



California
Community
Colleges

CVC-Online
Education Initiative

ONLINE EDUCATION INITIATIVE - CONSORTIUM MEETING MINUTES

Friday, November 9, 2018, 9:30 AM – 11:30 AM

Virtual

LIST OF ATTENDEES

Audrey Blumeneau, Elizabeth Allen, Marina Aminy, Laureen Balducci, Bamerio, Wendy Bass, Autumn Bell, Patrick Bettencourt, Gregory Beyrer, Pamela Bimbi, Shelly Blair, T. Bonnel, Tracie Bosket, William Breitbach, Lesley Anne Buehler, Davena Burns-Peters, Naomi Caietti, Stacey Carrasco, Cheryl Chapman, Melissa Colon, Ken Cooper, April Cabbage, Mike Day, Mike Dear, Michelle Evans, Marjorie Facio, Jay Field, Maria Fernandez, Yolanda Garcia, Helen Graves, Dave Griffin, Jory Hadsell, Eric Hanson, S. Harlan, Kevin Harral, J. Harris, Marilyn Harvey, Carol Hobson, Peter Howell, Carol Impara, Teresa Ishigaki, Scott James, Kate Jordahl, Jim Julius, Julia Kehew, Michael Kilivris, Ann Kingsley, Kim Korinke, Erin Larson, Jaye Luke, Crystle Martin, Chloe McGinley, Joanna Miller, K. Milligan, Matthew Moore, Bill Moseley, Logan Murray, Brett Myhren, Bob Nash, Karen Oeh, Micah Orloff, Sharon Oxford, Michelle Pacansky-Brock, Rebecca Pang, Bonnie Peters, Sarah Phinney, Michelle Pilati, Dimitry Proshak, Charlene Reed, Marsha Reske, Brian Sanders, Justin Schultz, Alexa Schumacher, Lisa Seals, Rawan Shaban-Johnson, Marnie Shivley, Jodie Steeley, John Steffens, Christina Tangalakis, Jena Trench, Francine Van Meter, Scott Vigallon, Brian Weston, Cynthia Wilshusen, Eric Wilson, David Wong, Margaret Worsley, Aeron Zentner, Macosta., Mandyl, Yuliana.

I. **Demo of POC (cross-enrollment) interface Financial Aid Discussion** (*Jay Field and Bonnie Peters*)

A demonstration was provided for Finish Faster Online to showcase the single sign on (SSO) experience through Foothill College as the Home College. The SSO is working for the Proof of Concept colleges (Foothill-De Anza District, Los Rios District, and Cabrillo College). The student logs in the same as accessing Canvas. The CCCID is the piece that will allow the student to have a unified Canvas environment. Students can search for courses, course information, and cost. In the cross-enrollment system, students have the option to add a class or add to waitlist with accurate seat counts. A student's Home College courses float to the top. Every time a student tries to register for a class, s/he will see a consent form and click on the Online Cross Enrollment Registration Policy.

Financial Aid data, residency information, and DSPS designation are shared from Home College to Teaching College. A student must be enrolled in at least one class at the Home College before adding a course at the Teaching College and must meet eligibility requirements. The student will see a Dashboard that lists class schedule, favorite courses, notifications, search alerts, and saved searches. The student's Profile includes notification if the student receives the College Promise Grant and allows email and SMS notifications set up daily or weekly.

Payments will be handled the same way the colleges are handling payments today. Example: Los Rios District is using Cyber Source as their payment processor. The cross-enrollment is a second channel to Cyber Source. Foothill is using Touchnet, and Cabrillo is using PayPal.

The IT Department lift is common work at all the colleges. N2N Services will do everything except grant the privileges and networking. The IT Dept. has to create a server with the right network properties, and a college does not have to configure or install software. It requires a few days of work that can be spread out over 1-2 weeks.

There is a data aspect to this capability with an Administrator Dashboard for colleges to run reports, look up Financial Aid information, and override eligibility and prerequisites. It will help colleges learn about their students, if students are leaving or enrolling, and provide specific course and program details.

Bonnie Peters presented the CVC Exchange Financial Aid Process Overview and explained the CVC-OEI started in 2016 with the establishment of a Federal Financial Aid Consortium Agreement. There was input from Financial Aid Directors, the CCC Chancellor's Office, and Department of Education. The Department of Education set forth the guidelines and also provided guidance. The Financial Aid Consortium Agreement must be signed by all consortium colleges: <http://cvc.edu/financialaidconsortium/>. The agreement does not have to be renewed unless the terms of the agreement change. It is not enough to just sign the Master Consortium Agreement. If the Financial Aid Agreement is not signed, then your students will not be able to benefit from your college as a Home College. The colleges must provide students with a description of the written document; link on your website is an option.

Determining Student Eligibility (DOE): Under a consortium agreement the home school must give credit for courses taken at the other schools on the same basis as if it provided the course itself. The student cost of attendance is calculated in the same way as it would be for a student taking classes at only one school.

With regards to Financial Aid, the current CVC-OEI cross enrollment Roadmap involves two phases. In phase one there is current automation for the College Promise Grant with students completing one grant application at the Home College which is shared with the Teaching College. There is automated notifications to the Financial Aid Offices about students who are in an exchange course, and there are notifications to the students. Phase one also involves a manual business process currently being used with the POC Colleges for financial aid.

The seven POC Financial Aid Offices are finalizing an interim manual workflow with assistance from the CCC Chancellor's Office. CVC-OEI is working to get this automated. For now, notifications will work as the students request that they would like to be considered for combining their units. A notification will go to the Home College once the student adds a course. The Financial Aid Office at the Home College will initiate the process and complete information about the student, such as courses and units, and then contact the Teaching College. The Home College and Teaching College work in collaboration for the benefit of the student.

In phase 2 of the roadmap, the financial aid process will have continued automation of the Promise Grant will continue, accessible, downloadable reports as well as notifications to the Financial Aid Offices and students. Additionally the development team will begin work to automate unit transfer to a college's SIS system. There is a working committee informing the process. In Finish Faster Online, Home College

classes will always float to the top, sorted by Quality badged courses. Course that have been Rubric Aligned with Quality Review are the first set of courses showing up under the Home College. Classes that have additional badges come next followed by classes that are not badged, and then lastly other colleges.

The SIS systems of colleges taking part in the POC include 2 Banner, 1 Colleague, and 4 Peoplesoft.

If students do not have a GPA (i.e. a new student), they are not blocked from cross-enrollment.

The Master Consortium Agreement lists a range of fees which have now increased at certain colleges. The change will be updated and put on the cvc.edu website which can be updated every year to capture the current range.

There is concern that student may not calculate semester and quarter units correctly in cross-registration. It needs to be clear. The calculation can be displayed on the site.

Students at the Home College are given an enrollment date so they can register for a class at their campus. With the enrollment date, students can complete cross-enrollment during the open enrollment period at the Teaching College.

A FAQ will be developed to answer questions on cross-registration.

II. CVC – OEI UPDATE (*Jory Hadsell*)

At the last face to face meeting in Sacramento, there was a discussion about the governance structure and how the Consortium and Advisory work together. There has been follow up with co-chairs from both committees to put together a proposal. It will be discussed at the next face to face Consortium meeting in January, 2019.

In the workplan, is a one-time augmentation of additional funding provided to the CVC-OEI as part of the package with the approval of the online college. College can receive funds to build on-ramps from the online college and increase certificates and degrees. There are requests for the CCC Chancellor's Office to provide additional assistance to colleges, outside of grant opportunities, for staffing (i.e. instructional designers).

The 2018 Online Equity Cohort has been invited to webinars on the ecosystem tools to get them implemented. There have been some new tools, such as NameCoach and Notebowl for all Consortium Colleges to implement.

III. APPROVAL OF AGENDA & MINUTES

The Meeting Agenda was approved by consensus; no revisions.

The Minutes from the October 19, 2018 meeting were approved by consensus with one revision; none opposed.

IV. MANAGEMENT TEAM UPDATES

Featured ADTs Update (Bob Nash)

Promotion of local ADTs online with 15 on the cv.edu website, goal of 50 by end of November, 2018.

A Word template was emailed for colleges to list the major preparation courses. Student are given a note that they must complete Option 2 or 3 to get the degree (general education pattern).

Send in your online ADTs even if you don't have all the general education courses online; only considering the major prep courses at this time.

Substantive Change Inquiry Form – 50% mark. ACCJC.

<https://accjc.org/substantive-change/>

Professional Development Update (Autumn Bell)

CVC-OEI Professional Development is hiring two full-time, classified Instructional Designers. Please share out the job announcement:

<https://chm.tbe.taleo.net/chm04/ats/careers/v2/viewRequisition?rid=3618&org=FHDA&cws=42&cws=42>

CVC-OEI Course Design Rubric Crosswalk

Feedback on rubric revisions very positive. Roll out could have been handled more smoothly. Goal to make it easier to establish a local POCR and eliminate redundancies. The newly revised rubric can be downloaded here: <https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>

CanInnovate Debrief

The Los Rios District created the foundation, and this year's untethered event was a huge success. Over 5,800 registrations, actual session attendance over 3,200. Unduplicated headcount, 1,099. Nearly 90% were online, about 10% attended through regional hubs and on-campus viewing rooms. Out of 114 CCC, 107 were represented. 42% full time faculty, 34% part-time faculty, 12% classified, 7% admins, and 1% students. Most popular session (340 attendees) was the keynote, student speaker Natalie Miller, alum of College of the Canyons who spoke on a student's perspective on education empowerment. Captioned archives on website. Take 2-minutes to watch the Can•Innovate video — and share it too.

<https://youtu.be/-Ayj34cGlfU> Archives are available: <https://ccconlineed.instructure.com/courses/2533/>

POCR Update State Academic Senate

Resolution was passed by the Academic Senate for California Community Colleges with a couple of modifications. Split into two resolves: adopt the CVC-OEI Rubric and explore the idea of Peer Online Course Review (POCR).

Exact wording for resolutions, Fall 2018:

Resolved, That the Academic Senate for California Community Colleges encourage local academic senates, through their curriculum committees and online education committees, to adopt the CVC-OEI Course Design Rubric for local use and explore the development of local peer online course review.

Ecosystem Portfolio Update (Kate Jordahl)

Tools that are available for the Consortium Colleges include SmarterMeasure, Cranium Café, Notebowl, NetTutor, Proctorio, NameCoach, and Canvas. Costs are covered for the new 2018 Online Equity Cohort

and for the original Consortium Colleges, costs continue to be covered at the same rate.

CVC-OEI College Support and Professional Development working to create a repository for webinars so colleges can find the answers needed about the ecosystem tools.

Wellness Central is a new tool coming onboard with mental health resources, and hope to roll out a webinar soon. Due to the fires and shootings, it would help Districts like Ventura to access it, but other tools are being offered with Cranium Café and Proctorio webinars next week. Action item to follow up with resources to help those colleges experiencing disasters.

The CVC-OEI works to honor the local processes and preferences of campus tools, such as tutoring.com. Reminder that services are licensed through the Foundation with third party accessibility checks. There is a Workgroup to discuss the ecosystem tools starting to roll out as needed.

[Advisory Committee Update \(Wendy Bass\)](#)

The Advisory Committee did not meeting yesterday because the meeting was cancelled. Wendy will provide an update next month.

V. ADDITIONAL COMMENTS/QUESTIONS

- Next virtual meeting December 14, 2018.
- Next face to face meeting January 25, 2019.

