

Ventura College Full Launch Pilot Project

Online Education Initiative

Tuesday, May 10, 2016

Minutes of OEI team visit for Full Implementation Kick Off

- i. Welcome and Review Action Item updates.

Present: Rupinder Bahti, Alma Rodriguez, Vandana Gavaskar, Matt Moore, Corey Wendt, Marc Bowman, Mike Rose, Sharon Oxford, Andrea, Celia Rodriguez, Arlene Reed, President Gillespie, VP Ewins, VP Harrison, Dave Fuhrmann, Pattie Wendt, Gwendolyn Lewis Huddleston, OEI Guest, John Sills, Bonnie Peters, Jory Hasdel, Karen Englesen . Jessica Hurtado,

We met from 12:30 to 4:30 p.m. in LRC 136

1 p.m. – 2 p.m. **Introductions & Overview**

- Implementation Team Roles: Shifting Communications.
- OEI Vision, Objective, and Roadmap
- Online Student Support Services Overview
- Student Readiness, Online Counseling, Online Tutoring,
- Embedded Basic Skills, Online Tutoring and Authentication,
- Plagiarism Detection.
- Outlook for Services Funding.
- Research, Evaluation, Reporting, & Data Access and
- Management.

2 p.m. – 2:30 p.m. **OEI Exchange Course Review and Course Selections**

- Professional Development & Course Review Process: What Does
- It Mean to be “Exchange ready”?
- CID/
- ADT Course Selections for Initial Course Exchange.

2:30 p.m. – 3:30 p.m. **OEI Exchange Implementation In Depth**

- Student Experience Concept & Walkthrough.
- Technology Workflows, Processes, and Timelines.
- Business Processes Discussion and Q&A: (MOU’s, Financial Aid,
- DSPS, Prerequisites).
- Transcript limits
- Financial Aid MOU
- Exchange MOU

Break (5 minutes)

3:40 p.m. – 4:00 p.m. **Course Exchange Support and Pilot Activities**

- Enrollment Planning & Management: Best Practices and Local Processes.
- Communications Planning & Marketing Materials.
- Research, Evaluation, Reporting, & Data Access and Management.

4:00 p.m. – 4:30 p.m. **Question and Planning Time**

The following action items were developed from the review of the day.

May 30 Deadline, have OEI courses for fall semester crosslisted with College CRNs, leaving 5 seats per course set aside for the exchange.

May 30, Creating our customized Will receive message scripts sample for our CRN notes and website. To alert students enrolled.

June 15 ish, Training for Data Techs to code OEI and work with OEI courses by adding them to the screens in the exchange received. Data techs will be able to modify the caps allowance. Also training for Admissions Team for reporting and administration screens.

June 30, Complete message scripts and post.

June 30, MOU Signed by college and district

July 25, SIS Adaptor Completed, Banner and College Connection Completed

Other notes:

- Only forward looking. We work with home campus priority enrollment at this time. And start dates are based on the teaching college. No students will be allowed to enter into courses late.
- Planning how to identify ways to provide Tutoring awareness by Fall.
- On demand Stats tools allows us to identify tutoring, which we need to monitor.
- Stats will link to student names and email.