



California  
Community  
Colleges

CVC-Online  
Education Initiative

## California Virtual Campus - Online Education Initiative Advisory Committee Meeting

California Community Colleges Chancellor's Office, Sacramento

May 17, 2019 - 10am to 3pm

### ATTENDEES

Kate Jordahl, Bob Nash, Adriana Martinez, Andreea Serban, Jodie Steeley, Justin Schultz, Andrea Hanstein, Jay Field, Margaret Moodian, Lisa Beach, Deb Barker-Garcia, Julie Clark, Rhonda Mohr, Leticia Hector, Geoffrey Dyer, Vivian Varela, Erin Larson, Wendy Bass, Joanna Miller, Michelle Pacansky-Brock, Lawrence Su, Meridith Randall and Scott Conrad

### APPROVAL OF AGENDA & MINUTES

Jodie Steeley called the meeting to order and asked for approval of the May agenda and approval of March meeting minutes. There were minor edits to March minutes, including an updated start time of 10 am for future in-person meetings.

*Action: Vivian Varela motioned to approve March minutes, the motion was seconded by Lisa Beach and passed unopposed. Leticia and Lawrence abstained.*

Kate Jordahl presented a plaque to Cheryl Aschenbach for her service on the committee.

### CHANCELLOR'S OFFICE UPDATE

Erin Larson reported that the CCCCO is continuing to work on financial aid reform which will allow a CCC student to receive aid for expenses other than tuition. The online college has a board meeting scheduled for Monday, May 20, where they will likely vote on an official name. CEO Heather Hiles is staffing positions in anticipation of cybersecurity and medical coding programs which are scheduled to launch in October 2019. Heather will also be the keynote speaker at the Online Teaching Conference (OTC).

### CO-CHAIR NOMINATIONS

Jodie invited nominations for a committee co-chair to serve for the 2019 - 2021 term. Julie nominated Geoffrey Dyer, the motion was seconded by Lisa Beach. Julie moved for an affirmation

*Action: Julie Clark moved for an affirmation to elect Geoffrey Dyer as a committee co-chair, the motion passed without opposition.*

### CHARTER

Jodie advised that the Advisory Committee charter had been approved after delays due to lack of quorum at previous meetings. Membership composition and quorum challenges were discussed and a determination was made that RP Group researchers, financial aid, and admissions and records representatives will each be allocated one ex-officio seat. There was discussion around online participation and what constitutes active membership participation. It was determined that the attendance preference is in-person, but virtual attendance would be allowed in extenuating circumstances. Committee meetings for the coming year should be at least quarterly, with two virtual and two in-person meetings. A quorum was defined as 50% of active membership. Members who

miss two or more consecutive meetings will be deemed inactive and will not count towards a quorum.

**Action:** *Andreea Serban made a motion to approve the charter with edits, the motion was seconded by Margaret Moodian. There was no opposition.*

#### CVC-OEI CCMS UPDATE

Bob Nash advised that the CCMS Committee has updated its membership to include 10 faculty, 10 classified, and 10 DECO representatives with two co-chairs. A review of the charter review has been conducted with several recommended changes including staggered terms and electronic voting. A [CCC Canvas Home Base](#) has been created to discuss and vote on changes and upgrades to that portal. An LTI review workgroup has also been created to discuss internal college processes for reviewing and vetting new Canvas tools. At the June meeting, Jared Stein from Infrastructure will discuss Canvas data analytics and then the committee will adjourn until September.

**Action:** *Jodie motioned to accept the proposed changes, the motion was seconded by Scott Conrad and passed unanimously with no opposition or abstentions.*

Rhonda Mohr, Vice Chancellor in Educational Services at the CCCC and CVC-OEI project sponsor, introduced herself and discussed the vision and focus for the project moving forward.

#### DISTANCE EDUCATION & EDUCATIONAL TECHNOLOGY ADVISORY COUNCIL UPDATE & UPDATED DE GUIDELINES

Jodie shared recommended definitions for distance education courses: fully online, partially online/hybrid, and online with in-person assessment or activities at a flexible time and place. The hope is that in the future, the guidelines will be revisited more frequently and not remain static. There was robust group discussion around definitions and guidelines.

#### MANAGEMENT TEAM UPDATES

Jay Field announced the addition of Flora Ketley of Unicon who will serve as a project manager to assist with multiple implementations. Foothill College is now live on ExCEL V1.0. Future releases will include a keyword search, CCC ID lookup, sections filters, etc., with the intent to make the tool self-serve. An onboarding framework document has been created to map out the entire process of ExCel implementation. Colleges will implement in phases, beginning with a read-only API integration that uploads live course data into Finish Faster Online. Phase two includes a deeper integration for cross-enrollment automation. Ten colleges will implement phase one this summer, and from that group, five will move forward with phase two. The entire implementation should take approximately three months from beginning to end.

Andrea Hanstein gave an update on Finish Faster Online progress. Since May 2018, 3,929 completed applications have been submitted to CCCs. April 2019 was the highest month with 606 submitted applications with no paid marketing. The highest demand for courses continues to be oral communications, lab sciences, math, and composition. The CVC-OEI will again partner with Cal State Online on a summer Finish Faster Online project and there is a possibility of continuing to feature all 114 colleges year round if a college is willing to provide CSV course data. Co-branded material will be available as part of the marketing. There was a group discussion on badging, searches, sort order, and collaboration. Bob shared the ADT and COA webpage for online pathway certificates.

Bob announced that CVC-OEI is coordinating three faculty panels at OTC. The focus will be online course development and delivery in math, science labs, and oral communications. Sessions will be recorded for those who cannot attend and after the conference, online communities of practice will be created for further discussion and collaboration. There was group discussion around campus challenges, resources, and online labs and proctoring.

Justin Schultz announced the addition of Donna Miranda, Program Coordinator, who will coordinate grant support. Each grant application will have two rounds of review, first from constituent groups and then from CCCCCO and CVC-OEI leadership, the review period concludes at the end of May. Awardees will be notified in June and the grant award spending period begins July 1.

Autumn Bell reported that there have been many changes around the course review process. Faculty can now submit their courses to the Course Design Academy through their Campus POCR lead and complete a Course Design Academy preparation form. A resource site has been built for creating local POCR and is designed to help with resources, planning, and promotion. The Campus POCR lead will serve as the contact between a college and CVC-OEI professional development. Consortium colleges can also now apply to become a Certified POCR Campus, this will allow for the submission of locally reviewed and aligned courses to CVC-OEI for a quick check by a lead reviewer prior to certification. Reviewers are trained for free through the @ONE Course Design Academy.

Meridith Randall shared that the CVC-OEI team will put specific focus on the mission of access, quality, completion, equity, and leadership. There is also work on developing a process to create rubric which will help colleges run and manage a successful distance education (DE) program.

Kate Jordahl reminded the group that online tutoring and proctoring tools are currently out for bid through an RFP process and that the award should be finalized by the June meeting.

#### MEETING SCHEDULE FOR 2019-2020

The next meeting is on June 7th and will be virtual.

#### CONSTITUENT REPORTS

Margaret gave an update on the Online Tutoring Consortium. There is an effort to implement colleges sharing online tutoring solutions with person to person interaction and collaboration on design and implementation. One benefit is cost savings for colleges who provide peer to peer tutoring.

Geoffrey reported that a resolution supporting DE definitions was adopted at ASCCC Plenary. Breakout sessions based on Advisory Committee resolutions were conducted, one on online labs and oral communications and the other on local adoption of the rubric. ASCCC Academy is set for September 12th with a focus on accessibility. Title 5 regulations have gone on to CCCCC and the Consultation Council and are slated to move to Board of Governors.

Student Senate appointee Lawrence Su shared that the missions of CVC-OEI and SSSCC are in alignment. He reported declining enrollment at his own college, class cancellations, and several other issues which speak to the need for online classes. He advised that his board is not aware of CVC-OEI but wants to collaborate and participate in efforts to increase student success.

ADJOURN

2019 future meeting dates:

Friday, June 7, 2019, from 9:30 am to 11: 30 am, virtual - as needed