

**From:** [Jeannine Methe](#)  
**To:** [Zarir Marawala](#); [Wanda Wong](#); [Scott Hildreth](#); [Cristina Moon](#); [Minta Winsor](#); [Lisa Ulibarri](#); [Stacy L. Thompson](#); [Jim Gioia](#); [Toby Bielawski](#); [Ruth Hanna](#); [Victoria Austin](#); [Candace E. Brown](#); [Deborah A. Bauer](#); [Scott Vigallon](#); [Roanna Bennie](#); [Rachel Ugale](#)  
**Subject:** Follow Up - RE: February 19 at 10:30 - Next Meeting for OEI Task Force  
**Date:** Tuesday, February 16, 2016 10:48:46 AM  
**Importance:** High

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Eddie Sampson from Canvas has confirmed that he can conduct **[a Canvas demo for the OEI Task Force on Friday, February 26 from 8:00-10:00 via Webinar](#)**, which will include time for our staff to cover their questions. If you have not done so already, please confirm back to me via email your availability for this demo. **[We will be meeting this Friday, February 19 at 10:30-12:00](#)** to discuss the questions on Canvas that we want the vendor to cover and the next steps for our OEI Task Force. Thanks.

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**From:** Jeannine Methe  
**Sent:** Thursday, February 11, 2016 6:16 PM  
**To:** Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale  
**Subject:** February 19 at 10:30 - Next Meeting for OEI Task Force  
**Importance:** High

To: **[OEI Task Force](#)**

Based on the Meeting Poll results, Friday, February 19 in the morning was the most popular date and time for the OEI Task Force members. **[We will have our next OEI Task Force meeting on February 19 from 10:30-12:00.](#)** We will meet at Dublin Conference Room #2 and the CCCConfer connection information is provided below for those of you who want to participate remotely.

As we discussed in our December meetings, we want to have the vendor do a demonstration of the Canvas product for the OEI Task Force, which will include time for questions from the CLPCCD staff. Since the Canvas vendor is not available on Feb 19 and Friday morning seemed to be the best day for our task force members, we have scheduled a **[follow on meeting the next Friday, February 26 from 8:00-10:00 to do the Canvas demo.](#)** Eddie Sampson from Canvas will be doing the demo for us. We are waiting for final confirmation from Canvas on the February 26<sup>th</sup> date, but please reserve this time and I will notify you early next week if Eddie confirms. Please let me know if February 26 works for your schedule.

We will have the Canvas vendor record the demo and then we can post it on the web so other staff can access it. We will meet at Dublin in Conference Room #1 for the February 26<sup>th</sup> demo, but for those of you who want to connect remotely, I will send you the connection information from the vendor early that week.

Thank you.

**CCC CONFER PARTICIPANT INVITATION for Friday, February 19 from 10:30-**

**12:00.**

**Meeting Details**

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=ef5a013d-9805-4b7f-870c-ff39205d8076>

Meeting Passcode: **490399**

Start Time 02/19/2016 10:30 AM

End Time 02/19/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202\*

**Participant Passcode: 490399**

\*Toll free number available: 1-888-886-3951

**Participant Conference Feature**

\*6 - Mute/unmute your line

**FOR ASSISTANCE**

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)

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**From:** Jeannine Methe

**Sent:** Thursday, February 04, 2016 11:21 AM

**To:** Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale

**Subject:** February Meeting of the OEI Task Force

**Importance:** High

To: [OEI Task Force](#)

When we had our initial OEI meetings in December, we agreed to have our next meeting in February, a few weeks after the start of the Spring term to continue our OEI Task Force activities.

I have set up a schedule survey through Doodle.com for the weeks of February 8 and February 15. Please click on the URL below to provide your dates and times of availability for the next couple of weeks.

The Link to the Poll for "OEI Task Force Meeting" at Doodle is:

<http://doodle.com/poll/c93rirhbbigt5nk9>

For the survey, click on the “Participate Now” button. Then insert your full email address in the name box, e.g., you would input [jmethe@clpccd.org](mailto:jmethe@clpccd.org). Check off the dates and times that you could meet and then click the “Save” button.

Based on the schedule survey results, I will send out an email notice for our next meeting. We will continue to have the meetings using CCCConfer so you can participate remotely if desired. Thank you for participating in this very important OEI initiative.

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**From:** Jeannine Methe

**Sent:** Friday, December 04, 2015 12:40 PM

**To:** Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale

**Subject:** Task Force Responses - First Meeting - Members of the OEI Task Force

**Importance:** High

I want to thank all of you for responding so quickly even though this is a busy time as we near the end of the term and you prepare for finals.

Based on the input from the Task Force members that I have received, there were 2 common dates that worked for the team members, but not 1 single date for all the members. Therefore, we will have 2 Webinar times and each OEI team member can select which one works best for them. Each of the members who responded did have at least 1 of these meeting times available.

**You can pick 1 of the 2 Webinar meeting times that is most convenient for you (refer to the appropriate CCCConfer attachment):**

**Monday, December 7 from 12:30-2:00 (Passcode is 183871)**

**Thursday, December 10 from 3-4:30 (Passcode is 625187)**

The 2 Webinars will cover the same agenda topics, and the college Blackboard coordinators, Minta Winsor and Scott Vigallon, will attend both meetings with me to cover the introductory meeting topics. Lisa Ulibarri who also provides Blackboard coordination for Chabot will be able to attend 1 of the meetings.

**I have attached the CCCConfer connection information for the 2 Webinars which you can select from.**

Please email me back which of the 2 Webinars you will be attending.

Thank you for being so flexibility to get our OEI Task Force started before the holidays.

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**From:** Jeannine Methe

**Sent:** Tuesday, December 01, 2015 5:09 PM

**To:** Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Jeannine Methe

**Subject:** First Meeting - Members of the OEI Task Force

**Importance:** High

Those of you on this email distribution have been selected to serve on the Online Education Initiative (OEI) Task Force. A notification has been sent to all the Technology Committees, the Chabot COOL Committee, and the LPC Distance Education Committee letting them know who will be on the task force and what the task force will be doing in order to make a recommendation in Spring 2016.

We would like to have our first meeting in December, so email me back your availability during the next couple of weeks from December 2 through December 11. We will then schedule our first introductory Webinar on the OEI before the holidays and then continue into the Spring term with our subsequent meetings to complete our activities.

We have a great team of representatives from the colleges and district with a lot of expertise in Distance Education. We appreciate you taking the time out of your busy schedules to participate in this critical project.

Thank you.