



**Consortium Meeting Minutes**  
**January 20, 2017**  
**Virtual Meeting**

Welcome and call to meeting at 10:30 am by Wendy Bass.

**Attendees**

Alyssa Nguyen, Amy Carbonaro, Anita Crawley, Arnita Porter, April Cubbage, Autumn Bell, Barbara Illowsky, Bob Nash, Bonnie Peters, Carol Hobson, Carol Lashman, Cheryl Chapman, Clinton Slaughter, Dan Barnett, Del Helms, Eric Ichon, Francine Van Meter, Gary Bird, Gwen Lewis Huddleston, Jaye Luke, Jayme Johnson, Jessica Hurtado, Jim Julius, Jodie Steeley, Joe Moreau, Joe Ryan, John Sills, Jory Hadsell, Judy Baker, Kate Jordahl, Logan Murray, Mark Clair, Marina Aminy, Martha Rubin, Meghan Chen, Melissa Colon, Michelle Pilati, Monica Matousek, Perry Jehlicka, Peter Chege, Sasha Anderson, Steve Klein, Tim Botengan, Treva Thomas, Wendy Bass, and Xochitl Hirtado

There was a motion to approve the Consortium minutes from the combined meeting with the Steering Committee in December. The minutes were approved; Carol Hobson and Jim Julius abstained from the vote.

**Congratulations** were extended to Jory, as this is his first Consortium meeting as Executive Director.

**The OEI Update**

Jory introduced Kate Jordahl as Interim Director of Strategic Planning & Operations and Barbara Illowsky, Interim Chief Academic Affairs Officer. Wendy Bass requested a visual chart of who is who and who to contact. Jory said we are working on this. Kate Jordahl said the website has been updated and a chart will follow soon.

**The BIG announcement is: Fresno City College and Lake Tahoe Community College went LIVE with the exchange!**

Acknowledgements were sent to the TechCenter leads and team.

John Sills confirmed there are students registered through the Exchange. Treva Thomas from LTCC and Jodie Steeley from Fresno were thanked for their tireless work (Tahoe was closed due to a snow storm) and both shared feelings of awe that this amazing idea became a reality. Jodie shared, "that people said it could not be done, but the delivery is evidence that this monumental feat could happen. Thank you to the OEI Team."

We are 25% of the way there with the full launch pilot colleges.

### **What happens next?**

- Kate Jordahl is working on building a team and fine tuning the “Go Live Check List” by collecting feedback as the colleges go live.
- Wendy indicated that there would be a meeting of the 8 full launch SPOCs to document their experiences as SPOCs and the Exchange experience. This information will be shared with the next 16 colleges, and used as a guide to shape the next group or cohort of colleges joining.
- John Sills and his team will be gathering information from admissions and financial aid departments from the 8 colleges to streamline the automation process for these departments.
- Bonnie asked that if any of the colleges have agreements to “combine ” Financial Aid, please let her know. This means that some FA agreements have been made with other institutions and combining units from other colleges, and we need to know this information so we can incorporate it.

### **Budget**

The budget change proposal for an additional \$10 million ongoing, which would primarily fund the full cost of Canvas and some of the Exchange services, has made it into the Governor’s Budget Proposal. We are working with the Chancellor’s office to ensure that any additional information needed by legislators or other analysts is provided. The OEI has committed to funding the full cost of Canvas through 2018-2019. Campuses will be alerted if there are any changes in funding to allow for budget planning.

### **OEI is featured in National Higher Educational Technology Plan.**

The OEI was recently featured in the Higher Education National Educational Technology Plan as an exemplar.

Read more: <https://tech.ed.gov/files/2017/01/Higher-Ed-NETP.pdf>

### **Student Services**

Bonnie Peters discussed the role of Student Services in the Consortium. The consensus is that the Student Services sector plays a critical role in the Exchange and Consortium. They must work closely with Financial Aid and IT. Student Services Representatives must have input.

### **ACTION**

- Student Service will become a standing agenda item for each Consortium meeting. The SPOC will meet with the SS people on their campuses to share challenges, such as FA, so they will be part of the discussion
- There was a request for the first LIVE colleges to share their experiences so they next colleges will know what to expect and can prepare for challenging situations
- Bonnie was asked and agreed to join meetings as needed to support the colleges
- Discussion of how to bring in DSPS so they are part of the discussion
- Create specific a process for collective sharing

- Work with counselors to get them set up and then how best to reach out to students. We want to increase the “comfort” level of students. Since they are not on campus, some services may not be available, how do we make the connection stronger.
- Plan stages - We are trying to talk about something that will come up but do not have specifics yet. The launch has been reactive so far, working toward proactive.
- Having the conversation NOW so everyone knows the expectations
- Be inclusive to all parties

Many Consortium members agreed upon these action items.

### **OEI Agreement**

There was a discussion to consolidate the MOUs and Agreements into one Master Agreement. This will be necessary for any new college joining and for a current college to sign up for next phase. Important is a plan for revisiting and adjusting the agreements on a predictable revision cycle. Further discussion will take place at a future meeting.

#### **ACTION -**

Come up with a plan and process for the next group. A master agreement for reciprocity and rules of function/governing and participation dates in one agreement. Consider revision cycles with the needs of the Course Exchange in mind.

NOTE: Exchange Pilot MOUs go through Fall 2017 or JUNE 2018.

### **Consortium Charter**

Kate discussed the Charter and moving forward with these considerations: that OEI expand its membership and how will the Consortium function and grow as it does. A discussion ensued.

#### **ACTION - for February meeting**

- Revisit charter
- Think of how we want to grow
- Representation - maybe increase to 3 members?
- Needs of student services group
- How to structure - subcommittees?

### **Expanding the Course Exchange**

Barbara shared a screen from Basecamp for discussion.

2014 the Steering Committee approved 19 C-ID designated courses in the first pilot of the exchange.

2017 courses need an update of how courses will be brought into the Exchange. This document was shared with the Steering Committee, but OEI wanted input from the Consortium if anything needed to be added to the description and criteria section. Steering Committee will vote on these guidelines.

<https://public.3.basecamp.com/p/ovLAaCV1ziLYZL1VL1SpKkj1>  
Courses\_1-20-17.docx

Question about online vs. hybrid based on online exam: Presently, Proctorio does not have a graphic calculator; students enrolled in courses that need it will need to test on campus. Some colleges state, “that if you must go to campus the course becomes a “hybrid” course,” other campuses do not. Maybe addressed in a soon-to-be released update of Proctorio. Proctoring is a local decision.

At this time, the Steering Committee only wants transfer-level classes in the Course Exchange. After the vote OEI will report back on this topic.

### **ACTION**

The Consortium voted to recommend this document for approval by the Steering Committee. (Del Helms abstained from the vote)

#### **Proctoring Network Guidelines**

The Proctoring Network Guidelines were posted in Basecamp. These guidelines were taken from National Standards guidelines to faculty and students.

It will open to all Community Colleges at NO charge to students for taking an exam at another college campus.

We are working with Proctorio and Google to provide Chrome books for testing centers. The proctoring college will be provided with these Chrome books from Google with a Proctorio lockdown. Each pilot college will receive one for testing. There will be training and phone support.

Long-term, the goal is to use Proctorio at home for all online classes in the future but this is a faculty decision The student will take the test at their HOME college, not the TEACHING college.

The “Philosophy of the Network” must be approved by the Steering Committee. Once they vote and approve, it will be brought to the colleges for discussion and execution. Hopefully this will be determined at the next meeting on February 10, 2017.

<https://public.3.basecamp.com/p/ovLAaCV1ziLYZL1VL1SpKkj1>

### **Cranium Café**

- The colleges are at various stages of implementation of Cranium Café. It is taking longer than expected
- OEI only funds Counselors not the faculty
- Some are up and running as well as seeing students.
- There is a February training and 11 more scheduled for the semester.
- Cranium Café will have an Update

- Working on meeting with non-pilot colleges

## Ally

- Work is in process
- System Admins and SPOCs have a Sandbox to work in, send Jayme an email if you need one
- See Basecamp for an update
- Colleges are in Beta testing until April (Pilot colleges)

The next F2F Consortium meeting will be February 10th from 9:30-3 pm at the Marriott Natomas in Sacramento.