

Online Education Initiative Steering Committee Meeting

Friday July 18, 2014

CCC Confer

Attendees: Amy Carbonaro, Anita Crawley, Arnita Porter, Barry Gribbons, Brian Keliher, Carlo Santos, Carol Lashman, Clinton Slaughter, Debbie Sheldon, Fabiola Torres, Fred Sherman, Gary Bird, George Lorenzo, Gregory Beyrer, Henry Burnett, Jessica Millikan, Jim Huether, Joe Perret, John Makevich, John Sills, LeBaron Woodyard, Marc Beam, Marie Boyd, Meridith Randall, Micah Orloff, Michelle Pilati, Richard Matthews, Pat James, Steve Klein, Terry Gleason, and Tim Calhoon.

Opening and Introductions:

John Makevich opened the meeting at 9:30 am and wished everyone a good morning.

Michelle Pilati is a new member who will be taking over Pat's role in co-chairing the Professional Development workgroup. Jim Huether is the OEI project manager in the Bay Area. Barry Gribbons joined prior to the last meeting, as a representative on the research side.

Today's meeting will be for quick updates, and more extensive discussion and debate, if needed, will happen at the face-to-face meeting on August 1st.

Pat noted that the last month has been very busy with people coming and going with vacation plans, and with all the work of switching over from planning, to starting to do a lot of the detail work for the project. She thanked all of the members for their hard work and mentioned how impressed she has been with their ability to be warm and caring through the sometimes challenging process of trying to understand each other's point of view.

Minutes:

Since John did not get a chance to post the minutes for the previous meeting on Basecamp, he asked that the committee allow him to push the approval of those minutes to the next meeting on August 1st. Pat and the committee agreed that would be appropriate.

Pilot Consortium Update:

Pat reported that the project team is reviewing the applications that have come in and have requested additional information from the colleges. All of the information is coming together and they hope to complete the selection process from July 28-31st and then present the finalists at the next meeting on August 1st. Joe Perret asked if the committee could see a short list of the potential pilot colleges, and Pat explained that she did not want to publish the list without the approval of those colleges that expressed interest. There are two colleges that have decided to drop out of the process; one because they don't feel they have the time to get courses ready because of the number of things that they are working on right now, and the other because they haven't yet discussed it with their faculty (if they get approval from their faculty and want to come back in, the team will allow it).

Selection of Permanent Positions:

The process of hiring the Chief Academic Officer, Chief Student Services Officer and Director of Strategic Planning and Operations is moving forward. The interviews and final selections will take place by the 5th of August, followed by some paperwork with Human Resources. In the first couple weeks of August the team will have those names and get them out to the committee.

Status Reports from Workgroups:

Professional Development:

Michelle reported that the Professional Development workgroup has just started conversations about what the introductory module for online students will look like and they are working on the processes for getting reviewers as well as for training the reviewers.

Student Services:

Anita reported that Ray is leading the group along with the CCC Foundation in starting development of the requirements for the online tutoring RFP. They had a productive first meeting and are looking toward an ambitious goal of selecting a vendor for online tutoring by December 1st.

JoAnna is working with some of her colleagues throughout the state to identify policies and procedures for test proctoring. This will probably initially be a proctoring network through the community colleges, and then eventually will involve identifying a vendor for online proctoring.

Lisa Storm is continuing work on modules for the readiness solution or online readiness workshop. (The workgroup is moving away from the acronym WORLD, but continues to avoid using the word "orientation" to prevent confusion with the overall college orientation.) These modules will be created to help students determine their readiness and assist in preparation for online courses. They will initially be delivered to a website and later to the CCMS when it is available.

The workgroup is continuing to look at matriculation questions concerned with how students will register and enroll in online courses. Additionally, Pat has engaged Pam Degan to lead a group composed of people from all three initiatives through a visioning exercise to investigate the intersection between all three grants to determine where they can work together and collaborate.

George was able to get an invitation to an incredible three day learning analytics workshop at UMUC in Baltimore for several workgroup members this month. John, Maria, George and Anita will leave Monday to attend this summit on how to use predictive analytics to improve student success and retention in online courses.

CCMS:

Joe Perret posted a Powerpoint committee update on Basecamp. Since it is important to include the pilot colleges in the CCMS selection process, and there has been a delay in the selection of the pilot colleges, the start date for developing the RFP selection criteria requirements has been pushed back to begin about two weeks later than originally scheduled. The people that will be helping with the development of the RFP have also been expanded a bit and will now include the Steering Committee workgroup, the pilot college representatives, distance learning coordinators, perhaps some industry leaders, and of course input from the stakeholders and the community college system as a whole. The workgroup will begin by looking at the RFI responses that were received.

Joe and Tim have begun a discussion of the question of who should be the decision makers who will ultimately be responsible for the CCMS. It is important for input to be provided, but Joe is personally concerned that if there are too many inputs, and the group tries to do too much with one system, the result will be something that we won't be happy with.

There are three new tools that will be used by the project going forward. To help with the RFP selection process by allowing for an online approach for vendor responses and an easy way to compare responses, RFP365 will be used. (rfp365.com) Zoho Creator is a second tool that will be used for getting information out of the RFP. Finally, to get information and input into the process, a tool called IdeaScale will allow the committee to solicit broad responses from the community college system. (ideascale.com)

The RFI evaluations will need to happen pretty soon, and Joe was asked today to solicit members of the sub-workgroup to find out who is interested so that they can get training on ZOHO Creator, and sign non-disclosure agreements to protect the vendors that responded to the RFI. The schedule of upcoming events will need to be revised and kept up to date.

Joe expressed concern about the fact that a lot of decisions were made in the last week or so regarding tools to use and the CCMS subgroup was not involved in those decisions.

Tim explained that the RFP365 tool was selected because of the need to evaluate many RFPs for all three grants. It was not practical to get input from all of the steering committees, so instead the project teams had to do the best they could to evaluate what was available and come up with a solution. They looked at about four different tools and found that this one was fairly straightforward to use. Similarly IdeaScale is a single tool that will enable all three projects to efficiently get feedback from the community college system.

John Sills explained that he used ZOHO Creator in order to organize the 20 RFIs that were submitted by vendors simply so that they could be viewed in one place. He tried to do it in Excel and found that it wasn't working, so he found ZOHO Creator to be an online cloud based place to view all of them. The workgroup members will receive training on the tool so that they can use it, but it is only being used as a viewer to parse out the RFIs for easier review.

Joe Perret clarified that he was not questioning the decisions; he was questioning the process and the fact that he only found out some of this information this morning. It is important for the committee members to be kept informed about what is going on if they are going to be valuable contributing members.

Greg asked about how the process of getting volunteers for the RFI/RFP review groups would work and Tim noted that for the CCMS it is important to get as many representatives as possible who were appointed by the Statewide Academic Senate to participate; that is a critical component. Other factors will include the participation of the pilot colleges and making sure that the size of the group is not too large to be able to work effectively.

Tim noted that there are some people working on the CCMS workgroup that are not on the Steering Committee and therefore are not officially representing one of the constituent groups. That issue probably needs to be addressed in some way by the Steering Committee as it moves forward. These people have been working diligently. Perhaps the Steering Committee could vote after the call for volunteers, to add those two additional people to the selection group as ex parte members. Joe Perret noted that those extra workgroup members were added early on in the process when the Steering Committee encouraged workgroups to get extra volunteers to help with the work, but those people are not financially supported to attend the meetings, so attendance would have to come out of his/her own pocket. Tim cautioned that adding them as full members of the Steering Committee would require a change to the charter, but that perhaps they could be appointed specialists by the full Steering Committee and be ex parte members who participate in the process but do not vote. It is something that Joe, Tim, Steve and Fred need to look at to figure out how to move forward. Tim felt that there should be a call for volunteers who want to be part of the RFP process to see how many people are interested and to try to get good academic and distance education coordinator representation.

Pat advised members to look at IdeaScale when they have time, to see what they think of it; she feels it is a great tool for gathering input.

Academic Affairs:

Meridith noted that the workgroup was given the charge to put the original list of 17 courses into groups of first tier and second tier courses. However, the workgroup is quite small with only four members, so she wondered if it would be okay to request the help of another CIO to help with that task, especially to provide the perspective of someone from a larger district. John Makevich,

Ric, and Pat all agreed that would be acceptable. The workgroup will have those tier one and tier two course lists done by the meeting on August 1st.

OEI Pilot Consortium Charter:

Pat and John Makevich reminded members that any questions, discussion, or debate on the draft charter should occur on Basecamp and not on today's call.

Arnita noted that the draft charter was submitted to the Consortium workgroup for further revisions at the last meeting. At this point some important revisions have been made concerning purpose and responsibilities, as well as voting rights of membership. The next workgroup meeting is scheduled to be Tuesday July 22 at 9am as a Confer call. This will probably be a very short meeting and that date will also be the final comment submission date for the draft. The purpose of the meeting is to discuss and approve the revised draft and then the approved revised draft charter will be submitted with a recommendation for approval at the August 1st meeting in Sacramento.

Closing Comments:

Pat expressed her appreciation for the hard work of all of the committee members and noted how excited she is about being able to be part of such an important grant project.

George reported that the e-newsletter is going strong with more than 800 subscribers with more subscribers every day. They are also working on a strong marketing plan as well.

Next Meeting:

The next meeting will be a face-to-face meeting in Sacramento on Friday August 1, 2014 at the Chancellor's Office. Committee members should send an rsvp to John Sills to let him know whether or not they will be able to attend.

Adjournment:

The meeting was adjourned at 10:35am.