



CALIFORNIA COMMUNITY COLLEGES  
**ONLINE EDUCATION**  
INITIATIVE

Dear Colleague,

Thank you again for your interest in the 2018 OEI Consortium Cohort! We now invite you to complete a College Self-Assessment Packet and have developed this checklist to assist you in the process.

- Schedule a College Planning Team meeting (recommend setting aside two hours).
- Ensure your CTO attends the January 2018 OEI / CCC Tech Center webinar (invitation will be emailed separately).
- Obtain the required signatures noted in Section IV of the College Self-Assessment.
- Obtain a copy of the resolution passed by your local academic senate in support of the college's participation in the OEI cohort.
- Return your completed self-assessment packet, including the academic senate's resolution, no later than Thursday, March 1, 2018 to:

Karen Oeh, College Support Representative  
650.949.7814  
[koeh@ccconlineed.org](mailto:koeh@ccconlineed.org)

If you need additional assistance as you move through the checklist, please do not hesitate to reach out to our Implementation Team. Again, thank you for your interest in the OEI. We look forward to working with additional college partners as we expand the consortium!

*OEI Implementation Team*



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**SECTION I: COLLEGE SELF-ASSESSMENT**

*The information in this section should be completed by the college's Single Point of Contact (SPOC) with input from the College Planning Team.*

**College** \_\_\_\_\_

**Contact Information**

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

1. Which of the following OEI tools or services is your college currently using (check all that apply):

- QuestReadiness (readiness tutorial)
- NetTutor (online tutoring)
- Cranium Cafe / ConexEd (online counseling)
- Proctorio (online proctoring)
- VeriCite (plagiarism detection)

Are there any additional tools your college has implemented or wishes to:

2. Is the college participating in any other statewide initiatives (i.e. guided pathways, educational planning, etc.):

- Yes
- No

If yes, which ones: \_\_\_\_\_

3. Has your college adopted the OEI Course Design Rubric?

- Yes
- Yes, but with modifications
- No, but we are open to adopting the OEI Course Design Rubric
- No, we are using another tool to guide online course design on our campus

If yes or yes with modifications, are you using this as part of a local course approval or review process?

- Yes
- No

4. Would your college be interested in developing a local peer course review process for courses entering the exchange?

- Yes
- No
- Already developed

5. Please describe the ways your college will support faculty and courses participating in the course review process:

6. What resources and/or services do you have in place to support accessibility (508 compliance) of online instructional material?

7. Describe your distance education program and structure. Please include the full-time staff member managing or coordinating the program and his/her role.

8. What will your college uniquely bring to the OEI Consortium (i.e. specific types of courses, faculty expertise, etc.)

9. How will participating in the OEI Consortium benefit student access and program maintenance or growth at your college.

10. Please provide any data relevant to your college's online achievement gap:

11. One of the long-term goals of your college's participation in the Consortium in participation in the Course Exchange. If accepted into the Consortium, is your college prepared to:

- Actively pursue a target of 10% of the college's existing online offerings listed and available to students in the Course Exchange within two semesters (or four quarters) of the college going live in the Course Exchange AND scheduling those online courses in a manner that allows students to access at least a portion of available seats via the Course Exchange (Note: Seats designated for the Course Exchange may also be accessed by local students in the event the locally designated cap is met).
- Pursue a target of 20% of the college's existing online offerings listed and available to students in the Course Exchange after four semesters (eight quarters) of the college going live in the Course Exchange.
- Identify faculty and courses to engage in the OEI Course Design Academy sufficient to meet the commitments listed above. An accelerated process for preparing courses will be available if the OEI Course Design Rubric is applied through a local college peer review process.

12. What programs and courses are currently impacted at your college and could benefit from increased access for students through the Course Exchange?

13. Which programs and courses have low online enrollments or cannot be offered every term, and would benefit from students enrolling at your college via the Course Exchange?



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## SECTION II: TECHNICAL REQUIREMENTS

*The information in this section should be completed by the college's Chief Technology Officer (CTO).*

### Student Information System:

- Banner
- Peoplesoft
- Colleague
- Other:

### Other Requirements:

- Canvas fully implemented for all online courses  
Date of implementation completion (previous CMS/LMS deactivated): \_\_\_\_\_
- Open CCC Apply enabled
- Implemented eTranscript California
- SSO/federated ID enabled for students enabled  
Please advise if SSO/federated ID is not implemented but is on a near-term roadmap \_\_\_\_\_

**Our CTO has attended and/or viewed the January 2018 OEI/CCC Tech Center webinar, which presented a summary of the tasks required of the college/district IT staff once admitted into the OEI Consortium.**

Chief Technology Officer initials: \_\_\_\_\_





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**SECTION III: COLLEGE PLANNING TEAM**

*Please include name and title for each entry.*

Single Point of Contact (SPOC) \_\_\_\_\_

Academic Senate Representative \_\_\_\_\_

Distance Education Coordinator \_\_\_\_\_

Chief Student Services Officer \_\_\_\_\_

Chief Instructional Officer \_\_\_\_\_

Chief Technology Officer \_\_\_\_\_

IT Representative (responsible for SIS) \_\_\_\_\_

CMS/LMS Administrator \_\_\_\_\_



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**SECTION IV: REQUIRED SIGNATURES**

*You may have individuals sign digitally using Adobe Acrobat.*

President signature: \_\_\_\_\_

Chief Instruction Officer signature: \_\_\_\_\_

Chief Student Services Officer signature: \_\_\_\_\_

Chief Technology Officer signature: \_\_\_\_\_

Distance Education Coordinator signature: \_\_\_\_\_

Academic Senate President signature: \_\_\_\_\_