



CVC-OEI Consortium Self-Assessment Packet

Section I: College Self-Assessment

This section should be completed by the college's Project Lead with input from college leadership.

College Information:

Name: District:

Project Lead Contact Information

Name: Title:

Email: Phone:

1. Has your college adopted the [CVC-OEI Course Design Rubric?](#)

- Yes
- Yes, but with modifications
- In progress
- No, but we are open to adopting the CVC-OEI Course Design Rubric
- No, we are using another tool to guide online course design on our campus

If you have modified or are using another tool, please submit your local rubric.

2. Has your college developed or is it in the process of developing a certified Local Peer Online Course Review (POCR) process for courses entering the CVC Course Exchange?

- Yes
- No

3. Are you a current *Improving Online CTE Pathways* grantee?

- Yes
- No

4. What resources and/or services do you have in place to support accessibility (Section 508 compliance) of online instructional material?

5. Describe your distance education oversight structure and staffing support.



6. List any fully online courses and programs at your college that are full or at capacity and would benefit from students enrolling in similar courses at another college via the CVC Course Exchange to expedite their path to completion.

7. List any fully online courses and programs that are under-enrolled or cannot be offered every term and would benefit from students at other colleges enrolling in them via the CVC Course Exchange.

8. List any fully online courses and programs at your college that are unique or meet a statewide/regional workforce demand.

Section II: Technical Requirements

This section should be completed by the college's Chief Technology Officer (CTO) while participating in an informational call with the CVC-OEI. To request a 30-minute call, please email consortium@cvc.edu with your availability.

Technical Requirements

1. Please indicate your college's Student Information System (SIS):

- Banner
 - Check if Ethos is deployed
- Colleague
 - Check if Ethos is deployed
- Peoplesoft
- Other, please specify:



2. Is Canvas fully implemented for all online courses?

- Yes; Date of Implementation Completion*
- No*

3. Is SSO/federated ID enabled for students?

- Yes*
- No*
- In Process; Anticipated Completion Date:*

4. Does your college (or district) participate in the National Student Clearinghouse “Reverse Transfer” program for transfer of completed units between institutions?

- Yes*
- No*

5. Who is your college's payment processor?

6. What is your college's primary term length?

- 12 weeks*
- 16 weeks*
- 17 weeks*
- 18 weeks*

7. What are your MIS codes for your college and district?

College: District (if applicable):

8. How do you identify terms in your SIS?

9. Do you have an ongoing test database refresh that will affect CVC Course Exchange implementation? How frequently do you perform your refresh?



10. Does your college offer any restricted enrollment courses that should not be displayed in the CVC Course Exchange (i.e. military or incarcerated)?

11. List the instructional methods codes for courses that are eligible for the CVC Course Exchange? Note, hybrid courses that require in-person attendance for class sessions or testing are not eligible.

12. Do you store Zero Textbook Costs (ZTC) information in your SIS?

Yes

No

If yes, where?

If no, where is this information stored and how does your college badge for ZTC?

13. Will you have online variable unit courses available?

Yes

No

If yes, where?

14. Who (name and position title) validates that courses and sections appear correctly in the CVC Course Exchange (for example, with the correct description, number of units, etc.)?



15. In which field in your SIS system do you store your prerequisite and corequisite tables?

16. Our college can begin technical implementation of Phase One of the CVC Course Exchange (read-only schedule data using APIs) on (month and year):

17. Our college can begin technical implementation of Phase Two of the CVC Course Exchange (read-write data transfer for cross enrollment, financial aid, payment, and credit transfer) on (month and year):

Section III: College Consortium Team

Please include the name, title, and email for each position below:

Project Lead:

Academic Senate Representative:

Distance Education Coordinator:

Chief Student Services Officer:

Chief Instructional Officer:

Chief Technology Officer:

IT Representative (Responsible for SIS):

CMS/LMS Administrator:

Public Information Officer:

Financial Aid Dean/Director:

Admissions Dean/Director:

Counseling Dean/Director:



Section IV: College Commitments

You may have individuals sign digitally using Adobe Acrobat.

Acknowledgments

- Our college understands the technical and resource requirements associated with implementation of the CVC Course
- Exchange and commits to completing Phase 1 and Phase 2 implementation by December 31, 2020 and June 30, 2023, respectively.
 - Our college will establish a Local Peer Online Course Review (POCR) process certified by CVC-OEI within two (2) academic years designed to align the College's online courses to the CVC-OEI Course Design Rubric.
 - Our college has reviewed the terms of the CVC-OEI Master Consortium Agreement and will obtain the necessary approvals upon acceptance into the CVC-OEI Consortium.
 - Our college's academic senate has passed a resolution or affirmation in support of our college's participation in the CVC-OEI Consortium (please attach a copy of the resolution/affirmation with your college's completed self-assessment packet).

Signature

President/CEO:

Chief Instruction Officer:

Chief Student Services Officer:

Chief Technology Officer:

Academic Senate President: