CVC Exchange Team Formation -- Suggested Team Makeup

The objective of the CVC Exchange Team is to provide cross-departmental participation that informs the development and implementation of processes and technologies at each college related to the services provided by the CVC. The Project Lead will continue to serve in a lead coordinating role, though additional implementation team members may be called upon when their specialized program or technical knowledge is required.

The following composition is suggested for the team. Each college may have slight differences in positions and titles. However, please identify individuals with the following functional responsibilities at your college:

- Project Lead
- Alternate Project Lead
- Academic Senate designee
- 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
- Disabled Student Programs & Services Officer
- Other individual(s) identified by the college

Regularly-scheduled meetings are not necessary until formal CVC Exchange implementation begins, but it is suggested that Project Leads circulate Consortium Key Messages and any other important documents or announcements to the team.

Updated 05.20.21