

**Online Education Initiative (OEI) Task Force  
Introductory Meeting Notes  
Monday, December 7, 2015  
And  
Thursday, December 10, 2015**

**1. General Business**

**a. Introduction of Task Force Members (2 meetings held with same agenda)**

**December 7 Meeting Attendees:**

- Scott Vigallon - LPC Distance Ed
- Vicky Austin - Faculty Association
- Toby Biewlawski LPC Faculty, RAW Coordinator
- Minta Winsor - Chabot Online Learning
- Cristina Moon - Chabot Faculty, World Languages
- Lisa Ulibarri - Chabot Online Learning/Chabot Academic Senate
- Rachel Ugale - District ITS
- Jeannine Methe - District ITS

**December 10 Meeting Attendees:**

- Ruth Hanna – LPC Faculty
- Deborah Bauer – LPC Faculty
- Wanda Wong – Chabot Faculty
- Scott Hildreth – Chabot Faculty
- Jim Gioia – LPC Counseling
- Stacy Thompson – Chabot Admin, Academic Services
- Scott Vigallon – LPC Distance Ed
- Minta Winsor – Chabot Online Learning
- Jeannine Methe – District ITS

**Task Force Members Absent from either Dec 7 & Dec 10 Meetings:**

- Roanna Bennie – LPC Admin, Academic Services
- Candace Brown – LPC Adjunct Faculty
- Zarir Marawala – Chabot Faculty

All OEI Task Force Meeting Documents are posted on the TCC webpage at  
<http://www.clpccd.org/ipbm/TCCTask-forces.php>

All Information on the State's OEI website is posted at  
<http://www.CCCOnlineEd.org>

**b. Review of TCC Recommendation**

The group reviewed the document authored by the District Technology Coordinating Committee (TCC) at end of 2014-2015 academic year recommending to the Chancellor that a task force be formed, comprised of participants from both colleges and District ITS to begin a district-wide dialogue about the Online Education Initiative. The task force was to convene by the end of Fall 2015 semester after accreditation concludes.

### **1. The Task Force members represent multiple constituencies. - Groups Represented on Task Force**

- Lisa Ulibarri - Chabot Academic Senate, Chabot Distance Ed, Chabot COOL, Chabot Tech Committee, District TCC
- Candace Brown - LPC Academic Senate
- Stacy Thompson - Chabot Enrollment Management, Chabot Curriculum Committee, Academic Services
- Roanna Bennie - LPC Enrollment Management, LPC Curriculum Committee, Academic Services
- Jim Gioia - LPC Counseling, LPC Tech Committee
- Minta Winsor - Chabot DE Coordinator, Chabot COOL, Chabot Tech Committee, District TCC, Classified Senate
- Scott Vigallon - Distance Education Coordinator, LPC DE Committee, District TCC, Classified Senate
- Cristina Moon - Chabot Tech Committee, Chabot COOL
- Zarir Marawala - Chabot Tech Committee
- Wanda Wong - Chabot COOL, Chabot Tech Committee
- Scott Hildreth - Chabot COOL, Chabot Tech Committee
- Toby Bielawski - LPC Distance Ed Committee, RAW Coordinator
- Rachel Ugale - District ITS, District TCC, District ESS, Classified Senate
- Jeannine Methe - District ITS, District TCC
- Vicky Austin - Faculty Association
- Cristina Moon – Chabot Tech Committee, Chabot COOL Committee
- Deborah Bauer – LPC Tech Committee
- Ruth Hanna – District TCC

### **2. Groups to Include Later in Process**

Representatives from Counseling and A&R will be brought in when the OEI Task Force is ready to discuss the course exchange portion of the OEI.

### **c. Meeting Dates**

Many members of the group preferred to meet in February after the first few weeks of the term have passed. A meeting invitation will be sent out once Spring 2016 instruction begins.

## **2. Goals and Duties of the OEI Task Force**

Scott Vigallon reviewed DRAFT TCC Recommendations outlining duties of the OEI Task Force. Some colleges are already piloting Canvas course management system and the task force will review findings to date of the three OEI pilots - common course management, online readiness and online tutoring. Additionally, the group will also review a comparison of Canvas and

Blackboard and participate in a demo of the Canvas system. The Canvas contract will be free to the colleges through Spring 2019 when the contract expires and then the State Chancellor's office will need to renegotiate. It is expected that the colleges after Spring 2019 may need to pay a small amount that is less than they are currently paying for their course management system. Some of the other software tools such as Turnitin may not be free and the state is still negotiating with these other vendors for the colleges to use. Our colleges today use Safe Assign which is built into Blackboard, so they would need the comparable Turnitin product. Other OEI Task Force duties will include evaluating the impact joining the OEI will have on the colleges and district, which will help the group make a recommendation to the Chancellor.

### **3. Joining the OEI - Two Components**

Jeannine Methe reviewed the two components of the OEI and options the colleges have when they join. Upon joining, colleges must adopt (1) the use of Canvas, including software tools and services outlined in the TCC recommendation document (2) or join the course exchange, which also requires the adoption of Canvas. The task force will explore the features of the components. The length of contracts and associated costs, along with understanding the process of transitioning from Blackboard to Canvas will be part of the discussion. Colleges who have already joined the OEI are in Fall or Spring cohorts (starting in October or April), and this will also need to be a consideration in making a final recommendation. Scott Vigallon mentioned that the Canvas vendor indicated in a demo he attended that the conversion tool is expected to cover 60-75% depending on the course imported. Scott V. did confirm that this also includes courses in archive. Scott V. also provided some preliminary information on the course exchange. Details on the exchange are still being worked out by the pilot colleges. The colleges are looking at the business processes and a pilot of the exchange is planned for Fall 2016.

### **4. Demo for Canvas Product**

Some task force members have seen a Canvas demo or have reviewed information on either the Statewide OEI or Canvas websites. Vicky Austin said she has used Canvas and has copied a Blackboard course into Canvas. Deborah Bauer commented that she was working at Contra Costa and she will be one of the professors developing a course using Canvas. Ruth Hanna had several questions about the exchange and Scott responded to those he could and others will be responded to by the OEI Consortium. A demo will be scheduled in the Spring for the task force for those who have not participated in one and to allow others who have to ask additional questions. The demo will include adequate time to respond to CLPCCD questions or concerns. The demo will be recorded and posted on the website for access to other faculty and staff. Members will also collect feedback from faculty and staff outside of the task force.

### **5. Blackboard Contract and Annual Costs**

Jeannine Methe reviewed the most recent Blackboard invoice, which shows the cost of the services through the end of June 2016 for both colleges totaling \$189,515. Scott Vigallon said the LPC DE Committee decided the OEI task force should also review the new features offered by Blackboard included in the current contract. Minta said that there is interest at Chabot in these other tools, but there has not been time to explore what is involved in implementing them. As requested by the task force members, Jeannine has offered to provide a historical account of what has been paid each year for Blackboard.

## **6. Target Timeline for Task Force Recommendation**

The OEI Task Force has the end of the Spring term in April/May as the target deadline for making a recommendation to the Chancellor regarding Canvas. For the second OEI component, there may not be enough information available to make a recommendation before May about joining the course exchange. Scott Vigallon reminded the group that the cohorts begin in April and October.

## **7. Pilot Colleges using “Canvas”**

Scott Vigallon reported that 18 colleges are adopting Canvas and eight colleges are already using Canvas. Those schools are listed on the Statewide OEI website, although it isn't clear who is using which component. Therefore, there are 24 colleges total who are using the course management, online readiness, and/or online tutoring from the OEI Consortium.

## **8. Review of OEI Information reported to district-wide TCC (<http://www.clpccd.org/ipbm/TCCTask-forces.php>)**

Discussion in the District TCC about the OEI has been compiled in a digest format and posted to the TCC website.

Additional discussion will be added to this chronology of information and posted online.

## **9. Review of Information on the State’s OEI website (<http://www.CCCOnlineEd.org>)**

Members were directed to the Statewide OEI website for additional information and this website will be a resource for the task force in making a final recommendation. The Task Force members were encouraged to join the OEI Newsletter which can be done online.