

# OEI CONSORTIUM — MEETING MINUTES

APPROVED BY CONSORTIUM 11/03/17

Friday, October 13, 2017 • 10:00-11:30 AM

Virtual Meeting

## Consortium Attendees

Jose Aguinaga, Judy Baker, Dan Barnett, Wendy Bass, Autumn Bell, Lindsey Bertomen, Tim Botengan, Stacey Carresco, Cheryl Chapman, Meghan Chen, Melissa Colon, Renate Funke, Jory Hadsell, Cathy Hart, Del Helms, Carol Hobson, Jessica Hurtado, Eric Ichon, Barbara Illowsky, Kate Jordahl, Jim Julius, Steve Klein, Jon Knolle, Erin Larson, Carol Lashman, Gwendolyn Lewis Huddleston, Rachel Mayo, Carrie Monlux, Joe Moreau, Logan Murray, Brett Myhren, Bob Nash, Alyssa Nguyen, Trena O'Connor, Micah Orloff, Bonnie Peters, Michelle Pilati, Susan Rhi-Kleinert, Brian Sanders, Justin Schultz, John Sills, Jodie Steeley, Treva Thomas, Xochitl Tirado, Francine Van Meter, Brian Weston, Beraki Woldehaimanot

## Financial Aid Attendees

Kevin Harral (Director Financial Aid Foothill College), Jeannie (Butte), Deborah Griffin (Director Financial Aid Ohlone), Mike Dear, Jessica Tovar (Financial Aid Lead Hartnell), Steve Woodyard, Sunny (Ventura College), Lisa Seals (Imperial Valley College Financial Aid), Kevin Herald (Financial Aid Foothill), C. Dao (Mt. Sac), W. Packer, Leigh Ann, Monica Boyes (Butte), April Cubbage, Julie Cathie, A Rodriguez, sheivelyn, Steve Klein, Will Breitback, ftostado, Jaye, Luke,

### I. Approve Agenda & Meeting Minutes

The current agenda was approved by consensus; no revisions.

### II. Financial Aid Update in Course Exchange 2.0 – *Bonnie Peters*

At the last Consortium meeting (9/8/17), the decision was made to include Student Services in future Online Consortium meetings to share updates regarding Admissions & Records and Financial and where we are at this point with Course Exchange 2.0. The Course Exchange for Administrators Guide created by the Tech Center was shared to show the features and intent of 2.0 in response to all the meetings and requests from Student Services, and to show how the developers have been able to put all of these requests in place. Link to Course Exchange for Administrators guide (Financial Aid starts on page 42): <https://ccnext.jira.com/wiki/download/attachments/142835747/courseExchangeForAdministratorsV2.0.pdf?version=2&modificationDate=1501539010607&cacheVersion=1&api=v2>

The following shared items are things that will help to make Financial Aid in Course Exchange a more automated process:

#### a. Preferences Screen:

This is where Financial Aid officers can set the frequency of when they want to receive email notifications when a student has enrolled or dropped. Admissions & Records Directors can also receive reports; individual campuses determine who has access to Course Exchange at their campus and one of the new functionalities in V2.0 is the ability to create new accounts for those that may want one like an A&R Director.

#### b. BOG Fee Waiver

In Version 1.0 students had to do a second BOG and no one liked the process. Now, in V2.0 when a student goes into the system, they'll get to a statement that says "We have been able to verify that you have a BOG fee waiver at your home college and do you want to have the information shared with the teaching college". Once they say yes, this automates the BOG waiver at the second college based on their approval at the first college and the information will be sent to the teaching college and the student no

longer has to fill out a second BOG. This doesn't automatically give the student the second BOG because the student can have a different status at different colleges based on their eligibility at each college. Link to Colleague Financial Aid & BOG Fee Waiver Information (Course Exchange 2.0) page of the Course Exchange Administrator Guide was shared:

<https://ccnnext.jira.com/wiki/spaces/CEPD/pages/175447509/Colleague+Financial+Aid+BOG+Fee+Waiver+Information+Course+Exchange+2.0>

c. Combining Units for Financial Aid

Part of the behind the scenes work to this was making sure that the documentation, Consortium Agreements (a template from the Department of Education was used for the agreements), for each college in the pilot and going forward, were in place. There are documents for each college in Basecamp and it was shared that updated financial aid agreements to the schools that are going to be activating the Course Exchange will be sent out in the next week.

As Students are selecting courses in the exchange they will get to a screen where they can select to combine units for financial aid. If they can consent, the information will be shared and the home college will determine if they are eligible to combine units.

d. Ability to Flag Course Exchange Students

Another feature added in V2.0 is the ability to flag Course Exchange students at the teaching college in the SIS identifier. Since home school is giving financial aid, it will be their rules that will determine eligibility not the teaching school.

e. Plan for professional development for Financial Aid and training phases

- Phase 1 - Base testing and training – schools can review the system and information, see how whole process works and put classes into system.
- Phase 2 – More in depth testing and focus on financial aid. Plan is to have two colleges testing together to see how the information moves between home colleges and teaching colleges. As colleges become ready they will be paired to do the testing.

There will be a series of webinars to support the professional development training (invitation to first webinar will be sent out later today; formal invite next week; they will also be recorded for those who can't attend the dates).

- Course Exchange Admin Training – how to manage the Course Exchange at the college; Administrator will set up the pilot situation and test all the messages and then pilot information will be copied over to the production environment. This is the first step for many of the colleges.
- User Acceptance Testing in the Course Exchange – dates TBD
- Financial Aid and the Exchange Student – will review messaging, BOG, reports, etc. – dates TBD
- Get the Course You Need through the Online Course Exchange – dates TBD
- Video Tutorials are also being developed for those who can't attend the webinars or want a refresher course.

f. Financial Agreements

Soon Implementation teams will be receiving the Financial Agreement for colleges who haven't already signed it. Full launch colleges are already done. In the original agreement, colleges were listed directly on the document. New colleges will receive document with a link that lists the current consortium members, we have received permission to replace the list with a link. This is a requirement of the Consortium Agreement from the Federal Government. This list will grow as more colleges become part of the consortium.

### III. Approve Meeting Minutes

The previous meeting minutes (09-08-17) were approved, as were the revised meeting minutes from 08-11-17. Specific requests for revision to the previous meeting minutes should be directed to Kate Jordahl (kjordahl@ccconlineed.org).

Tim Botengan made the motion to approve both sets of minutes; Jody Steeley seconded the motion; and the majority approved. Abstaining were Del Helms, April Cabbage, Monica Boyes, Brett Myrhen, and Eric Ichon.

### IV. Online Education Initiative Updates – Jory Hadsell

#### a. Update on AB637 – Residency Bill

The State Assembly and Senate both approved the bill; The purpose of the bill is to facilitate cross-enrollment in CCC, much the same way that it's allowed now between the community colleges, the CSU's and the UC's. It is different in that it applies to students enrolled in online only courses through the OEI Consortium. The bill is currently at the Governor's office, he has until 10/16/17 to approve/veto. It has to pass to become law.

#### b. Staffing Update

- Recruitment begins soon for Chief Academic Affairs Officer
- Currently recruiting for Dean of Academic Affairs (formerly Dean of Basic Skills & OER)
- Program Coordinator College Implementation Support, Karen Oeh, starts October 23; she will serve as another direct contact between FHDA-OEI and the colleges, along with Kate Jordahl and Justin Schultz.
- Program Management Consultant, Naomi Caietti starts mid-October. The Program Management Consultant is part of an effort by the State Chancellor's office to ensure that all projects are PMP certified and to further develop PMO infrastructure.
- Director of Communications & Partnership Development, Andrea Hanstein starts October 30; she is the former Director of Marketing & PR at Foothill College.

### V. 2017-2018 OEI Evaluation Plan — Alyssa Nguyen, RP Group

Shared overview of the RP Group's OEI Evaluation plan for 2017-2108, their philosophy, goals, focus of the evaluation and their evaluation model used. Will also share presentation on Basecamp, along with the actual evaluation and the timeline of when they will hold the inquiries (surveys, focus groups and/or interviews) during the semester.

#### a. RP Group's philosophy

Their role as the external evaluators, is to see themselves not as auditors, but as partners working closely on areas/opportunities for improvement.

#### b. Goals of the Evaluation

- Demonstrate whether OEI is achieving the desired outcomes
- Identify what is working and what could be improved
- Enable ongoing dialogue between RP Group and OEI Management Team members about evaluation results
- Communicate OEI's value both internally and externally

#### c. 2017-18 Evaluation focused on three OEI components:

- OEI Processes – Project Management; Marketing & Communication
- Online Learning & Teaching Environment – platform (CCMS, CE); suite of support tools (readiness, tutoring, counseling)
- Professional Development – course review process, training and resources

- d. Evaluation model (continuous improvement model):
- Work with OEI Management Team to formulate ideas for the evaluation
  - Collect information via inquiries – conduct surveys, focus groups, and/or interviews to collect feedback from faculty, staff and students
  - Share findings with OEI Management Team
  - Plan next steps based on findings
  - Share outcomes with OEI Steering Committee

## VI. Opportunities & Challenges – Open Discussion – *Wendy Bass*

a. Miscellaneous

VeriCite – new integration pilot is ready and is currently limited to Columbia and Pierce Colleges.

b. Invitation to Admissions & Records to next meeting

It was decided that the invitation to Admissions & Records for the next virtual meeting on November 3, 2017, will be dependent on the outcome of the 2.0 testing being done next week between Foothill and Lake Tahoe. After testing is done, will review topics and determine if they should be included.

## VII. Closing Comments

Upcoming meetings:

- November 03, 2017 — Online OEI Consortium Meeting
- November 28, 2017 — F2F OEI Consortium Meeting, Costa Mesa CA (prior to DET/CHE)
- January 19, 2018 — Online OEI Consortium Meeting
- February 23, 2018 — F2F OEI Consortium Meeting, Sacramento CA
- March 16, 2018 — Online OEI Consortium Meeting
- April 20, 2018 — Online OEI Consortium Meeting
- May 11, 2018 — F2F OEI Consortium Meeting, Sacramento CA