



California  
Community  
Colleges

California  
Virtual Campus

## CHARTER

### Consortium of the California Virtual Campus

#### **Establishment and Authority**

The Consortium of the California Virtual Campus (CVC) is composed of colleges that are committed to or have previously implemented the CVC Exchange.

#### **Purpose / Responsibilities**

The purpose of the Consortium is to identify and make recommendations to the CVC management team on the operational processes and solutions related to the CVC Exchange. Consortium members provide feedback and guidance during regularly scheduled meetings. The CVC management team will inform the CVC Advisory Committee of all recommendations from the Consortium.

The Consortium will also provide guidance regarding the following:

- Increase growth for online course development, approval, and delivery to comply with the Legislature's intent to alleviate shortages of certain courses at local campuses.
- Increase the use of technologies to support online teaching and learning capabilities.
- Streamline the enrollment process.

#### **Committee Composition and Governance**

##### **1. Membership**

- a. Member Representatives
  - i. Each Consortium institution shall have two member representatives, Project Lead and Second Representative.
  - ii. Each member representative shall be the primary liaison to their college for all matters related to college participation.
  - iii. The Project Lead and Second Representative shall ensure that appropriate college staff (including admissions, financial aid, and IT) participate in meetings dependent on meeting agendas.
- b. Ex-Officio Members

- i. The Consortium shall include the following ex-officio members:
  1. CVC Executive Director
  2. CVC Director of Technology
  3. CVC Director of Planning & Grants Administration
  4. CVC Director of Communications & Strategic Partnerships
  5. CCCC Grant Monitor(s)
- ii. Ex-officio members may invite members of their organization or staff to attend meetings.

## **2. Leadership**

- a. A vote to elect a Co-Chair shall take place annually or as needed at a scheduled meeting.
- b. The Co-Chairs shall serve staggered two-year terms. Co-Chairs may be re-elected to serve additional terms.
- c. The Co-Chairs shall coordinate actions of the Consortium and conduct its meetings.
- d. In order to reflect the membership of the Consortium, one Co-Chair shall be a faculty member and one Co-Chair shall be an administrator.
- e. The Co-Chairs may call for the establishment of subcommittees and/or work groups as needed to assist with designated issues or topics.
- f. The Co-Chairs of the Consortium shall serve as non-voting liaisons to the OEI Advisory Committee.

## **3. Meetings**

- a. The Consortium shall determine the time and place of its meetings, provided that it meets at least quarterly.
- b. The Consortium shall determine the procedures to conduct its meetings.
- c. Scheduled meetings of the Consortium may be conducted in person or entirely through audio/video conference, as determined by the Co-Chairs.
- d. The Co-Chairs shall provide email notice of the time and place of all meetings of the Consortium to each member of the Consortium no fewer than thirty days prior to the meeting, followed by an agenda of the items to be discussed and proposed actions to be taken.
- e. The OEI Executive Director shall appoint a member of his / her team to:
  - i. Prepare key outcomes of meetings for the Consortium's review..

- ii. Maintain a current roster of the voting and ex-officio membership of the Consortium.

### **Review and Changes to the Charter**

The Consortium may review this charter regularly, as needed, given the unique nature of the activities and agreements of the project. Review of the Charter shall be performed in consultation with the CVC management team.

Any changes to this Charter must be agreed upon by majority vote and the changes forwarded to the CVC management team.

### **Document History**

Approved by the CVC Consortium on May 5, 2023

Approved by the OEI Consortium on June 15, 2018.

Revised by the OEI Consortium on May 11, 2018.

Approved by the OEI Consortium on December 11, 2015.

Revised by the Consortium Charter Workgroup on November 18, 2015.

Original document submitted by the OEI Steering Committee August 1, 2014.