CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

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OEI Consortium Meeting Minutes
Friday, August 11, 2017
Virtual Meeting
12:00 - 2:00 pm
Approved by Consortium 10.13.2017

Attendees:

Alyssa Nguyen - RG Group, Amy Carbonaro - Tech Center, Anita Crawley - OEI, Barbara Illowsky - OEI, Bob Nash - Coastline, Bonnie Peters - OEI, Brett Myhren - Saddleback, Brian Weston - COC, Carol Hobson - Hartnell, Carol Lashman, Eric Ichon - WLAC, Erin Larson - CCCC, Francine Van Meter - Cabrillo, Jayme Johnson - OEI, Jessica Hurtado - OEI, Jim Julius, Jodie Steeley - Fresno, John Sills - Tech Center,, Jory Hadsell - OEI, Joseph Moreau - OEI, Judy Baker - Foothill College, Justin Schultz - OEI, Kate Jordahl - OEI, Lene Whitely-Putz - OEI, Lindsey Bertomen, LeBaron Woodyard - CCCC, Meghan, Melia Arken - OEI, Melissa Colon - Columbia, Michelle Pilati - Rio Hondo, Rosemary Yoshikawa - OEI, Stacey Carrasco - OEI, Steve Klein - Tech Center, Treva Thomas - LTCC, Wendy Bass - Pierce, Will Breitbach

I.   **Approve agenda and minutes from June 2nd meeting**
      https://public.3.basecamp.com/p/5KCvr64ZSanxR4ojHPaaTS9G
Wendy Bass called for raise of hands to approve agenda and minutes from June 2, 2017 virtual meeting. Unanimous hand vote to approve.

II.   **DRAFT Online Education Initiative Master Consortium Agreement**
      A. **Report from OEI Charter / Master Agreement / Structure Workgroup (met on 7/19 & 8/2)**
      B. **First review of Agreement-Kate Jordahl**
There was workgroup meeting on 19th and August 2nd. A link is available in Basecamp. Background: Pulling all of the agreements together into one clear concise document. Instead of having multiple agreements and MOU's, the goal is to streamline into one document, that all current colleges commit to and also have new colleges agree to.

The proposed agreement was shared on the screen. There's consideration to consolidate and keep number of versions down to minimum. The move is to a singular agreement which incorporates items already agreed to in terms of the reciprocity agreement. Financial Aid is a separate agreement, and we requests to include language about data stewardship in the agreement, specifically regarding data policies. As feedback is given, this will be reviewed again, then go to your colleges for signatures.

There were things that may not have been in the spot you expected to find it. Suggestion: As you look it, make notes of what is where and structure it in ways that make sense to everyone.

We need to identify if there is anything that is urgent that needs to be addressed, either in workgroup or, at latest, by September 8th F2F. Is this enough time?

Because people are on vacation and their availability is limited, it was suggested to put it on agenda for September 8th meeting and then in October, we'll vote for it to approve or not approve.

Jory suggested that you don't walk that draft around and start getting signatures until after it's voted on in October. Remember that fundamental pieces have not changed. they remain intact. I understand need to review but pieces that need review are the structure itself.

It takes time to get it circulated and approved, if we can get comments in the next week and half, and the document is 85-90% done, we can fold in suggestions. Keep in mind the current MOU's in place now are good for duration of the Pilot.

Kate noted that the document will have a place in it for changes that can be implemented at the Spring Meeting. To summarize, the goal is to have comments from this group in the next one and a half weeks, then a cleaned up version available within 2 weeks after that. This will give us two weeks before the September 8 meeting for second read. Then we'll do the next round in the October meeting.

III.   Student Services Update (Bonnie Peters)

With Readiness, we are currently working on company called Intellify to connect technology to the students so we can do correlation between student activity and student outcomes. We have expected date of Fall 2017. We'll look at data they can get from Quest in Canvas and student activity in SmarterMeasure, (how long they stayed on video, how frequently they go back and forth between videos) If there is something to demo, we can have that available to this group. We don't know what role it's really playing to student outcome success (student activity related to their final grade). That will be coming up pretty soon in the Fall. I'll keep you informed with that.

Also with Readiness, where we are with the use. To date, we have more than 8,000 students who use Quest and SmarterMeasure. We have 47 who are actively using Quest. If there's anyone who is confused about whether SmarterMeasure is available, it is. We are absorbing that cost. You do not have to pay for it. You have to contact Bonnie Peters or Anita Crawley for Quest program. We've also been doing a lot of webinars in terms of getting information about how to effectively use Quest in your classrooms. Quest Webinars targeting counselors working with new students. We've been offering a series of those Webinars. They put those in SPOC newsletter.

Most schools have decided to clean out their Canvas Quest course each semester. Question about using same self-enrollment link - it is totally local. It's taxing on resources to have too many students in a shell.

Question: do we use the same quest course shell each semester? It's a local decision. If there are too many students in a shell, this may be a problem.

We will post link to webinar recordings: https://ccconlineed.instructure.com/courses/527

Data has been collected. for Intellify project, we will only use data going forward. Once we see data from Intellify, schools can decide whether to keep student data in there or not.

Fresno College enrolled students over the summer, and will leave students in there for fall. They created badge with Badger so they can share their badge with professor. Bonnie suggested to leave the students unless it's a problem. There's no need for us to leave the data in there.

Another option was suggested. For a multi-school district, create different accounts for the students. They created separate modules identified by school, within the Canvas shell so they can all produce the same badge to show.

Anita Crawley: Our interest in having separate accounts in the Smarter Measure account that needs a discreet account. We want to deliver the most efficient product possible. If we can have it both ways, that would be good.

One college shared that they enrolled students and notified them. IT separated out students by Web and Hybrid students. We only have one badge right now, playing with it.

Questions: Do you have concerns about student being able to contact each other through this course?

- Student did not select to enroll yet they can be contacted by other students.
- Discussion: It's based on the student profile that you have on file. The only thing you see in there is a name. It's whatever is in your student directory that is allowed to be shared.
- Not a FERPA issue but could become a source of annoying messages if a student figures out they can email all other students via that class.

- Joe Moreau on the DECO call, there was a great talk on myths of FERPA. If you do annual disclosure, and students can opt out, you're pretty much good.
- It was the June meeting and when it is archived we can push that out. It was Jacob Knapp our Interim General Counsel

Bonnie Peters:
- 15 of pilot colleges have implemented online counseling platform
- 20 non-pilot colleges have implemented
- 20 non-pilot in stages of implementation
- trained 181 counselors

Product has improved threefold in terms of what's there. Training on platform and course, we introduced during the summer. We will have courses on Admin webpage for 2017 and Spring and Summer of 2018.
Upcoming Online College Counseling Courses
Fall Courses: ☐September 11- October 22 and ☐October 2- November 12

Question-Should our counselors should wait until Cranium Cafe is set up - correct? Yes, because we have training to set up. It's a very quick process. While we don't mandate the course, we really stress taking the course. Technical training course is mandated. There is a nice pathway.

OEI Staff News

Jory Hadsell: Partnering with Tech Center to connect with your tech researchers to find out what are some of things they will need for reporting capabilities and accessing Canvas Data. Justin Schultz is our College Implementation Program Manager is working on implementation and exchange. He'll be reaching out to some of you.
Our team has been really busy with transition of @One. We've been busy on a lot of hiring committees. Stacey Carrasco has been holding up everything since July 1st during the @ONE transition.
Introduced new staff-
➢ Liezl Mandrona, Instructional Designer
➢ Helen Graves, Instructional Designer
➢ Lene Whitely-Putz, Faculty Mentor, Instructional Development
➢ Michelle Pacansky-Brock, Faculty Mentor Digital Innovation
➢ Stacey Carrasco, Program Coordinator for Professional Development
For the sake of grant and continuity, our entire Professional Development will be branded as "@ONE".
Actively looking to fill Communications and Partnerships position.

IV. Professional Development Update (Lene Whitley-Putz)

There was entire month where staff had not been moved onboard that Stacey was holding up the transition by herself. She is a hero! All of the summer class were taught. Really looking forward to Can*Innovate when the @ONE staff will all be together. At end of the month, they will decide what they will do going forward and do needs assessment. Keep hearing that courses are just too full. Activities are:

- Peer Online Course Review
- They've asked facilitators to join staff to aggressively look at Webinars to reach more campuses. The goal is to provide many more pathways.
- Working to get Train-the-Trainers on the calendar.
- We would give @ONE content.
- Offering survey to do new courses like Advanced Canvas, and more introductory classes.
- Part of that process is to look at Badges. Lene spoke to one instructor who teaches at multiple canvases and has to keep going through difference certifications. AONE is looking at getting some kind of badging where it would transfer for instructors to use across multiple campuses.
- Provide fulltime and part time faculty with certificate that would be accepted at many colleges.

Jory Hadsell: We're really evaluating cost of courses. We're committed to making it easy to access the courses.

V. Academic Affairs (Barbara Illowsky)

We are working with Professional Development to increase number of courses in online course exchange. OER Sample Canvas course shells. Started as grassroots campaign, coming from a faculty member. They are using OEI Rubric and good practices, and developed Canvas sample course shell. Everything they want instructor to change is highlighted in yellow.

- The module for faculty of how to record welcome video, how use sample course shell, how to caption video.
- There is also module- Information for Students.
- They will share with Canvas Commons, Professional Learning Network, and CCC Canvas Community.
- Starting with OpenStax books because they have gone through peer review and accessibility checks. They are further along than other textbook company.

- Put in CID designation with big note to faculty that they can use it or use their own college's.

We're hoping that this is going to become community activity and promote collaboration. The librarians are the leads in OER.

Question: This is a really great idea. It looks like none are completely finished at this time. Is that correct?
One site is ready and will be pushed out on Monday. Biggest issue with OER is that faculty say they already have course set up.
They're hoping to push out this site on Wednesday or Thursday. We have to be very careful about violating accessibility rules.
Comments:
- It would be great to have instructors share question banks where they are not already available.
- Need to work with local bookstore to ensure that students can use book vouchers to pay for printed version of open textbook
- Foothill bookstore also does this. IF you need tips for how to get bookstore onboard, you can contact our bookstore managers

Questions: Will it be in Canvas Community?
It's not the whole course, it's the course shell. It's in the Canvas Community and has Creative Concepts license. We're hoping to expand it beyond the OpenStax but we're starting with because of they have been peer reviewed and are far ahead in accessibility.

VI.   Course Exchange Update (Kate Jordahl)

   A. Exchange 2.0

Exchange 2.0 - Have six colleges actually enrolling students for Fall 2017. A big Hurray! for all of them! Advantages: flexibility, students finding classes, support for faculty Professional Development.
- Version 2.0 will deploy at end of September 2017. It automates financial aid activities, introduces feature flags and has reporting advancements.
- The Tech Team is currently focused on looking for any issues when it goes live on September 25th.
- Goal is to have pilot colleges registering students for early registration for Spring 2018. Hoping that colleges in general will be going live in October/November

2017 for registration for Spring 2018. Kate shared the link to the course exchange.
- Messaging has gone out to college with questionnaire. Need updated survey to be part of course exchange 2.0

- TIPS
    - try to be systematic when doing user acceptance testing
    - Separate Questionnaire from User Acceptance task so that there is less delay in getting Questionaire to Butte

Jory Hadsell commented that student residency and transfer of information, which is currently in legislation, is likely to be in next release.
- DETAC had been working with colleagues in Chancellor's Office to put together legislative language to allow state residency reciprocity. They thought it would take a long time but Chancellor's Office really pulled it together, they found authors, it has cleared committees, and it's being calendared for vote. Expecting it to pass in September.
- It's in the assembly and waiting to be voted on. August 18th is when they'll hear it in Assembly.
- It would make sense to begin including that we can pass residency from one college to another and make sure we include that in the next version of the exchange. It will make a lot more of these processes real time for students. It's gotten very strong support in the legislation, itt passed the Senate with Zero "no" votes and only one abstention. Good sign!
- It's showing that student are getting to the step where they have to apply in the secondary college at that step and then quitting. Legislation will help avoid this problem.
- We're not going to wait from a year from now to do this is real time. It's critical to the success of this project.
- The most important step is to have the IT department get those questionnaires back. If you need help, Justin Schultz will be contacting all of you.

B. Course Exchange in Fall 2017 and beyond

Colleges interested in joining the Consortium should email Kate Jordahl at
kjordahl@ccconlineed.org
Expansion priorities are:
- College has implemented Canvas
- Accreditation status

- Technology ready
- Has a Course Exchange Ready course
- has the support and interest of Faculty and Administration including Instruction, Financial Aid.

Comment re: tracking students who are in course exchange now and survey them.
- The IDs we're seeing don't connect to actual students.
- However, even if we could identify what colleges they came from, that would be helpful.
- John Sills will check to see if he can get that.

For people who are launched already, when you go into course exchange, you can see enrollment tab and see ones that don't have college (?) and see if any of those numbers look familiar.

If people wanted to meet next week, we could do that.

For next meeting, let's look at course assessments again. Need to identify future goals and do we want to create exemptions?

C. Planning

Update:
- Six colleges in course exchange, Fall 2017.
- Additional 4-8 colleges will join Course Exchange for Spring 2018.
- They'll let every college go on when they're ready.

The agreement was to allow five seats per section in the Course Exchange.
- Going forward, should we continue with this or should it be changed?
- Jory Hadsell commented that there is a desire to go above the five for a few colleges. It's a local decision but we will need to move to a place where we can adjust those numbers up and down. He would be curious if anyone would object to a college who wanted to go beyond the five seats. We don't have a ton of students in the exchange, so if there is a chance to expand that, it seems like we should take that.
- Seats in the exchange are available to students throughout the state and also at the home college.
- Coastline College is setting aside five seats, cross-listed courses. As they approached terms, they released seats to the general population. If there's big demand through the exchange, why not?

Kate Jordahl requested feedback on growth of consortium.

Jory Hadsell commented the we want to be deliberate about the growth and, at the same time, make sure that we meet with the colleges and make sure they are ready. We are going to solicit interest in early Fall.

NEXT MEETING: F2F September 8, 2017 in Sacramento. Invitation to be sent out immediately. More information soon.