



**OEI Consortium**  
**Meeting Minutes | May 6<sup>th</sup>, 2016 | Courtyard Hotel, Sacramento**

**RP Group Activities Report (Alyssa Nguyen)**

Alyssa Nguyen announced the 3 major spring activities for RP group:

- Readiness, Tutoring, and Canvas surveys are now combined into a single survey to lessen “survey fatigue.” The combined survey had no specific release date but was announced as forthcoming “soon.” Survey questions were also revised to elicit more detailed responses from survey respondents. These changes were developed in close collaboration with the OEI management team in an overall effort to inform and affect continuous improvement efforts.
- OEI Process Survey is also under development by the RP Group. This survey aims to gather data from OEI constituents regarding the performance and efficacy of OEI activities. Foci for this survey include governance, implementation processes, and communication. These findings will be shared in August.
- RP is also coordinating with implementation teams to develop template for secure file transfer protocol (FTP) information exchange between colleges and the CCC Foundation.

Alyssa also clarified the availability of the aforementioned reports. The reports will be shared internally with the OEI management team, then leaving it to the management team as to how they will be disseminated. The same data collected for the three reports, however, will contribute to the annual evaluation which is submitted to the CCC Chancellor’s Office.

Minutes from previous online Consortium meeting were questioned as being possibly incomplete, thus they were not brought to the Consortium for final approval. Approval of minutes was deferred to a future meeting.

**SPOC Pages Update (Logan Murray)**

Logan announced and demonstrated a mock up of SPOC pages under development that reside on the domain

**Discussion Item: Implementation Team Site Visit Observations**

Bonnie observed that following a number of implementation team site visits a shared impression by the management team is their desire to see implementation teams operate as a committee, using OEI resources to prompt those discussions. Pat suggested that those services that can be utilized in face-to-face learning environments should also be promoted, further adding that services or innovations that originate at distance education departments often translate to an institutional level. Pat also emphasized thinking about the components of OEI as networks, not just a package of services.

## **Discussion Item: OEI Service Alignment with Accreditation Documentation Requirements**

A Consortium member requested a document outlining OEI services that aligns with accreditation self-assessments. Pat suggested that the course evaluation rubric is an example of alignment with accreditation requirements. Pat also referenced a 5-page summary document which had been delivered to the Chancellor's office as a document that might work for the requested application.

## **Communications Workgroup Update (Will Breitbach)**

Will suggested a general increased level of communications frequency with SPOC's and individuals serving on college implementation teams. Will also referenced a database open to SPOC's which profiles individuals serving on implementation teams. These profiles would identify college training plans, college LMS, and individual LTI integration expertise. A Consortium member suggested badging as another item to be tracked. Judy Baker from Foothill College identified herself as being a resource for badging consultation and advice.

## **Financial Aid Workgroup Update (Bonnie Peters)**

The Financial Aid Workgroup is continuing their work on the federal financial aid agreement document as well as other financial aid issues related to the course exchange and continues to meet regularly. The development of the financial aid agreement document has been a collaborative process which has included pilot college financial aid officers. Bonnie also suggested that the financial aid agreement document be shared with financial aid officers beyond the pilot colleges to get feedback from schools joining the exchange in the future. Tim Bonnel from the CCC Chancellor's Office has also provided guidance. The Federal Department of Education provided guidance which indicated that financial aid may not be available to some exchange students with exceptional circumstances related to Satisfactory Academic Progress (SAP) and the ability to combine credits across colleges. Reporting that shares information across college financial aid offices was also discussed. Bonnie related that while the sharing of information may not be fully automated in the first academic term of the exchange, the intent is to automate this process later.

## **Accessibility Tool Demonstration (Jayme Johnson/Nicolaas Matthijs)**

Jayme introduced Nicolaas Matthijs, our representative from Fronteer ([www.fronteer.io](http://www.fronteer.io)) to introduce and demonstrate his company's accessibility tool, Ally. Nicolaas introduced several features of the Ally product:

- Ally partners and integrates with several CMS, including Instructure/Canvas.
- Ally runs content through an automated accessibility issues checklist through two separate and automated processes which check and offer alternative for common accessibility issues. The processing for standard documents are extremely fast.
- Machine learning algorithms identify heading structures, tables, and lists and automatically generates alternative formats, including high quality semantic versions, epub files, audio formats, then makes the alternatives available directly in the CMS. Ally also has video captioning and identification of seizure inducing visuals capabilities.
- Compliance and legal issues were a priority consideration in the development of Ally, resulting in an "accessibility confidence score" for documents processed through Ally. Nicolaas clarified that the accessibility confidence score is not a proxy for full compliance but that the score and legal compliance were correlated.

A short demonstration of the Ally product followed which included a preview of both instructor and administrator views. The Consortium inquired about pricing structures for Ally. Responding to a Consortium member's concern that Ally may not be affordable, Pat indicated that funds outside of the OEI grant may be available for accessibility applications.

### **Plagiarism Detection Tool RFP Update (Jory Hadsell)**

Jory updated the Consortium on the RFP process for a plagiarism detection tool. The workgroup was formed from the Consortium and Steering Committee. The first RFP did not produce any vendors. Turnitin was discussed as having potentially prohibitive costs without a competitively bid agreement. The possibility of a partnership with the CSU system to drive down costs was discussed. Jory also indicated that a second RFP round was in process with proposals due at the end of May and a new contract to be awarded as soon as June 6<sup>th</sup> or 7<sup>th</sup>.

### **Online Counseling Update (Bonnie Peters)**

Bonnie updated the Consortium on the online counseling platform, Cranium Café. The online counseling workgroup is busy with training pilot college counselors to use the Cranium Café platform. As of the meeting, 27 counselors had been trained. Some glitches with the platform has prevented the training of still more counselors. Bonnie also clarified that all pilot colleges can participate in the online counseling project. Bonnie also provided information about parallels of EPI's work on the student portal. Bonnie has been in discussion with EPI about the possibility of integrating Cranium Café to the online portal.

### **Small Group Breakouts**

The Consortium broke into several small groups to discuss challenges and opportunities related to Canvas and OEI services implementation. Topics discussed are summarized as follows:

- Issues with the professional development transition and the desire to have additional faculty and courses included in the course exchange.
- Challenges with course evaluations and “regular and effective contact” requirements. Once a course is approved, there is no mechanism for faculty to go into the course to ensure regular and effective contact is taking place. A subtopic was student evaluations and how to incorporate these appropriately into the online modality.
- Pat differentiated between evaluation and compliance in practice by referencing a course visitation procedure for administrators to use to check on course compliance. Pat also emphasized the point that if the compliance check is not tied to an instructor evaluation then the two are considered separately.
- Another group shared their experience with implementing Canvas. This college had a faculty success center with a professional development focus that had implemented a policy requiring 36 hours of faculty training before allowing the faculty to teach an online course. The faculty success center is also charged with online course review. This preparation helped the college for a department of education visit which focused on regular and effective contact.
- The final group inquired about NetTutor availability for web enhanced courses. Pat responded that NetTutor is available for web-enhanced courses.

A further suggestion of the group was to break out Consortium meetings to focus on different topical areas.

### **Other Announcements**

- Next Consortium meeting is scheduled for July 14th at 10:30am and will take place online. A face-to-face consortium meeting is tentatively scheduled for September 2016.