

**Online Education Initiative for the California Community Colleges
Memorandum of Understanding
Between Foothill-De Anza Community College District
and Selected Colleges Piloting the OEI Course Exchange**

This Memorandum of Understanding (“MOU”) is entered into by and between the Foothill-De Anza Community College District (“FHDA”) representing the Online Education Initiative (“OEI”) and _____ (“**Participating College**”). The purpose of this agreement is to establish the responsibilities of the Participating College in its role as a member of the Full Launch Pilot Group for the pilot phase of the OEI Course Exchange (“**OEI Exchange**”). The scope of this agreement encompasses the participation of colleges in the OEI Exchange and does not establish any agreements or requirements related to the Canvas course management system outside of its use for the OEI Exchange. This agreement remains in effect through the pilot phase of the OEI Exchange, from time of signing through June 30, 2017.

This agreement augments and supersedes the agreement dated **June 2014** entitled “Online Education Initiative for the California Community Colleges Memorandum of Understanding Between Foothill-De Anza Community College District and Selected Colleges Piloting OEI Resources”.

PROJECT GOAL: During the timeframe of this agreement, the Full Launch Pilot Group will work together with the FHDA OEI management team (“**OEI management team**”), the California Community Colleges’ Technology Center at the Butte-Glenn Community College District (“**Tech Center**”), and others to pilot the OEI Exchange. The goal of this component of the OEI is to provide a seamless pathway for students to register for and complete online courses across participating colleges, facilitating student completion of educational goals in an efficient manner, saving both time and money.

I. DEFINITIONS:

- A. Common Course Management System (“CCMS”):** The Common Course Management System and associated components that are required to implement the OEI Exchange. Instructure’s Canvas course management system is the core platform for the CCMS.
- B. Home College:** An accredited California Community College from which a student can access the OEI Exchange to take classes from other California Community Colleges participating in the OEI Exchange.
- C. Teaching College:** An accredited California Community College that offers courses within the OEI Exchange to students from their own college and to students from other California Community Colleges via the OEI Exchange registration mechanisms.
- D. Online Education Initiative (“OEI”):** The overarching California Community College (CCC) initiative, funded by the CCC Chancellor’s Office, that provides support to college online teaching and learning programs and coordinates resources and services available to the entire CCC system. Resources include the CCMS and other components such as student resources, faculty resources, other technology resources, and research and policy documentation.

- E. OEI Course Exchange (“OEI Exchange”):** The component of the OEI that facilitates students registering for online courses offered by the participating colleges of the Full Launch Pilot Group, reduces and/or eliminates barriers and duplication in the application and matriculation processes, and automates associated business processes. Enabling students to enroll in courses that are critical to completing their educational goals but are not readily available at their Home College, the OEI Exchange is intended to facilitate the timely completion of educational goals that students establish at their Home Colleges.
 - F. OEI-Related Courses:** Online courses that have been submitted by Participating College faculty and selected for course review to assess alignment with the OEI Course Design Rubric for design and accessibility.
 - G. Exchange-Ready Courses:** OEI Courses within the CCMS that have been determined to be aligned with the OEI Course Design Rubric for design and accessibility. The OEI Chief Professional Development Officer shall have the authority to determine when courses are sufficiently aligned and, consequently, Exchange-Ready.
 - H. Exchange Courses:** Exchange-Ready Courses that are offered through the OEI Exchange in a given term.
 - I. Full Launch Pilot Group:** Initially, this group is composed of the eight colleges that signed an agreement in 2014 entitled “Online Education Initiative for the California Community Colleges Memorandum of Understanding Between Foothill-De Anza Community College District and Selected Colleges Piloting OEI Resources” to confirm their participation in the OEI Full Launch pilot. Additional pilot colleges that have signed the 2014 agreement may be invited to participate during the timeframe of this agreement.
 - J. Single Point of Contact (“SPOC”):** A designee, or designees, of the Participating College who is/are responsible for communicating and coordinating the OEI efforts at the Participating College.
- II. BENEFITS:** The Participating College party to this agreement shall receive the following from the OEI:
- A.** Free access to the CCMS and Canvas support assistance (Canvas help desk) for all OEI Courses throughout the term of this agreement.
 - B.** Free access to all additional OEI-provided technologies and services for OEI Courses during the timeframe of this agreement, including but not limited to Online Student Readiness (with assessment), Online Tutoring, and proctoring solutions.
 - C.** Free course preparation assistance to each faculty member at the Participating College who is interested in offering his/her online course or courses through the OEI Exchange and whose online course or courses have been selected for course review. Assistance to faculty includes migration assistance, instructional design support, accessibility

assistance, and other support to establish course alignment for OEI Exchange participation.

- D.** A complimentary registration for both the @ONE Online Education Standards and Practices (OESP) course and @ONE Introduction to Teaching with Canvas courses for faculty with OEI Courses.
- E.** Technical assistance provided as part of a mini-grant reimbursement program to provide SIS integration and authentication support to integrate OEI Exchange functionality into existing campus administrative systems.
- F.** Free technical support for all OEI-provided products and services.
- G.** Inclusion in decision-making processes with staff and faculty of other colleges in the Full Launch Pilot Group regarding the implementation and operation of the initial pilot of the OEI Exchange.

III. RESPONSIBILITIES: As a Participating College, the undersigned shall agree to the following:

- A.** Adhere to Reciprocity Policies in Attachment A.
- B.** Adhere to Business Processes in Attachment B.
- C.** Work with the FHDA OEI project team and Tech Center to continue to develop, test, and pilot the processes necessary to facilitate the OEI Exchange.
- D.** Actively participate in the Full Launch Pilot Group activities and meetings.
- E.** Identify a SPOC who will serve as the Participating College's representative and provide on-going communication to the Participating College.
- F.** Participate by offering Exchange Courses within the OEI Exchange as well as by allowing its students to enroll in OEI Exchange Courses offered by other colleges.
- G.** For students registered in OEI Exchange Courses, continue to integrate available OEI-provided technologies and services such as Online Student Readiness (with assessment) and Online Tutoring as well as offer additional OEI-provided technologies and services as they become available such as test proctoring, plagiarism detection tools, resources for underprepared students, and participation in the online counseling network.
- H.** Promote the robust and effective use of the OEI Exchange.
- I.** Provide or give access to data and systems, as necessary, for the effective implementation of the OEI Exchange including read and write access to selected data in the Participating College's SIS system.

J. Work with the OEI project team and Tech Center to determine the appropriate way to provide or give access to data and systems, as required for the effective implementation of the OEI Exchange.

K. Participate in the evaluation of the OEI Exchange, including providing information, which is necessary to assess the effectiveness of the OEI Exchange resources and functionality.

L. Timelines:

1. For the Fall 2015 term, faculty teaching OEI courses will continue to participate in the review process and take action to align OEI Courses to the OEI Course Design Rubric as needed.
2. For the Spring and Summer 2016 terms, offer OEI courses hosted within the CCMS to its local college students while working to ensure all OEI courses are Exchange-Ready prior to the scheduling of courses for the Fall 2016 term. Online Student Readiness (with assessment), Online Tutoring, and any additional services as they are made available to the Full Launch Pilot Group, shall be available to students taking these selected courses. Upon the request of the OEI management team and/or Tech Center, test OEI Exchange-related technologies and solutions associated with the OEI Exchange implementation process.
3. Starting the Fall 2016 term, offer Exchange-Ready Courses, which are hosted within the CCMS and facilitated through the OEI Exchange, for this and each following term during the timeframe of this agreement. OEI Tutoring, Readiness, Proctoring and any additional OEI-provided solutions shall be available to students taking these selected courses.

IV. MODIFICATIONS: To successfully accomplish the goals of the OEI Course Exchange, the Participating College shall agree that, through collaboration between the OEI management team, Tech Center, and Pilot Colleges, the Reciprocity Policies and Business Processes in attachments A and B may be updated from time to time as needed. The CEO of the participating College or designee shall have the authority to approve such updates.

Signatures:

CEO/President

Date

Vice President of Instruction

Date

Vice President of Student Services

Date

Academic Senate President

Date

Chief Technology Officer

Date

Distance Education Coordinator

Date

OEI Executive Director

Date

FHDA Sponsor

Date

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ATTACHMENT A: OEI Exchange Reciprocity Policies

To successfully accomplish the goals of the OEI Course Exchange, the Participating College shall agree to adhere to the following policies:

I. Policies: Application/residency determination

- A. The Teaching College and the Home College agree to the minimum standards of residency established through OpenCCCApply. However a college is allowed to require additional documentation from students when the residency information via OpenCCCApply does not suffice, in order to determine residency.
- B. The Participating College shall agree to use OpenCCCApply.

II. Policies: Course offerings

- A. During the period of this agreement, all OEI Courses shall be courses that have the appropriate C-ID designation as specified by the OEI. The list of courses eligible for offering in the Exchange will be maintained by the OEI on its website.
- B. A. An Exchange-Ready Course that has prerequisites in addition to those specified in the C-ID descriptor shall not be offered in the Exchange during the Fall 2016 through spring 2017 instructional terms. The Home College shall determine whether or not a student has met any identified prerequisites.
- C. An online course offered in the OEI Exchange must:
 - 1. Have been determined to be aligned to the OEI Course Design Rubric and any related policies including those applicable to accessibility for disabled students.
 - 2. Be offered in the CCMS using both Online Student Readiness (with assessment) Online Tutoring and Online Proctoring services.
 - 3. Have already been offered in the CCMS to Home College students using Online Student Readiness (with assessment), Online Tutoring and Online Proctoring for at least one term.
- D. When an Exchange Course is made available, students at both the Home College and Teaching Colleges shall be able to view the course in a course list. A Teaching College

shall determine which Exchange-Ready Courses from its college appear in the Exchange. Note that the timeframe in which a student may register for a course in the Exchange is described in the following section.

III. Policies: Course registration/enrollment

- A. The Teaching College shall accept Home College designations of priority registration, which must be consistent with Title 5 Section 58108 registration and enrollment procedures. Therefore students choosing courses in the Exchange will receive registration dates and/or times based on their Priority Enrollment status at their home college.
- B. A student shall not be allowed to register for an Exchange Course if s/he:
 - 1. Has not completed the Home College matriculation process where existing Home College rules require such completion.
 - 2. Has already registered for another course with the same C-ID designation, during periods with overlapping start and end dates.
 - 3. Has already enrolled in two Exchange Courses in the current term.
 - 4. Has already reached the maximum number of credits for that term as determined by the Home College.
 - 5. Has the following status as determined by the Home College:
 - a) International F1 Visa
 - b) Students with an address outside of California
 - c) Incarcerated
 - d) Vacation or Visitor Visas (B Visas)
 - e) AB540 with out of state addresses
 - f) High school dual enrollment
- C. The Teaching College shall honor the Home College's Board of Governor's fee waiver eligibility determination.
- D. The Teaching College shall honor a student's DSPS classification determination (regarding the level and status of accommodation required) if the student so chooses to share this information.
- E. From a student's perspective, the Teaching College is responsible for providing information and responding to inquiries associated with its Exchange Course once the student is registered in that class. All other information and inquiries arising from participation in the Exchange are the responsibility of the Home College.

- F. Through the establishment of a Financial Aid Consortium Agreement, the Home College shall be responsible for including Exchange Course units in its determination of Financial Aid and for any associated processing and Financial Aid distributions.
- G. A student shall have the opportunity to opt-out of local non-tuition related fees of the Teaching College.
- H. The Add/Drop/Withdrawal deadline for an Exchange Course shall be determined by the Teaching College offering the Exchange Course.

IV. Policies: Matriculation

- A. Verification of student matriculation status shall be the responsibility of his/her Home College. The required matriculation processes shall exclude any local additions and be as defined by Title 5 and the Chancellor's Office for provision of the Student Success and Support Program (SSSP).
- B. Requirements for certificates and degrees to be awarded shall be determined by the Home College.
- C. Once the Exchange course/s has been completed, the student's transcript at the teaching college shall be updated within a timeframe deemed reasonable by the participating teaching college. The Home College's student academic history shall also be updated within a timeframe deemed reasonable by the participating Home College.

V. Policies: Reconciliation

- A. During the timeframe of this agreement, the Home College shall be responsible for determining Financial Aid eligibility.
- B. The Home College shall receive credit for degree completion and/or transfer attainment.
- C. The Teaching College shall receive apportionment for Exchange Course enrollment.
- D. The Home College is responsible for including their students' Exchange Course progress in the Satisfactory Academic Progress report (SAP).
- E. Third party (including student) claims shall be the responsibility of the District which employs the instructor, administrator or other employee alleged to have caused the injury or loss.

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ATTACHMENT B: OEI Exchange Business Processes

To successfully accomplish the goals of the OEI Course Exchange, the Participating College shall agree to adhere to the following business processes:

- I. Processes: Application/residency determination
 - A. For the purposes of this agreement, a college in which a student successfully completes matriculation and attempts to register for Exchange Courses shall be considered his/her Home College.
 - B. A student who registers for an Exchange Course may be required to provide supplemental information to complete his/her OpenCCCApply application process.
- II. Processes: Course offerings
 - A. The Participating College may identify up to five online courses for OEI review each term.
 - B. The maximum number of courses available for the Exchange shall be determined by the Teaching College. The Teaching College may withdraw an Exchange Course at any time during the enrollment period.
- III. Processes: Course registration/enrollment
 - A. Exchange Course registration shall be determined in accordance with the following precepts:
 - 1. A student shall have the opportunity to register for an Exchange Course based on his/her Home College priority designation and the next available Teaching College enrollment period.
 - 2. It is anticipated that Exchange Course registration for students whose Home College is not also the Teaching College shall require more time to complete than registration by students at the Teaching College due to the additional steps required to complete the process.
 - B. From a student's perspective, a student shall obtain access to Exchange Course information and registration through his/her Home College's registration system.

- C. A student shall acknowledge that s/he is aware that an Exchange Course is offered by another college and agree to OEI Exchange policies/guidelines before s/he can register for the Exchange Course.
- D. A student shall choose whether to provide informed consent to allow a Teaching College to know and honor his/her Home College's DSPS classification determination.
 - 1. The Teaching College shall be responsible for notifying the Exchange Course instructor regarding the necessary accommodations.
 - 2. The Teaching College shall be responsible for providing the appropriate accommodations once the student's DSPS status has been classified by the Home College.
- E. If a seat is available and all other criteria are met, a student registering for an OEI Exchange Course shall receive preliminary acknowledgement of successful registration and notification of next steps including fees to be paid and applicable institutional policy and regulations related to grading, enrollment, drop, and withdrawal.
- F. From a student's perspective, a student shall have the ability to access his/her combined course schedule.
- G. The Home College shall be notified of any change in its students Exchange Course enrollment status. This notification must occur within one week after the census date for drops or withdrawals and within one month for any other changes, including final grades.

IV. Processes: Matriculation

- A. The student's academic history at the Home College shall include attempted and completed Exchange Courses. Attempted and completed Exchange Courses shall appear as transferred in and articulated courses in the student's academic history at the Home College.
- B. An Exchange Course shall only appear on the Home College student transcript if the student makes a request to the Teaching College to transfer the transcript to the Home College. Therefore a student completing an Exchange course shall be notified that, if so desired, s/he must request that a copy of his/her transcript is shared with the Home College.

V. Processes: Reconciliation

- A. During the timeframe of this agreement, the Teaching College shall be responsible for collecting its Teaching College Exchange Course enrollment fees and issuing any refunds.
- B. During the timeframe of this agreement, the Home College shall be responsible for any applicable student financial aid processing for the combined enrolled units.

- C. The initial implementation of the Exchange may require some manual processes to perform reconciliations between colleges.

VI. Processes: Technical Considerations

- A. The Tech Center shall provide assistance to the Participating College to determine how and in what timeframe its local data is synchronized with the OEI Exchange and/or other associated databases.