), Gary Bird (CCCCO), Tim Botengan (Barstow), Will Breitbach (Shasta), Amy Carbonaro (TechCenter), Cheryl Chapman (Coastline), Meghan Chen (MtSAC), Melissa Colon (Columbia), Tracy Davis (VVC), Renata Funke (Hartnell), Jory Hadsell (OEI), Del Helms (Mt San Jacinto), Carol Hobson (Hartnell), Eric Ichone (WLA), Pat James (OEI), Jayme Johnson (OEI), Kate Jordahl (Foothill), Jim Julius (Mira Costa), Steve Klein (TechCenter), Jon Knolle (MPC), Carol Lashman (OEI), Gwendolyn Lewis-Huddleston (Ventura), Jaye Luke (MPC), Monica Matousek (TechCenter), Rachel Mayo (Cabrillo), Logan Murray (OEI), Brett Myhren (Saddleback), Bob Nash (Coastline), Alyssa Nguyen (RPGroup), Mich Orloff (MtSan Jacinto), Bonnie Peters (OEI), Michelle Pilatti (Rio Hondo), Susan Rhi-Kleiner (Pierce), Martha Rubin (OEI), Joseph Ryan (Columbia), John Sills (TechCenter), Jodie Steeley (Fresno), Anna Stirling (@ONE), Treva Thomas (Lake Tahoe), Xochitl Tirado (Imperial), Francine Van Meter (Cabrillo), Brian Weston (AVC), LeBaron Woodyard (CCCCO), Nicole Woolley (OEI).

Introductions were made around the room. We have several new SPOCs and the TechCenter introduced a new member of their staff, Monica Matousek, who has replaced Amy Carbonaro as Project Manager. Amy has been promoted to Program Manager for OEI with the CCC Technology Center.

The minutes from the last meeting were reviewed by all. A motion to accept was made, voting ensued, the minutes were adopted.

## Courses suggested by colleges listed in Basecamp

The group did a brainstorming activity and added suggestions to the list of potential courses for the Exchange.

Speech and lab sciences and child development courses were brought up.

A discussion around "at home" labs took place. Questions were raised about how to address student safety in certain lab courses. Many described using common household chemicals to obtain a practical understanding and experience of chemistry. Physics labs can be done safely. Non-Bio course could potentially have a "kitchen" lab kit.

Micah spoke about Elabs providing home lab kits - they have partnered with MSJC. They provide a portal for web materials and visual conferencing and sharing.

Bob Nash talked about the "Box of Rocks" for Coastline's geology course. There is also a chemistry kit for purchase that does not contain volatile chemicals. Courses are taught online.

There is an advisory board looking into the public speaking classes online for transfer acceptance by the CSU.

Non-major lab courses are generally acceptable online, but challenges remain for major-related lab courses at both CCCs and with transfer to CSU.

There was discussion regarding “sample/example” course for others to model course from. Pat suggested colleges develop 5 courses each to submit as there is money in the budget to support this.

Foreign language courses were also discussed, particularly advanced level courses which can be difficult to offer regularly.

OEI is arranging to hire instructional designers to help with the process of creating courses. Meghan said at Mt. SAC they are using “Universal Design” methods and instructional designers To build in everything to support students.

Jodie Steeley added that at Fresno, they have difficulty getting professors create online course for Child Development, so they have created incentives for this process. They have 4 courses.

Many stated that professors are not willing to go through the review process as they work hard to submit, and they do not receive feedback, they are just rejected.

Pat addressed the review issue.

The hope is to put the funds that colleges are saving by using the CCMS back in to professional development locally that helps faculty with course design.

OEI will help create a dialogue with the colleges (CEO).

Additional suggestions for the Exchange that were captured included:

- Child development, comp sci, word processing
- Signature classes offered at colleges, such as Water Management Program (a signature program at COC)
- GE courses
- CSU pattern
- Collaborative or coordinated offering with partnerships in Exchange between colleges
- Journalism
- Cisco Online (partner with Imperial)
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The INITIAL purpose if the Exchange was Completion & Transfer - we are still focused on that mission but also have opportunities to expand based on changing conditions statewide.

LeBaron added that the history is the transfer courses. The issue is articulation with

C-ID being necessary for the students to move towards transfer.

Consortium members need to reach out to make sure:

- Enrollment manager's know what we are doing- by adding course, enrollment increases
  - Deans and faculty must design courses to align with the rubric to be on the Exchange, therefore support for faculty might be in order- attend the trainings or create in home college
  - OEI tools help colleges with accreditation/ How OEI makes a difference
    - Student support services
    - NetTutor
    - Cranium cafe
    - Vericite
- Readiness tools
- Canvas
  - @ONE training/ Professional Development

Gwen Huddleston mentioned that at Ventura, they made a proposal to spend the money saved on professional development. She offered to make available the PowerPoint presentation that she used with the Ventura board of trustees if anyone else would like to use or modify it.

## **Professional Development Update**

The management team, in consultation with @ONE, have made a decision to shift operational responsibility for the course review process to Foothill - De Anza staff, which will free up @ONE to focus on their core mission of training and development. More details will be presented at a future date. Autumn Bell, Anna Stirling, and Jory Hadsell are working together to on a survey to fine tune what is working/not working so they can fine tune the process. Consortium representatives were encouraged to contact Autumn if they have any feedback regarding the process.

At present we have 21 courses in the Exchange from the 8 full launch colleges.

- Nine courses need area "D" (accessibility) work but are aligned in all other areas. OEI is hiring five accessibility specialists to work on helping "fix" complex accessibility issues for faculty where courses are otherwise aligned and will have these nine courses ready to go as part of the 21 for Winter/Spring 2017.

## **Course Exchange Timeline**

2016- Timeline not changed (see Basecamp)

- 8 colleges register in Fall 2016 for SPRING 2017
- (Foothill and Tahoe register in Winter as they are on the quarter system)
- 16 colleges register in Spring 2017 for FALL 2017

All parts are working together. (CAI, SIS adaptor) The cost is covered at all 113 colleges. OEI pilots are given priority in adaptor installation.

Implementation meetings have been taking place and more will be set. This is an opportunity to build capacity locally within each pilot college and work with team so the campus is ready to coordinate implementation activities.

### Additional colleges

The Tech Center will continuously test for bugs.

October 2017 for Spring 2018 - first cohort

Spring 2018 for Fall 2018 - next cohort

### Testing at Full Launch - 8 colleges

End to end testing is taking place. Fresno and Coastline have been assisting with their development environments for testing and cross-enrollments have been successfully completed using a test Fresno student.

### Schedule of events

- College adaptor - Done
- Admin Interface - working on accessibility and security
- 9/14- student feed (start testing)
- 8/22-10/10 - end to end testing
- 9/17 - turn to colleges to test (they need to sign off)
- 10/24 - turn to Admin users
- 10/31-meeting with colleges to enter sections and seats
- Nov 1- site available to students
- (9-10 of the next 16 colleges will be complete in the Fall, the balance completed in Winter)

### Campus IT Updates

Some updates to college systems have been necessary to enable the college adaptor to work properly. For example, Shibboleth servers have been upgraded; IT-proxy integration (CCC proxy, single sign on), etc.. Unicon is the vendor working with the IT staff.

The college adaptor or SIS adaptor (used interchangeably) have been given the name "Project Glue." This is part of the master data management plan with the Tech Center.

The question was raised about the student experience in Canvas when they are taking an Exchange course. Will students need to log in to two different Canvas instances? The CCID will link the student's account behind the scenes. All coursework will be presented in one integrated login. It will use the oldest account information (e.g., the first college where the student had a Canvas account) and merge forward. There are "trust" environments set up between the colleges that allow this to happen in Canvas. The project team would like to set this

up for faculty, who do not yet have a single identifier as students do. A single CCC faculty/staff identifier would be required. In the meantime, individual faculty can request to have their accounts merged by contacting Canvas support directly.

## **Basecamp 3**

Logan and John are working to set up Basecamp 3, moving from Basecamp 2. All of the active Basecamp projects will be migrated to Basecamp 3 within the next few weeks. There is no additional login needed. Users will now be presented with a launchpad to open up either Basecamp 2 or Basecamp 3 when going to log in.

## **Caspio**

Logan Murray has created a link to the internal OEI Caspio database for SPOCs:

Go to: [ccconlineed.org/login](https://ccconlineed.org/login)

The SPOC email is the sign in/ username. Logan sent a password to each SPOC. Please contact Logan if assistance is needed.

SPOCs can only see their own college courses and information.

- This is where course section information will be collected going forward (replacing the old Google form that was previously used). Edits can be made in real time and course sections can easily be duplicated from term to term.
- There is also a searchable directory of college SPOCs. This will be expanded to include searches across college implementation teams, including searching by role (e.g., enrollment managers, IT directors, etc.)

## **MOU - continuing the original MOU and adding amendments**

The consortium members discussed the draft of the MOU Amendment and Extension document package, which includes the updated reciprocity agreements and the Federal Financial Aid Consortium Agreement.

- Only the 8 Full Launch Colleges need to sign off on the reciprocity agreements and the Federal Financial Aid Consortium Agreement at this time. The package includes these documents as an FYI for the remaining 16 colleges so that local conversations can begin to take place around the various requirements and business processes. The 16 colleges should return the MOU only at this time.
- No separate MOU for DSPS. Home college DSPS agrees to share the information about student DSPS determination if/when the student gives permission. The teaching college will be responsible for providing accommodations for the online student, as would already occur if the student had enrolled outside of the Exchange.

- **The Federal Financial Aid Consortium Agreement is the most time sensitive document for the 8 Full Launch Colleges.** This may be turned in before the rest of the MOU documentation, if necessary.
- The target date for returning the documentation is October 24.
- Representatives expressed that it was best not to make changes to the draft MOU at this point as many would like to take the documents forward for signature.

## Workgroup for bringing in new colleges

Pat James reported out on prior activity from the workgroup to set criteria for bringing new colleges into the Consortium. The timeline was challenging for the workgroup. Pat created some draft criteria and shared them with everyone present for input and additional conversation.

Pat handed out a draft internal scoring guide to serve as a checklist to prioritize colleges in the application process. Much conversation ensued, and the updated draft is in Basecamp.

And

[https://docs.google.com/spreadsheets/d/1i9\\_FVPzYH6AYCWUARp8q1owdjKL8FGTDfnnjNxdfC9Q/edit#gid=1833691718](https://docs.google.com/spreadsheets/d/1i9_FVPzYH6AYCWUARp8q1owdjKL8FGTDfnnjNxdfC9Q/edit#gid=1833691718)

OEI Strategy to put out to colleges:

- Push out to colleges in early spring so they can get ready to apply
- We will show a return on the money (grant)
- We want more courses and more colleges - this will help more students
- Show positive impact of online education on students
- Address equity plans at colleges- include online courses, this can be measured, access to more students, raises completion rate

## Ally Pilot

Jayne Johnson updated those present on the pilot of the Ally online accessibility tool at the 8 Full Launch colleges. Accounts will be set up in October to implement at those colleges.

Jayne will also send out the package to the DSPS departments. The trial will conclude December 15th, with a debrief on the 16th.

Next steps:

- Create a list of courses and faculty in the Exchange participating in the pilot
- Connect to a college Canvas administrator account on campus for LTI integration
- Submit the contact to Fronteer, who in turn will generate a token for live services
  - Faculty provided course ID
  - Course lives in Canvas
  - Automatic conversion will happen

## **Proctoring**

Nicole Woolley gave a presentation regarding the face-to-face DE proctoring network formation.

Key items of note:

- 24 colleges have expressed an interest
- Shared testing center
- Secure testing environment
- Student Authentication
- Free of charge to students
- A steering committee workgroup has been developing a document that outlines shared testing procedures to be used in the network. A working draft will be provided soon.
- OEI is working with Proctorio to customize the product to support face-to-face proctoring logistics (e.g., test access and submission via Canvas). Proctorio has been very accommodating in this regard, and the project team is very optimistic. One potential method raised is to support access by IP addresses dedicated to college testing centers.

Micah Orloff raised the issue of masked IP addresses, such as at MSJC, where all campus computers appear to have the same IP address outside of the network. Nicole agreed to carry this back to Proctorio for further research.

Any colleges interested in participating in the network should contact Nicole at [nwoolley@ccconlineed.org](mailto:nwoolley@ccconlineed.org).

## **NetTutor**

Jory Hadsell reminded colleges that there are NetTutor resources and sample plagiarism versus paraphrasing assignments available on the OEI website. Given that most colleges are in their second or third weeks of the term, this is a good time to remind faculty to introduce students to online tutoring. As a reminder, expanded access to NetTutor has been made available to all pilot colleges -- it can be used for online, hybrid, or face-to-face courses.

## **Portfolium and badging**

(Michelle Pilati, Professional Learning Network & Anna Stirling, @ONE)

Michelle and Anna gave a presentation about the Portfolium tool and efforts related to online badging.

Portfolium is free for colleges, though it is not an officially OEI-endorsed product. Information can be found via the Foundation for California Community Colleges website. It allows students to showcase their work and send information to potential employers through the porta

### **Digital Badging-**

@ONE is looking at how to implement a badging standard that can be used starting with faculty training but also expanded to the student base. This was a recent topic of conversation at the Directors' Collaborative and has system-wide impact. Anna demonstrated how students can show competency and experience gained and demonstrated through nontraditional means. More conversation is needed across the system to determine an action plan for badging given the broad impact.

### **Next meeting: October 21, 2016 - 10:30 am ONLINE**

To do:

1. Set up Basecamp group for "Effective practices of the Rubric"
2. Online readiness tutorials...is there an assessment
3. Poll who is going to DET/CHE
4. Please **Accept** Canvas Consortium Comments (discuss Turnitin



