Consortium Meeting Minutes October 21, 2016

Wendy welcomed everyone.
There were questions regarding the minutes from September. They will be updated and reviewed for approval during the December meeting.

Exchange Update

The 8 full launch colleges are in various phases of testing and will be brought in according to their individual readiness, particularly surrounding IT implementation. The colleges are rolling into various facets as they ready, with many of the colleges targeting the open registration period for Winter/Spring courses. Appointments are being set to walk administrators through the process of using the Exchange admin interface.

- Financial Aid information will be a manual process the first time around. Automating financial aid is a top priority for the next release of the Exchange.
- The DSPS process will also be manual. Home college offices may be asked to verify for DSPS at a teaching college that a student has an approved accommodation.

Bonnie and Pat are working on this process.

- Bonnie will continue to meet with the Financial Aid directors and will begin expanding from the original 8 full launch colleges to a process that includes representation from additional 16 colleges that informs the agreement for Fall 2017 courses.

Exchange Solution Calls for 8 full launch colleges

Tuesday morning Pat and Jory will begin hosting a weekly Zoom call for clarity and communications regarding "going live". We encourage participation from all eight full launch colleges, and representatives from the 16 exchange staging colleges are welcome to listen in.

- Pat will share the link to these calls via Basecamp.
  - Individual calls or emails with questions to be addressed are still accepted and encouraged by the management team.
  - The weekly call will allow for a set time for "live" interaction with the key members of the management team and also allows for colleges to raise issues, collaborate, and share effective practices with one another.

Hiring new team members

- The project will be hiring more staff to provide direct support to colleges, specifically around implementation issues. With the increasing scale of colleges coming into the Exchange over the coming year, there will be more structured and plentiful support available to colleges.
- The goal is to have each college be successful. In some cases, the management team has learned that some colleges need more proactive guidance from the project team in order to stay on track with implementation activities and timelines. These new staff will better position the initiative to scale with a high degree of success.

- Additional project staff may be added as additional needs are identified. For example, communications is one of the areas that needs additional focused attention.

Rubric Update

Autumn shared her screen with the revisions to the Rubric. The new format has all the elements of quality design, and is easier to review, interpret and provide feedback from.

This will be presented at the Steering Committee for a vote to adopt. Starting December 15th, OEI (through Foothill - De Anza) will take over operational responsibility for the course review process.

The RP Group gave feedback from a survey as to what is working and what needs revision in the course review process.

- The re-review of a course has a different reviewer, they look with a new set of eyes so feedback is different. The revised process will work towards having same reviewer so that faculty do not experience re-reviews.
- New procedures will be adopted for faculty to complete a self check and use resources before putting the course into a review cycle.
- OEI will hire Instructional Designers to support the process.
- Previously results were sent by mail. The team is working towards setting a zoom call for faculty with a reviewer and an instructional designer, so they can ask questions and immediately discuss the results.
    - The Instructional Designer will stay with the faculty member through resolution of the review process and certify that changes have been made to align the course.
    - An action plan will be made prior to the end of the zoom call.
    - Faculty can work on Sections A-C, with assistance if needed.
    - Faculty and accessibility experts (OEI "Ace" or A-team) will work together on Section D and A-team will fix complex accessibility issues.
    - OEI staff will follow up with faculty to help ensure their continued engagement and success in the process.

- Training for peer reviewers is set for October 28 & 29 in Sacramento.

Changes to Rubric - This will be posted on the SPOC page and on Basecamp. The project will be using new streamlined format of the rubric for November review cycle.
    - @ONE is working on a fillable document for faculty (onboarding) so they can add comments when turning into the reviewer.
    - Section D was changed to either Exchange Ready or Incomplete.
    - Section E was added to address institutional accessibility concerns related to publisher content, apps & LTIs, etc.

The original work group included of Anna, Lene, Greg and Michelle. They did an amazing job setting up the process.

NEW Executive Director
Pat introduced the new Executive Director, Jory Hadsell. They will work together to make the transition smoothly as they have the same philosophy of moving forward, always keeping what is best for the students and the colleges in the forefront. Jory will take the reigns on December 19th. Pat will retire on January 6th. There will be much overlapping time for storytelling, honing of skills, and passing the baton!
Jory stated that he is thrilled and excited to step into this position. Work will begin shortly to recruit a new Chief Academic Affairs Officer.

Financial Aid/MOU
- The FA directors want to edit the financial aid agreement. It was sent to them and will be discussed Monday, adjustments made up until 10/21. On 10/24, the agreement will be sent to the 8 full launch colleges. The next 16 do not have changes now.
- FA Directors wanted to know about the manual input process, and would like a document for processing - currently they must go in and access an Exchange report
- They had questions about what happens when a student drops a home college course- is there a return to Title IV? OEI has committed to covering the costs of R2T4 funds for the initial pilot.
- FA Directors offered 6 units at the home college/teaching college repayment of OEI does not cover the reciprocity agreement
- Suggestions will go into the agreement, must coordinate with Monday's meeting
- Contractual language for reimbursing the colleges included

**Action for F2F agenda
- As the 8 roll out, would they provide suggestions for the next 16 colleges
- Involve the Consortium Committee, as they provide policy
- OEI funds for reimbursement, where do they come from?
    - If from the augmentation, can we afford it?
    - Do we want to pay it?
    - Can we put forth a projection?
    - Are there regulations? Can we provide a letter?

Canvas Adoption
We are up to 92 colleges. There are additional colleges in the pipeline that have not yet completed the required paperwork. Canvas adoption is rapidly closing in on 100 colleges in our system.

- There is a robust Canvas Community devoted to CCCs.
    - Wendy has offered to share lessons learned regarding migration
    - It's a good place to share best practices
    - We will have a critical mass of faculty- a high level community

Many universities nationwide are showing an interest in Canvas. Gwen mentioned a request from Argentina.

Proctoring Network

There is a draft of pilot guidelines posted in Basecamp. It was taken from existing CCC guidelines with additions based on the proctoring workgroup suggestions. We hope to expand in the Spring. ("Pilot Guidelines" will be attached to minutes. It was also uploaded to Consortium and Proctoring Network Basecamps.)

**Group action

- Please send comments to *Nicole Woolley, nwoolley@ccconlineed.org,* by November 11, regarding
    - Facilities
    - Staffing
    - Test security
    - Responsibilities of students/faculty

Test Centers

- 25 colleges are interested
    - Once agreement draft for guidelines is finalized, we will put forth a contract.
    - Gaps in test site locations- we are looking to include the southeastern portion of the sate ,San Luis Obispo area, and the central coast so students do not have to travel far.
    - Projecting a spring soft launch, depending on the ability to get agreements in place with colleges.
    - Traditionally the burden has been on the student to find the testing center. These centers will be available at no charge to the student.
    - Initially, they will accommodate online testing only (no paper and pencil tests yet). We are working with Proctorio to add functionality that requires or enables use at a participating testing center.
    - The work group recommended that OEI provides a map with Pins for the test centers. The map will include specific hours, contact information, and specific campus location of testing center.
    - Students will NOT be charged for this service
    - There are various interpretations, but LeBaron Woodyard, on behalf of the CCCCO, states you cannot charge a CCC student for proctoring, even if they are a student of a different CCC (per the student fees handbook).
    - Colleges participating in this network will agree not to charge the students a fee.

Cranium Cafe and Canvas

We will be training counselors to use Cranium Cafe. Tracy, from Cranium Cafe will be working with the college IT/Webmaster.
Canvas is the central spot where students and counselors have access
It is in the student portal, and we are asking for it to be in the Canvas portal as well.
- There is a sub-account- goes to the shell so everyone can talk to each other
- Look to the left side to make it live to every shell.
- A Single Sign On is encouraged so students can get there
- As counselors are trained, every college has a URL that they will be moved to
- Non pilot schools have bought subscriptions to Cranium Cafe
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**There was a question, "Can Canvas upload all student so they are aware of Cranium Cafe?"

Cranium Cafe / Starfish / Hobson are NOT similar
Connect" has similar scheduling functionality as in they both can schedule appointments. Based on the demo Connect has more in common with SARS not Cranium Cafe
Cranium Cafe provides a "meeting room" environment for the student and counselor , with a virtual lobby for online walk in sessions, Connect does not

Ally
The Ally Tool project is moving forward, but implementation is proceeding at a slower pace than originally anticipated, due to extenuating circumstances.
The pilot will be extending into the new year to make up whatever time is eaten up with implementation.
- API connectivity and LTI functionality are waiting for quality assurance testing to be completed- currently the components for faculty feedback and alternate formats are not implemented.
- Fronteer, the company that makes Ally, has been purchased by Blackboard. The funding will allow Fronteer to expand more rapidly, and take advantage of Blackboard's more robust capacity to provide support and customer service. The agreement also includes provisions to treat all customers equally, whether they are Blackboard customers or not.
- Due to the funding support from Blackboard, the pricing structure has been reduced from $2.00 per FTE to $0.53 per FTE at the 100,000 FTE threshold.

Jayme shared his screen showing the administrative report with accessibility rating across the Canvas instance, at the individual term level, and individual course level. Ally organizes accessibility issues into three categories (Severe, major, minor), and also provides an accessibility score between 0 and 100.

The pilot is moving forward as Fronteer and Instructure continue to verify their Q&A testing on the 2nd part of the implementation and Canvas Live Events support. When the second component is released the pilot campuses will be able to implement the faculty feedback and alternate format support.

Upcoming Conference
DET/CHE - November 29- December 2

Next Consortium Meeting
 In person,
 jointly with the OEI Steering Committee in Sacramento on December 9th.

In Attendance:
 Wendy, Jory, Bonnie, Nicole, Will, Michelle, Joe Ryan, Dan, John Sills, Cheryl Chapman, Kate, Xochitl, Gwen, Pat, Amy, Anita, Jaye, Judy, Renata, Autumn, Treva, Alyssa, Bob Nash, Brian, Carol Hobson, Del, Francine, Meghan, Lindsey, Monica, Jim, Sasha, Steve, Tim D, Jayme, Tom Martin, Jodie, Barbara,Martha, Logan and Jessica