Ventura College Full Launch Pilot Project

Online Education Initiative

Tuesday, May 2, 2016

Minutes

> i. Welcome and Review Minutes and discuss Action Item updates.

Present: Rupinder, Alma, Vandana, Matt, Corey, Marc, Mike, Sharon, Gwendolyn, John

Action Items follow up:

New: Request for moving meeting to 8:30 a.m. instead. Voted for 8:30

Gwen did reach out to other campuses they do want to have a DE meeting district wide by end of May.

New action item: Set up meeting with all 3 campuses including admissions people prior to end of May.

Gwen did reach out to Oxnard regarding Cranium Café will report back when she hears back from them.

ii. SIS updates: Mike reported more contact with headquarters and their outside vendor. A call will be held later this week regarding this so more to report next week. We are probably the second one to implement the SIS. Foothill being the first one. They gave us a list of questions that we answered. One of the questions was registration codes. RX set up by Joel of Oxnard as the code. Residency questions. Not sure yet what all we do as we go forward. Registration beginning late July is still the goal.

John asked how OEI courses will be identified. This is still a mystery but we did discuss the ideal goal of automation for the student. We discussed

Canvas adaptor Mike brought up. This is a different project. Foothill has created it real time at this point. Mike reached out to them and likes what they have done. However, it is an individual solution which makes it hard to maintain. We prefer finding a universal solution. Mike reached out to Jason but he seemed resistant to integration concepts. Mike requested that Dave, he and I have a call on this. Mike is also planning to talk with Lou the lead of the IT team at OEI. Mike also reached out to elucian the creators of Banner looking for solutions. It may be that we need to set aside some funds to support a solution for us as an individual college. Mike and Gwen will talk prior to her trip to Sacramento on Friday to see what potential questions she can take to the meeting.

Meanwhile, we are going to be manual at this point for fall, with moving to automation in Spring.

iii. Online Tutoring. Net tutoring, roll over funds. Jeanine can answer that question. Working with our own tutors to offer online tutoring. Need to train the tutors and then identify the tutors for the pilot and establish the work flow. Vendana attended the large tutoring meeting in Vegas this last week and reported out that OEI presented on Net Tutor.

Action Item: Gwen will ask at Friday meeting if any colleges have implemented Net Tutor in this project.

iv. Online Counseling starts this week. A prerequisite live training this meeting this week. Overview looks at all counseling areas. 5 week session with a live section on Friday's or Saturdays. Everyone that is attending must attend one of these Friday night or Saturday afternoon. There will be repeats in June, July, and again in Fall.

V. Financial Aid no updates, Gwen provided the latest notes in the agenda email. Transcripts are a problem at this time. Does the student have to pay after the first two transcripts and have to request them at each school each term? Bog fee waiver is still in question. Still waiting for Jess Baker to respond. OEI did request Bog fund codes and we responded to them this week on this. Return of Title IV funds as well if a student withdraws and the Home school will be liable for the student's return of funds. Some concerns that VPs have not been getting involved with so there is some concern that we need to help them be aware of. Alma stated that she is at the district office now, a consultant pointed out that we may need a consultant here for up to 3 weeks, to help us work with a quarter schools. This consultant works for the strata group. He comes in 3 or 4 times a week to address new regulations with Financial Aid. Advising that it will take specialized set up that we currently do not have in our system. He will be here next month and we will need to place this on his agenda. The calendar of course offerings is one of the biggest challenges. Is there a way we can align our calendars of course offerings so we are in compliance with Federal funding. We may need to establish funds to support this person's assistance for this project.

Action item: Set up meeting with VPs to bring them into the loop on the latest information. Many items need resolved at this moment before it becomes a bigger issue. Also, Gwen will bring this up at the Friday Sacramento meeting.

vi. Canvas Updates: Matt stated, fourth week of course of April course. Six are done; twenty are still in the process. 60 are going to be ready to teach in Canvas but they are not in the OEI project. Instructional Designers are collaborating in the training course. Looking that they will continue this as a district wide effort. We have opened registration for June.

vii. Gwen did reach out to the other two campuses about their use of canvas in summer and fall. Will report that when she gets feedback. Two new teachers for canvas at VC. A total of 10 sections for Ventura College teaching in canvas for summer at this time. The other two campuses are looking at how to set up their campuses. Eleven registered for June at this time.

Action Item: Gwen will push June registration at Dean's meeting today.

ix. ADA updates. DSPS meeting will be later this week. More info next week.

x. Leadership meeting. Best late in the date to accommodate all campuses. Preferred date after graduation.

Action Item: Gwen's office will send Doodle poll for leadership meeting. Do make it at the Fire Academy and late afternoon. Discussing DE, Canvas, OEI updates.

xi. Discussed resetting the **OEI Implementation meeting**. Preferred sooner than later. Chose next Tuesday, May 10th. Will not hold Tuesday morning meeting since we will be meeting all afternoon.

Action item: Send invite through outlook for OEI Implementation Team meeting May 10th 1p.m. 5 p.m. Lunch provided. Matt and Sharon will book our Training Room for the event.