



CHARTER

Consortium of the Online Education Initiative Pilot

Establishment and Authority

The Consortium of the Online Education Initiative (OEI) Pilot (Consortium) is a committee established by the California Community Colleges Chancellor's Office (CCCCO). The Consortium is comprised of colleges that are committed to participate as teaching and home colleges in the initial implementation of the Online Education Initiative.

The Foothill-De Anza College District shall serve as the Fiscal Agent for the Consortium and shall be represented by the OEI Management Team.

Members of the Consortium, pursuant to the execution of the Online Education Initiative grant:

- Shall advise the OEI Management Team on operational and technical matters.
- May advise the OEI Steering Committee and the OEI Management Team on matters related to policies and procedures.

Purpose/Responsibilities

The purpose of the Consortium is to identify and make recommendations to the OEI Management Team on the operational processes and solutions to any technical issues that may arise in order to facilitate the goals and objectives of the Online Education Initiative grant. The OEI Management Team will inform the OEI Steering Committee of all recommendations from the Consortium.

In addition, the Consortium will collaborate with the CCCCCO, OEI Steering Committee, and the OEI Management Team to define the functionality of the OEI ecosystem, which is intended to support the creation and delivery of a rich set of online courses and support services that meet the unique needs of all CCC students, faculty, staff, and colleges.

The Consortium colleges shall also actively promote and deliver online education within the Online Education Initiative. The Consortium colleges will leverage their existing online course activity and provide resources to assist faculty and colleges in expanding and/or enhancing their existing online course offerings.

The Consortium will provide structure and guidance to do 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.
- Facilitate robust faculty/staff orientation, professional development, and support.
- Assist in the development and delivery of comprehensive online learner readiness resources and other student support services.
- Increase the use of technologies to support online teaching and learning capabilities.
- Streamline student service delivery and the enrollment process.

Committee Composition and Governance

1. Membership

a. Voting Member Representatives

- i. Each Consortium institution shall have two Voting Member Representatives: one administrator identified by the CEO or VPI and one faculty member selected by the institution's local Academic Senate. It is recommended that one of the voting members selected (either administrative or faculty) be the college's Single Point of Contact.
- ii. Each Voting Member Representative shall be the primary liaison to their respective constituent groups (administration or faculty), as well as students, for all matters related to Pilot College participation.
- iii. Two-year terms are recommended for each representative, however a Consortium institution may review and replace representatives at its discretion. Members may be reappointed to serve additional terms.

b. Ex-officio Members

- i. The Consortium shall include the following ex-officio members:
 1. OEI Executive Director
 2. OEI Steering Committee Co-Chairs
 3. CCC Technology Center Director
 4. CCC Technology Center OEI Statewide Project Manager
 5. CCCCCO Technology Director

- 6. CCCCCO Dean of Academic Affairs
- 7. CCCCCO Specialist, Student Success and Support Program
- 8. System Advisory Committee on Curriculum (SACC) Liaison
- 9. Student Success and Support Program Advisory Committee (SSSPAC) Liaison
- ii. Ex-officio members may invite members of their organization or staff to attend meetings.
- iii. Meetings shall not be scheduled for the convenience of ex-officio members or their invitees.
- iv. Ex-officio members and their invitees are non-voting.

2. Voting Rights of Membership

- a. Recommendations shall be determined by majority vote.
- b. Issue Resolution
 - i. A decision of the majority, with supporting evidence, shall be presented to the OEI Management Team for review. The OEI Management Team shall work with associated committee(s) and/or work group(s) to address issues.
 - ii. The OEI Management Team will determine whether the issue warrants consultation with the OEI Steering Committee for advisement. Should the issue need further review, the management team may take the issue to the CCCCCO.

3. Quorum

- a. A quorum is 50% plus 1 of the active voting membership.
- b. Voting members who are not present for three consecutive meetings will be deemed inactive and will not count towards the quorum. The Co-Chairs will inform the representative and the affected college after this event in a timely manner.
- c. If a college chooses not to fill both of their representative positions, those vacant positions do not count toward a quorum.
- d. A quorum must be established, either in--person or via audio/video conference, for voting to take place.
- e. The Co-chairs have the right to continue or adjourn the meeting if a quorum is not present.
- f. A meeting at which a quorum is initially present may continue to conduct discussions. Any vote taken shall require the approval of at least a majority of the previously established quorum for that meeting.

4. 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 reelected to serve additional terms.
- c. The Co-Chairs shall coordinate actions of the Consortium and conduct its meetings.
- d. The Co-Chairs shall be voting members.
- e. The Co-Chairs may call for the establishment of subcommittees and 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 Steering Committee.
- g. As needed, the Co-Chairs may identify other members and/or representatives to serve as additional non-voting liaisons to the OEI Steering Committee and/or its work groups.

5. 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, the OEI Management Team, and the CCCCCO no fewer than seven days prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken.
- e. Guests who wish to attend Consortium meetings may do so with the approval of the Co-Chairs after providing notice of intent to the Co-Chairs by email at least three days prior to the meeting. The Co-Chairs shall provide an email copy of the meeting notice and agenda of the next meeting to that guest no later than 24 hours prior to the meeting.
- f. The OEI Executive Director shall appoint a member of his / her team to:
 - i. Prepare minutes of committee meetings for the committee's approval.
 - ii. Maintain a current roster of the voting and ex officio membership of the committee.
 - iii. Keep a record of meeting attendance.
- g. The record of meeting attendance shall be provided to the Co-Chairs and the OEI Executive Director.

Review and Changes to the Charter

It is expected that, when the pilot phase of the Online Education Initiative concludes, this Charter will be amended or replaced.

In addition, the Consortium may review this charter regularly, as needed, given the unique nature of the activities and agreements in the pilot-implementation and Exchange phases of the project. Review of the Charter shall be performed in consultation with the OEI Management Team.

Any changes to this Charter must be agreed upon by majority vote and the changes forwarded to the OEI Management Team.

Document History

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

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

Approved by the OEI Consortium on December 11, 2015.