CALIFORNIA COMMUNITY COLLEGES
ONLINE EDUCATION
INITIATIVE

Access | Quality | Completion

APPROVED BY CONSORTIUM 4/20/18

ONLINE EDUCATION INITIATIVE - CONSORTIUM MEETING MINUTES
Friday, March 16, 2018, 9:30 AM – 11:30 AM
Virtual Meeting

LIST OF ATTENDEES
Marina Aminy, Judy Baker, Dan Barnett, Wendy Bass, Autumn Bell, Gregory Bormann, Naomi Caietti, Amy Carbonaro, Cheryl Chapman, Meghan Chen, Melissa Colon, April Cubbage, Jay Field, Jory Hadsell, Andrea Hanstein, Marilyn Harvey, Carol Hobson, Jessica Hurtado Soto, Eric Ichon, Kate Jordahl, Jim Julius, Steve Klein, Carol Lashman, Carrie Monlux, Logan Murray, Brett Myhren, Bob Nash, Tim Nguyen, Trena O'Connor, Micah Orloff, Bonnie Peters, Celine Pinet, Justin Schultz, John Sills, Jodie Steeley, Treva Thomas, Xochitl Tirado, Francine Van Meter, Brian Weston

I. APPROVAL OF AGENDA
The Meeting agenda was approved by consensus; no revisions.

II. APPROVAL OF MINUTES
The Minutes from the February 23, 2018 meeting were approved by consensus; none opposed and no revisions.

III. ONLINE EDUCATION INITIATIVE UPDATE *(Jory Hadsell)*
OEI Staffing Update
Jay Field, *Interim Director of Technology.* Jay was most recently the CTO of City College of San Francisco.

RFA California Virtual Campus/Online Education Initiative
Typical 5-year renewal cycle for all the California Community College Chancellor's Office grants. Received RFA on March 8, 2018. Timeline is much later than anticipated; response to RFA is due May 28, 2018. It's a useful exercise as our team develops a strategic plan and roadmap for the next 5 years.

Some of the key points taken out of the RFA:
1. Transition to more of an identity of a California Virtual Campus as an umbrella;
2. Integrate Course Exchange in way that serves students at all 114 colleges;
3. More clearly defined targets for scaling the work that we are doing.

Discussion regarding the evolution of the OEI and California Virtual Campus (CVC). Jodie Steeley had concern with RFA's definition of Home College versus Teaching College; RFA says all colleges are Teaching Colleges; this is different than current definition. Jory replied that is part of the Chancellor's Office vision, and we can craft a response in order to meet that challenge. The OEI wants to lay out a vision that is competitive and successful moving forward. Most important is the continued continuity

with the Consortium/Course Exchange and work being done. It is all about what is best for students. Confidence in the current Consortium with collaboration, and we can be successful in going forward with this vision.

The RFA is due May 28, 2018 but it has to go to the Board of Governors in July which is after the fiscal year. For continuity, OEI will be will be requesting 3-month extension of grant from Chancellor's Office.

Jodie Steely expressed her opinion is that the RFA is very stringent, and she advised that everyone carefully read all the details/expectations. Concerned that the RFA wants each college to put 20 seats available for Course Exchange; challenged other colleges that if one does this we all should. Would like to have a commitment from all consortium members regarding the 20 seats per class expectation and wants a meeting scheduled to discuss sooner rather than later.

Dan Barnett asked if there is an issue with the scalability of the Course Exchange process and maybe making fewer screens for students to go through? At Butte College, there is still a lot of manual work that is required. Jory replied that the Course Exchange is scalable. When looking at the exchange, the students need to find seats at other colleges. The second layer is development of online degree pathways through the exchange. The panel at the last face-to-face Consortium meeting addressed how to do that collaboratively. Consider our paradigm for the Course Exchange. The mandate is to integrate CVC with what we are doing to create some opportunities. The Consortium needs to scale, and the timing is Fall 2018.

Request for Applications (RFA) in Basecamp:
https://3.basecamp.com/3222314/buckets/1397394/uploads/969584990

Funding for Online Service and Tools
Working with the Chancellor's Office, currently waiting for final approval of funding for services for coming year; NetTutor will be funded.
- Delayed award of next OEI grant (after July 1) created some wrinkles contractually with payment mechanisms
- CCCCO & OEI teams have identified a way forward
- Awaiting final approval of continuity plan that will allow us to continue funding existing contracts for instructional/student support services
- Anticipate OEI funding services for 2018-2019 (*VeriCite/Turnitin TBD)

Plagiarism Detection/Originality – VeriCite/Turnitin
- VeriCite recently acquired by Turnitin
- Talks between Turnitin, Foundation of California Community Colleges, and OEI continue
- Not yet resolved
- Priorities continue to b:
  - Functionality
  - Security of student/institutional data in private repository and ability to move our data if needed
  - Cost
  - VeriCite product/Turnitin roadmap, including future of Canvas integration and potential transition issues for college

Currently in discussions with Turnitin, which is still trying to figure things out within their own new company since the merger. Most important is trying to figure out their roadmap and if the interface will change; possible to not fund directly for the coming year. If colleges want to stay with the product, OEI will work with them but they should plan to possibly continue contract on their own. OEI is looking at the range of options, and may know more in the next 3-4 weeks. Jory anticipates

that OEI will extend the current contract, but colleges may have to fund any price increase. Current price is $1.05/FTE, may increase to $1.10/FTE.

Kate Jordahl is working on a plan to show value OEI provides to Consortium members; nothing published yet, but can share what she has per individual college if needed. She will publish/share when report completed.

Course Exchange: Summer 2018
- QA testing completed by Tech Center for summer term
- Colleges can begin planning and inputting sections for summer
- Professional Development is working on a primer for creating summer terms and courses

The Course Exchange is ready for summer courses to be added, and Consortium colleges can begin the work when ready. Kate Jordahl commented that Justin Schultz and/or Karen Oeh will be reaching out to colleges with data related to Summer 2018 courses. Coming out with a helper on how to do this.

John Sills shared that during the last sprint, QA Analysts went through and added summer term and tested between two colleges; successfully registered in a test environment between two schools. It has passed the quality control test. The thing to keep in mind, from the Glue Developers, is how this is going to affect Financial Aid. As we move forward probably want the Financial Aid folks be aware of how the combining of units etc. are going on with summer and make sure any defects or any unexpected behavior is reported to Development so they can look at how to either change your configuration in the college adaptor or look at making enhancements to the Course Exchange that would make it more useful and accommodate those workflows for summer that may be very different at some of the colleges.

Consortium Expansion Update *(Kate Jordahl)*
All colleges will be in the Consortium eventually, but it is about prioritization. OEI received 33 completed packets from the colleges that would like to join. Still waiting for some budget answers to know how many colleges to bring on. Cross campus investment in the process. For example, the Academic Senate signed off and provided a Resolution or Affirmation from their meeting, the IT Dept. reviewed technical requirements and watched the Tech webinar with a sign off. The colleges coming forward will really be able to scale up the Course Exchange and contribute to the discussion of improving online education.

IV. CCC TECHNOLOGY CENTER UPDATE *(John Sills)*
Course Exchange
- 8 colleges are currently live in the Course Exchange (Butte, Fresno, Lake Tahoe, Foothill, Coastline, Cabrillo, Mt. San Antonio, and Ventura (v1).
- 5 colleges are currently in pilot with User Acceptance Testing (Columbia, Rio Hondo, Shasta, Ventura (v.2.1), Ohlone
- Course Exchange 2.1 released to pilot 1/13/18, released to production 2/27/18
- Course Exchange Version 2.5 release to production in June. Need this for CCCID.
- Roadmap Items: Students w/o CCCID, OER Indicator, Sandbox, Help Desk Tool

Canvas –SIS Integration (GLUE/Super GLUE)
The Canvas-College SIS Adaptor Integration project enables Canvas classes to be created automatically based on term and section data provided by the SIS. Student enrollments are also able to be automatically and routinely synchronized between the SIS and Canvas so that students are automatically added or deactivated in the class based on their enrollment status in the SIS.
- Beta Deployment – Q1 2018
    - Objective: Test with colleges that have/will have Glue to evaluate release stability and gain feedback. Colleges: Target subset of the OEI Pilot Colleges (Ventura, Foothill, Cabrillo, IVC, Mt. Sac, Antelope Valley)

- o Production Deployment June 2018. Colleges: Colleges that have tested in pilot.
- Currently Activity-Kick-off meetings with colleges to gain participation in beta release, PeopleSoft configuration.

Data Warehouse

A structured source of master data that can be used to generate data-marts, reports and analytics to support institutional and instructional effectiveness. Efforts in collaboration with CCCCO Data Governance.

- Data Warehouse (Prototype, Non Public) 1.0 (February 2018)
  - o Butte, Shasta, Foothill, Lake Tahoe
  - o Basic report structure using CCC Report Center
  - o Currently CCCApply data and soon Canvas data
- Data Warehouse (Production, Limited Release) 1.1 (June 2018)
  - o Expanded roles/personas, expand colleges, possible addition of Multiple Measures
  - o Include basic reporting dashboard
  - o Research reporting/analytics tool options
- Data Warehouse 1.2 (Post June 2018)
  - o Add data models for eTranscript, expand college
  - o Admin interface
  - o Working reporting/dashboard interface
- Current Activity – Kick-off meetings with college researchers to begin report extracts

CCC Proxy Integration with Canvas

Canvas SSO/CCCID/Proxy effort allows colleges to support Single Sign-On (SSO) for users accessing Canvas with a systemwide federated ID (CCCID). A student that does not have a CCCID is prompted to create a CCCID via an identity proxy when the student reaches a service where their CCCID does not exist.

- Currently, Course Exchanges colleges are configured
- Additional colleges are being scheduled for configuration support by the CCCTC Enabling Service group
- Required of colleges adopting Canvas
- Configurations in progress at 30+ colleges
- Recent release of version 1.8 – Redirects users back to original destination, control timeout of session, bug fixes, various enhancements

California Virtual Campus (CVC) Catalog

The California Virtual Campus (CVC) Catalog provides information about online courses and degree programs in California higher education in a searchable database at cvc.edu. College staff may update their course/program information through an administrative dashboard on the website.

- 169 accredited higher education institutions (CCC, CSU, UC, private)
- 23,445 online courses (10% increase from previous year)
- 1,376 degree programs (5% increase from previous year)
- 14,092 CCC Courses
- 616 CCC degree programs
- Recent work: Admin level security review. Course Exchange page text changes

Common Course Management System

The Common Course Management System (CCMS) provides colleges a learning management system platform to support students in online, hybrid and face-to-face learning environments.

- 113 colleges have adopted Canvas
- 110 colleges are in production with students
- 95 colleges have turned off the legacy LMS and are migrated 100% to Canvas

Weekly planning meeting with Instructure team: User Support, Implementation, SSO, Product development priorities, Data integrations, 3rd Party Integrations

Discussion with Jim Julius and Bonnie regarding OER flag/ZTC for individual class sections for zero textbook cost. SB1359 Bonnie: It is an OER flag. But, it is a matter of wording, and we would need to change it to say ZTC to classify it differently (zero cost textbooks for CE); John Sills to possibly change wording in Course Exchange.

V.   PROFESSIONAL DEVELOPMENT UPDATE *(Autumn Bell)*
Local Course Review Update
Scaling and expanding; endorsed by Academic Senate; new course "Building a Local PCOR process" Put together a launch or development team around local course review. No fewer than three people per team. Three meetings scheduled for college teams: April 11, 18, 25 from 12-1:30pm; will show how to build and resources available so colleges can build a process that works with the campus.

Required elements:
- Reviews peer to peer by trained faculty reviewers
- Uses the OEI Course Design Rubric
- Reviewers are trained through the @ONE POCR course
- Participants engage in regular norming and training on the use of the rubric and best practices in online course design

Benefit to Consortium colleges (will vary by campus):
- Can have their local process recognized by the OEI as fulfilling requirements for peer review
- Courses can be submitted to the OEI Course Design Academy for a Lead faculty review and accessibility check

Once cohort team has successfully completed the 3-week POCR course, the college receives Coupon codes for enrollees and invitations to send participants to regular norming and training events, including an annual POCR Norming Retreat.

Autumn's presentation: Local Course Review Process

@ONE Codes for Consortium Faculty
All Intro to Teaching courses are free – no coupon codes required. Also, no reimbursement if completed OESP because @ONE is providing design and accessibility support.

VI.   ACADEMIC AFFAIRS UPDATE *(Marilyn Harvey)*
CSU Pathways already being offered by CVC; CSU GE, CID-vs. Non-CID to look at what courses would be possible to put into the exchange. The matrix is an overlay of online and non-exchange courses with CSU Pathways. Marilyn sent a list to SPOCS to review and check for mistakes, also to show what is available. She will share an updated link with the group. It is possible to offer lab science classes and oral communication classes online. Each of the schools can review to see what they may be resistant to offer.

There was a brief discussion regarding the long wait for C-ID approval; Action: possibly figure out/discuss opportunity to fast track aligned courses to receive C-ID numbers quicker. Only 400 courses with C-ID approval. Jodie Steely shared from her experience that part of roadblock is that there are not enough CSU reviewers; C-ID requires CCC and CSU Reviews; pays $10 per review.

VII.   STUDENT SERVICES UPDATE *(Bonnie Peters)*
Professional Development Opportunities for Counseling *(Jessica Hurtado-Soto)*
Offering Online College 3 week courses; receive 30 CEUs; for Graduate credit there is a fee; training and product are free to Consortium members; an email was sent to SPOCS and counseling staff leads.

Message in Basecamp: Online Counseling Professional Development Opportunities

https://3.basecamp.com/3222314/buckets/1397394/messages/969726146

- Online College Counseling Course Session 3: May 14 – June 24, 2018
- Online Mental Health Course for Clinicians Session 1: June 4 – June 24, 2018
- Online Mental Health Course for Non-Clinicians Session 2: July 9 – July 22, 2018

Bonnie's vision is to create a Student Services Hub with a holistic approach to a DE program. Her team is working with MiraCosta as a single test college to see what that looks like. She is open to a discussion about what Consortium colleges want from Student Services, what can OEI do to help colleges? Jodie replied that a template in Starfish for a graduation pathway would be helpful to map out coursework rather than manually highlight and type individual Degree Audit plans. Bonnie confirmed that yes, there is a possibility for the degree audit piece in Starfish.

VIII.   **SELECT MEETING DATE FOR JUNE 2018** *(Wendy Bass)*
Agreed to hold the June Consortium meeting on Friday, June 15th from 9:30AM-11:30AM, before the State Chancellor's meeting at noon.

IX.   **OEI HIGHLIGHTS – SHARE WHAT IS WORKING AT YOUR SCHOOL**
- Wendy: looks like they are getting everything integrated at her school
- Jodie: Fresno City College received 0 recommendations from the accreditation team after their recent visit.

X.   **UPCOMING MEETING SCHEDULE**
- Friday, April 20, 2018 – Online Meeting - 9:30AM-11:30AM
- Friday, May 11, 2018 – F2F Meeting (Sacramento) – 10:00AM-3:30PM
- Friday, June 15, 2018 – Online Meeting – 9:30AM-11:30AM