California Virtual Campus - Online Education Initiative Advisory Committee Meeting
California Community Colleges Chancellor's Office, Sacramento
March 15, 2018 at 10am to 3pm

ATTENDEES
Kate Jordahl, Cheryl Aschenbach, Heather Johnson, James Temple, Corey Marvin, Jodie Steeley, Jory Hadsell, Justin Schultz, Andrea Hanstein, Jay Field, Lisa Beach, Julie Clark, Rhonda Mohr, Geoffrey Dyer, Vivian Varela, Julie Oliver, Thomas Greene, Erin Larson, Juan Camacho, Bonnie Peters, Joanna Miller, and Michael Quiaoit.

APPROVAL OF AGENDA & MINUTES
Action: A motion was made to approve October, December, and February meeting minutes, there were no objections and the motion passed unopposed.

CHANCELLOR'S OFFICE UPDATES
Michael Quiaoit, Dean of Educational Services and Support and Chancellor's Office program sponsor, reported that Heather Hiles has been hired for the online college. The CCCCO is working to improve transparency, there has also been a reorganization of Academic Affairs and Student Services into Educational Services and Support to eliminate redundancy. The question of Zero Textbook Cost violation issues has been referred to the legal department with an interpretation anticipated by fall. The Student Equity Achievement Program continues to make progress toward closing achievement gaps. Research is being compiled for the equity plan due on June 30th, an online version should be available toward the end of March. Financial aid reform studies recently found that close to 50% of students had experienced some level of homelessness and around 40% experienced food insecurity. The legislative push for financial aid reform is to cover the cost of attendance for community college students to enable them to take more units as there is more success when attending on a full-time basis.

CHARTER
The charter was last reviewed in October 2018 which was the last meeting with enough voting members for a quorum. Since that time, the only change made was to replace OEI with CVC-OEI. Following group discussion, there were changes in membership composition, quorum guidelines, and it was decided that elections will now take place at the final in-person meeting of the year. Discussions around the 2019-20 charter will occur at the May in-person meeting.

Action: Lisa Beach made a motion to approve the 2018-19 Advisory Committee Charter, Geoffrey Dyer seconded, and the motion passed without opposition.

DISTANCE EDUCATION & EDUCATIONAL TECHNOLOGY ADVISORY COUNCIL
Jodie Steeley advised that DEETAC guidelines have not been updated since 2008. Some prescriptive Title 5 updates have been made, including Section 55204 Instructor Contact, Section 55206, Separate Course Approval, and Section 55208 Faculty Selection and Workload. After much discussion, DEETAC is recommending three distinct definitions for distance education courses: fully online,

partially online, and online with proctored assessment. There was extensive committee discussion on the section recommendations and definitions, Jodie posted the draft recommended guidelines to Basecamp and encouraged additional feedback prior to the April consultation.

CONSTITUENT REPORTS
CEO Representative Tom Greene reported that CEOs met for a symposium, Jory Hadsell also attended and gave a short presentation on the work being done with grants and cross-enrollment.

Student Senate appointee Heather Johnson shared information about current work in the Student Senate and an update on the upcoming April General Assembly.

DE Coordinator representative Lisa Beach reported that CCCDECO is hosting its annual retreat on the Monday of the Online Teaching Conference. Streamlined processes now include an online payment option. Several speakers have been scheduled and due to the number of attendees, they are working to obtain a larger meeting space.

CCCCIO Representative Corey Marvin reported that CIOs next meet in April and offered to take back information to share out.

ASCCC appointee Cheryl Aschenbach reported that ASCCC is hosting workshops and webinars focused on better support for online students. There is a collaboration with Guided Pathways to support campus conversation around planning for deployment. Faculty diversity workshops have been held in several rural areas to build awareness. There have been faculty equivalency and competency conversations with the Foundation and CCCCO to lay the groundwork for campus implementation. ASCCC recently participated in an Advocacy Day and is working with the State to determine if one-time funds can be shifted to CVC-OEI for compliance support and training, specifically to smaller colleges.

ASCCC appointees also advised that in mid-April, the ASCCC will release findings of a faculty survey focused on effective practices in online communication and lab science courses. The results of those 395 responses will also be shared at Plenary.

Joanna Miller and Kate Jordahl briefly reported on the March 8th Consortium meeting. Breakout discussions were conducted on innovations and presenters from Cabrillo and College of Canyons shared local experiences.

MANAGEMENT TEAM UPDATES
Jory Hadsell gave an update on Course Finder and advised that more than 7,000 online sections are available with summer listings expected soon. There are also 71 ADTs with fully online pathways offered. For automated cross enrollment, colleges will implement in phases, beginning with a phase one read-only API integration that uploads live course schedule data into Finish Faster Online. The second phase includes deeper integration for cross-enrollment automation with the entire implementation estimated to take three to four weeks from the test phase to production. Procedures for technical integration within a multi-college district are still being determined. Proof of Concept (POC) colleges are now in the User Acceptance Test (UAT) phase. Foothill and De Anza Colleges are close to moving cross-enrollment into production, Los Rios campus will be next and Cabrillo will follow. An estimated 18 colleges are expected to be integrated for cross-enrollment by August. A debrief will take place with the seven POC colleges and the Chancellor's Office to review and improve the implementation process.

Andrea Hanstein shared that Finish Faster Online has had more than 23,000 online classes appear in the course finder since its inception and 1,972 students have submitted completed applications. The most requested courses are oral communication which fulfills the CSU Oral Communications requirements followed closely by math. Statistics show that schools with more applications tend to have an automated URL with continual updates rather than static CSV course update files. CVC-OEI will again partner with Cal State Online on a summer Finish Faster Online project featuring all 114 CCC campuses. The two systems will jointly market, including tabling at the CSU campuses prior to the academic year-end, co-branded materials are in development now. Rebranding efforts for CVC-OEI and @ONE are also underway with official kick-off scheduled for the Online Teaching Conference.

Justin Schultz gave an update on the Improving Online CTE Pathways Grants. The overarching goal of the grants is to develop online courses leading to industry-valued certificates or programs and to enable student pathways at existing community colleges. The deadline to submit Letters of Intent was March 15 and final proposals are due by May 1. Webinars and virtual office hours have been conducted and additional information is available on the grant website, including a full timeline of dates and deadlines. At the time of this meeting, 76 grant applications had already been received.

Kate shared progress on the promotion of online ADTs and certificates. There are now more than 70 online ADTs available on the CVC-OEI website. The Academic Affairs team has begun work on highlighting fully online certificates for Consortium colleges. Collaboration with Notre Dame Administration of Justice program recently started, they offer a fully online BA program and are interested in using Finish Faster.

ADJOURN
2019 future meeting dates:
Friday, May 17, 2019, 10 am-3:30 pm Sacramento
Friday, June 7, 2019, 10 am-11:30 am Virtual-as needed