



CALIFORNIA VIRTUAL CAMPUS - ONLINE EDUCATION INITIATIVE ADVISORY MEETING MINUTES

Friday, October 12, 2018, 9:30 AM – 11:30 AM

Virtual Meeting

LIST OF ATTENDEES

Wendy Bass, Autumn Bell, Deb Barker-Garcia, Lisa Beach, Anna Bruzzese, Naomi Caietti, Julie Clark, Antia Crawley, Jory Hadsell, Andrea Hanstein, Marilyn Harvey, Leticia Hector, Kate Jordahl, Jake Kevari, Erin Larson, Marwin Luminarias, Bob Nash, Trena O'Connor, Karen Oeh, Julie Oliver, Bonnie Peters, Michelle Pacansky-Brock, Andreea Serban, Justin Schultz, Jodie Steeley, Jennifer Strobel, Thomas Green, Vivian Varela, Kathie Welch

I. **WELCOME** (*Cheryl Aschenbach/Jodie Steeley*)

Welcome to the meeting. Information meeting only, no quorum.

II. **APPROVAL OF AGENDA/MINUTES** (*Cheryl Aschenbach*)

The Minutes from the September 13, 2018 meeting were not approved, no quorum. There are a couple of corrections to be made.

III. **REVIEW AND DISCUSS DRAFT CHARTER** (*Jodie Steeley*)

The face-to-face meeting on September 13, 2018 was productive and consultant, Kevin Kelly, provided advice on the Charter with a focused discussion. Key topics included committee focus, roles, and membership. Some points were brought up for clarification, and in particular, a recommendation was made to shore up the establishment and authority of the Advisory. Regular membership was reviewed. A member from DETAC, Chancellor's Office to be included, and Thad Selmants from Sierra College has volunteered. Recommended to invite him to future meetings as a potential voting member.

The Draft Charter was refined and taking feedback from both the Advisory Committee and Consortium. Bring the four co-chairs together to chart a path going forward. The pieces are still coming together, but focus on the 5-year plan/roadmap to help decide how this group can be of more help to the leadership group.

A recommendation was made to change the quorum since participation varies. There is a growing concern over the lack of participation. The Advisory needs active voices and members. In the Charter, define what it means to be an active member. A solution to have replacement members while others can be given the option to attend virtually instead of face-to-face. Physical attendance is highly recommended. Kate Jordahl will add a survey to Basecamp to learn of preferred times for meeting face-to-face. There is a new date for the face-to-face Advisory meeting, Thursday, December 6, 2018 from 10am – 3:30pm at the Chancellor's Office.

IV. ONLINE ADT PROMOTION *(Bob Nash/Marilyn Harvey)*

The CVC-OEI has been collecting information from colleges on many ADTs that can be achieved fully online. On the new website, cvc.edu under Online Transfer Degrees, there are 9 colleges with fully online ADTs. The goal is to have 50 by the end of November. Send the information to Bob Nash (bnash@ccconlineed.org) if your college has a fully online ADT. There can be more than one ADT per college. The language at the moment will explain just the major preparation pattern, not the CSU General Education pattern. Students can find the GE courses through Finish Faster Online to satisfy each of the area requirements. There are upgrades each week for Finish Faster Online to streamline the search process for students.

Jory Hadsell added that there is vision of the ADT pathways on the 5-year roadmap for an interactive mapping tool to help students navigate through the GE patterns and fill those gaps with online classes. This will take place later this year. The design and functionality will change and improve.

A question was asked on how Finish Faster Online on cvc.edu is being shared with counselors and disseminated across campuses. Jory commented that there were critical challenges to address with the three-month transition from the old website to the new cvc.edu since it was managed by the Butte Tech Center. There has been a move forward with the course finder interface. Andrea Hanstein has been sending messages to colleges, and the old URL directs students to the new website. Students still need to go through the application process.

Clarification was needed that fully online course means a course was offered at least once during the year to be considered an online pathway. Jory highly recommended not to present inaccurate information to students and to think proactively about this. Engage in at least one pathway for these degree in a particular timeframe. It's important to engage in conversations now about online degree pathways and not play catch up later. At the CIO conference next month, this will be presented to them.

It was mentioned that Cerro Coso has a very user-friendly and student-centered website that shows the scheduling for both on site and online courses for the year. When a college has a robust site, it can be linked to the Online Transfer Degrees web page.

V. DE PROGRAM QUALITY RUBRIC *(Jory Hadsell)*

Introduce a concept as a system to embrace the Course Design Rubric to align to a common standard. There are program quality rubrics floating around, but it's important to collaborate around what is really effective for an online program. Topics to address include clear packaging of an online degree and structural components, such as having a designated Coordinator. It's important to collaborate around a common program rubric to ensure that programs are serving students in the most effective way. What already exists could be models and then customize to the community colleges and work with colleagues at ACCJC.

A question was brought up about badging a program similar to badging a class. Jory commented that it's more about advising each other and using the power of the network, such as a Workgroup and collaboration from DECO. It's important to engage different parts of your college and involve others, such as those involved with program review. If you are interested in participating to form a Workgroup and bring back preliminary information, email Jory (jhadsell@ccconlineed.org) or Kate (kjordahl@ccconlineed.org). Jodie will also put a message in Basecamp. Looking for local experts not just Advisory members and will include Consortium members and people in the field.

VI. DISCUSSION OF BARRIERS AND REGULATORY PRIORITIES FOR DE (*Jory Hadsell*)

There are potential opportunities to address regulatory barriers impacting the 114 colleges and expand their online degrees. A couple of questions were asked in Basecamp to the Advisory and Consortium. A couple of themes emerged, and information will be shared online and decide on a robust way to determine critical points, possibly a vote. Some general themes that emerged: the funding formula and what impacts funding (i.e. less than an 18-week schedule), and finding quality faculty. California is not part of the reciprocity agreement. The Advisory Committee can provide robust input.

In response, a comment was brought up that colleges have a lot going on with priorities and it's a struggle to respond to everything. Jory is looking for pragmatic solutions that can be politically supported and provide relief to the colleges.

Erin Larson from the Chancellor's Office agreed that there are different projects going on, and they are also struggling to coordinate and integrate. They want to stay ahead of the messaging. She reassured that information is going out, but not rolling out as quickly or as smoothly as they hoped.

VII. BUILDING LOCAL PEER ONLINE COURSE REVIEW (POCR) PROCESS (*Autumn Bell*)

Quality Review Updates include: Rubric Aligned courses (154) and Courses in design support (41).
Upcoming Information calls:

- Tuesday, October 23, 2018 from 2:00pm – 3:00pm
- Thursday, November 8, 2018 from 11:00am – 12:00pm
- Tuesday, December 4, 2018 from 2:00pm – 3:00pm

The new POCR course runs October 22 – November 17, 2018 and November 26 – December 22, 2018. There is an Academic Senate Resolution supporting the Rubric and Local POCR. It is moving through the process and hope to hear in Fall 2018 Plenary Session. The updated Rubric will roll out next week as lead reviewers, instructional designers, and accessibility experts streamline and make it more user friendly. The updated Rubric will be more clearly grouped with redundancies eliminated. There are updates to some of the language to reflect the new Title V changes on student interaction, and Section D has a revised layout. Making sure it is ready for local POCR use.

Local course review provides more strategic selection of courses that allow for scheduling and enrollment strategies. More collaborative and efficient process for faculty who are at the same location with a group of colleagues. Since they are going through the process at the same time, they can share resources and tips for applying the Rubric. A broader distribution of the benefits across campus enables faculty to engage in the process and increases student success rates. More scalable allowing colleges to reach their 20% commitment. CVC-OEI Professional Development is looking at ways to implement and support colleges, looking at centralized process to make it more scalable.

Required elements by the Academic Senate are to review courses peer to peer by trained faculty reviewers, use the OEI Course Design Rubric, train reviewers through the @ONE POCR course, and engage participants in regular norming and training on the use of the Rubric and best practices in online course design.

Developing a Local POCR Workgroup made up of Advisory and Consortium committee members to develop guidelines and institutionalize a process. Looking at ways to Incentivize participants and leverage partnerships across Districts or regions. American River College is a good example of a Local POCR process, and the only college with a local POCR. The big topic of conversation is to address the accessibility piece. If interested in joining the Workgroup, email Autumn (abell@cccconlineed.org).

A question was asked about the badge for accessibility being removed. Autumn explained that accessibility is part of quality review, Section B of the Rubric, and not a separate badge. A badge for accessibility can easily become invalid due to a video upload or web site link. A local POQR process could really help with accessibility. A Workgroup can support recommendations and address what challenges colleges are facing with this process. The CVC-OEI Professional Development team wants to know what is working, what colleges need, and how they can improve their process to better support colleges to reach that 20% goal. This target has been set for the 33 new 2018 Online Equity Cohort, but will have the conservation with original colleges as well.

VII. MANAGEMENT TEAM REPORTS

Brief report updates and highlights; support material put in Basecamp

CVC-OEI EXECUTIVE DIRECTOR UPDATE

The old OEI website is now changed to cvc.edu. The site is for students with a portal and project information. For the Proof of Concept, working with three Districts (Los Rios, Cabrillo, and Foothill-De Anza). Supporting the interface and data transfer, met earlier this week with the Chancellor's Office. Within the next couple of weeks, by October 27, 2018, will have all the features complete and focus on group testing with actual students to get feedback on usability. The goal is to support registration for 2019 spring semester and winter quarter. So far, it's running smoothly, and a formal process will go through the Chancellor's Office with rigorous testing. There will be heavy outreach to the 7 colleges in the 3 Districts for spring cross registration. There will be a demo for the Advisory Committee. November and December, 2018 will be data collection, and early January 2019 begin onboarding additional schools. Finish Faster Online data will be coming back through the CVC Exchange component.

Still engaged with the Chancellor's Office workplan for additional funding, \$35 million, around innovation of online programs and integration with the new Online College. At this point the CVC-OEI has been transfer focused, but to aligned with the new Online College, develop career pathways and certificates. Proposals for funding will be solicited in Spring 2019. Collaborations between colleges and Districts and propose across a number of categories to get funding to do that. Colleges to be innovative and will be held to some principles, such as ensuring course quality, using the Rubric process, and building programs that can be replicated or scaled across the state.

CanInnovate: October 26, 2018 is a free, online conference with a robust program and lots of options to get involved face-to-face. It is an untethered professional development opportunity with 20 sessions and 30 speakers. There are 2,222 online registrations for the sessions. Twenty-six campuses to host on-campus viewing rooms, and five regional hubs that are CVC-OEI Consortium colleges. Innovate and do something different!

CVC-OEI Accomplishments:

- CCC Canvas users as of September 2018: 1,293,525
- NetTutor sessions during the month of September 2018: 7,487
- Courses aligned to the OEI Rubric through the POQR process: 154
- CCC Exams taken through Proctorio during the month of September 2018: 22,901
- CCC counselors trained in Cranium Café with active accounts: 235

Jory will double-check if the NetTutor hours were for all CCC or just the 56 Consortium Colleges.

COMMON COURSE MANAGEMENT SYSTEM COMMITTEE

First meeting of this committee under the new grant was October 2, 2018. Discussion took place among those active last spring and looked at the Charter from 2017. The Charter will be brought to the Advisory

Committee for endorsement. There was an in-person meeting at Instructure last month to reestablish the relationship with them. Still talking to Instructure about strategic improvements.

EQUITY WORKGROUP

Marilyn provided an update that they are in the process of reconvening this Workgroup. The first meeting is October 25, 2018, and she will reach out to Cheryl for faculty participation.

DIGITAL ECOSYSTEM WORKGROUP

Andrea updated the membership per suggestion to include an Advisory faculty member to the group. She will post a message on Basecamp as well as an overview of the committee. There was a motion to approve the creation of this Workgroup. Lisa Beach (first), Jodie Steeley (second). Motion approved.

IX. CHANCELLOR'S OFFICE UPDATE (*LeBaron Woodyard*)

Erin Larson filled in for LeBaron Woodyard who is out of the country until October 29, 2018. Title V for DE is still pending at the Secretary of State and Dept. of Finance. DETAC will move forward with updating the guidelines.

DE Student and Faculty Satisfaction Survey, there was a webinar earlier in the week. The survey will run again this fall and a couple of colleges have volunteered to participate. It will also run again in Spring 2019. The deadline is October 19, 2018 if a college wants to participate and include custom questions.

X. OTHER

XII. FOR THE GOOD OF THE ORDER

- Future Agendas
 - Constituent Group Reports
 - Readiness Modules
 - Equity Cohort Update

- **2018 – 2019 future meeting dates**
 - Thursday, December 6, 2018 9:30am-3:30pm Sacramento
 - Friday, January 11, 2019 9:30am-11:30am Virtual
 - Friday, February 8, 2019 9:30am-11:30am Virtual
 - Friday, March 15, 2019 9:30am-3:30pm Sacramento
 - Friday, April 12, 2019 9:30am-11:30am Virtual
 - Friday, May 17, 2019 9:30am-3:30pm Sacramento
 - Friday, June 7, 2019 9:30am-11:30am Virtual