

MINUTES
San Bernardino Valley College
Distance Education Committee Meeting
December 3, 2021 10:00 am—11:30 am
ConferZOOM

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/99740785176>

Or iPhone one-tap (US Toll): +16699006833,99740785176# or +16468769923, 99740785176#

Or Telephone: Dial: +1 669 900 6833 (US Toll) or +1 646 876 9923 (US Toll) Meeting ID: 997 4078 5176

Committee Members present: Michael Assumma, Jennifer Bjerke, Davena Burns-Peters, Janet Courts, Leticia Hector, Lisa Henkle, Guy Hinrichs, Maria Notarangelo, Adam Pave, Soha Sobhanian, Nori Sogomonian, Teri Strong, Margaret Worsley

Agenda Item	Discussion	Action Items
Call to order:	10:05am	
Approval of Minutes: 10/15/21	Motion Assumma, 2 nd Notarangelo- approved	
Student Online Learning Orientation- Update	A prototype has been created for an online orientation. Members of the committee are welcome to go through the course as students to then give feedback. Those who expressed interest included: Michael Assumma, Lisa Henkle, Adam Pave, Sogomonian, Michael Torrez, and Soha Sobhanian. A discussion was made about data, which data to collect, and how to share that data from the orientation. The talk was expanded to online learning success of students, looking at data per discipline, from the training perspective, etc.	The DE Leads will continue meeting with the Basic Skills stakeholders for this project, and will keep the committee updated on progress with the online student orientation. Those who expressed interest will be added as students to the prototype course for feedback.
CVC and DECCO Updates	Davena shared a CVC update which included Title 5 changes. These changes included definition of distance education to meet Federal requirements, what accessibility means, instructor contact (includes as described by the COR), synchronous vs. Asynchronous, separate DE course approval. There are 65 Home Colleges that can now access cross-enrollment (we are one of them). CVC is adding automation for financial aid. Copy of items presented in this report are included at the end of meeting minutes.	The DE Leads will continue as liaisons between the CVC and SBVC campus.
Spring 2022 Meeting Times	The committee voted, and a majority want to keep the 10am committee meeting time for next semester.	
New and Future Business	Davena mentioned campus strategic planning and a data-oriented grant that our campus received. A workgroup has been established to discuss data, how it's gathered, and how to	

	make it accessible to all faculty. Also the need for more training on utilizing data.	
Announcements	Charlie and the Chocolate Factory performed by the Theatre department is happening this weekend.	
Adjourn	11:22am	

Updates from CCC DECO


Feel free to explore [CCC DECO Meeting Recordings and Files](#)


Update on Title 5 Changes

Title 5 changes have been made and are in the final stages of the process. We are currently at the stage of formal code change to be made by the Department of Finance and Secretary of State. CCCCCO will issue official guidance once the formal code change has been made.

Distance Education Title 5 Change: Next Steps

- Oct 21 - Consultation Council for review and comment
- Oct 22 (on/after) - Public Comment
- Nov 15-16 - Board of Governors for Action/Approval
- +60 days or more for review and formal code change by the Dept. of Finance and Sec. of State





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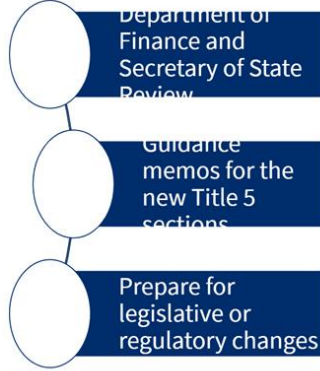
Distance Education Title 5 Change: Next Steps

Department of Finance and the Secretary of State review and formally make the changes in the CA Code of Regulations

- Check the CCCCO Pending Regulatory Action page for updates



Chancellor's Office will issue Guidance



Section 55200. Definition and Application

- Revised the definition of distance education to meet the Federal requirements
- Includes specifics about the type of technology
- Adds a clarification of what “accessible” means
- Cites foundational accessibility references



Distance Education Title 5 Change – Recent Add

Section 55204. Instructor Contact

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

*(a) Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students **as described in the course outline of record**), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.*



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Section 55204. Instructor Contact

District governing boards shall ensure:

- "...regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record or distance education addendum where applicable), either synchronously or asynchronously..." (part a)
- Incorporates the federal definition of "substantive interaction" and "regular interaction" (part b and c)
- For asynchronous distance education, instructional time includes activities demonstrating academic engagement (part e)



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Distance Education Title 5 Change – Recent Add

Section 55206. Separate Course Approval

(a) If any portion of the instruction in a new or existing course is to be provided through distance education, the course outline of record or an addendum to the official course outline of record shall address how course outcomes will be achieved in a distance education mode and how the portion of instruction delivered via distance education meets the requirement for regular and substantive interaction ~~between instructors and students (and among students where applicable)~~ as specified in section 55204.

(b) how the course design and all course materials must be accessible to every student, including students with disabilities. The distance education course outline of record or addendum shall be approved according to the district's adopted curriculum approval procedures.



Section 55206. Separate Course Approval

- Adds the course outline of record as another document where details about distance education courses could be described
- Must include how the course design and materials are accessible to every student
- Cites foundational accessibility references



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Section 55208. Faculty Selection and Workload

- Adds the federal requirement that instructors of distance education courses must meet the qualifications of the accrediting agency.



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Section 55005. Publication of Course Standards

For each course offered, a community college shall make available to students through college publications all of the following facts before they enroll in the course:

(e) Whether the course is offered in a distance education format, and if so, includes the following information:

- (1) All online and in-person synchronous meeting days/dates and times*
- (2) Any required asynchronous in-person activities*
- (3) Any required technology platforms, devices and applications*
- (4) Any test or assessment proctoring requirements.*



Jory has been our Executive Leader for many years now and has been key in the advocacy of all things Distance Education. He is taking a new position, still related to CVC, as the CVC Executive Sponsor (Vice Chancellor Foothill-Deanza) beginning January due to the retirement of Joe Moreau.

Usually Next Up but not today...

**California Virtual
Campus Update:
CVC Executive Director
Jory Hadsell**



**Dr. Jory Hadsell leaves CVC to
take on a new challenge as
Foothill - De Anza Community
College District's Interim Vice
Chancellor of Technology**



Leadership Transition

Joe Moreau, current CVC Executive Sponsor (Vice Chancellor, Foothill – De Anza) is retiring in 2022.



Jory Hadsell will serve as Interim CVC Executive Sponsor (Vice Chancellor, Foothill – De Anza) beginning in January.



Recruitment in progress for an Acting Executive Director (January 2022 through December 2022).



These are some highlights of CVC Exchange updates and status. It should be noted that we are a Home College and have a meeting established to learn the use of the Dashboard, and to look at the next steps for becoming a Teaching College.

Exchange – Items of Interest

Home Colleges

- Students from 65 Home Colleges can now access cross-enrollment
- Phasing out "manual" residency validations through roll-out of updated ContactInfo API (phasing in)
- Additional features coming soon:
 - Financial aid automation
 - ZTC indicator and search filter
 - Dual enrollment pilot, including online approval workflows
 - Feature noncredit on a new landing page
 - Support for the CBE pilot and platform

What is the CVC Exchange?

The CVC Exchange is an innovative, student-centered tool that allows students currently enrolled in any **Home College** to instantly enroll in online courses offered at **Teaching Colleges** without filling out a separate application.



Home College & Teaching College



Home College: A college that has completed a set of technical steps which allow students to cross-enroll in courses offered by Teaching Colleges.



Teaching College: A college that has implemented technical and business processes which allow students attending Home Colleges to cross-enroll into classes.



Why?

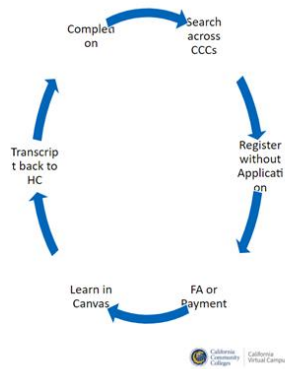
Reducing student time to completion by providing equitable state-wide access to quality online courses.

- Prior to CVC Exchange:
 - At least 10% of students state-wide swirl (take classes from more than one college) on their own.
 - Difficult path for student to do manually on their own.
 - Students could not combine financial aid across colleges
 - Excess units
 - Additional cost or debt
 - No data to help colleges better serve their students' needs / identify trends for enrollment and program management.



More Than Enrollment...

- Courses are included on the student's Home College **Canvas dashboard** for easy access.
- **Transcripts are sent** to the Home College upon completion of the course(s).
- **Financial Aid units** can be combined across Home and Teaching Colleges.



Course Availability

- What courses are included in the CVC Exchange?
 - All courses coded as online (synchronous and asynchronous) from:
 - 48 colleges with live inventory via API connection to their SIS
 - Additional subset of colleges providing periodic CSV file updates
- Previous versions:
 - Only POQR-certified courses were included in the limited inventory
 - Students had to be enrolled at a HC that was also a TC in order to use cross-enrollment.



Student Enrollment Journey



Student Feedback: Why did you use the Exchange?

"I wanted to take an ethnic studies course but the option at my local community college didn't articulate – I needed one that did."

"I couldn't find the class I needed at my local college."

"I was in a situation where I had to drop a class I needed for my ADT. I was referred to the Exchange and was able to find an equivalent course. That meant I didn't have to stay in school for a whole additional semester!"

"I needed to pick up a physical science class I couldn't get at my college."



Student Feedback: What was the benefit of the Exchange?

"There were no labs available on my campus. I could see other options available and enroll in a lab class online."

"The class I found on the Exchange actually satisfied two degree requirements so I saved time AND money."

"Ability to take a community college course even though it wasn't available at my local college."

"I could see every college in the state!!!"

"It was easy to look at different institutions and courses offered and their transferability. I didn't have to go through a bunch of college websites."

"I needed to pick up a physical science class I couldn't get at my college."



Cross-Enrollment: Summary Data

As of October 14, 2021

- 14 active Teaching Colleges
- 59 active Home Colleges
- 675 cross-enrollments

Coastline College
Golden West College
Orange Coast College

OCT 2020 NOV 2020 DEC 2020 JAN 2021 FEB 2021 MAR 2021 APR 2021 MAY 2021 JUN 2021 JUL 2021 AUG 2021 SEPT 2021

De Anza College
Foothill College

Lake Tahoe Community College

American River College
Cosumnes River College
Folsom Lake College
Sacramento City College

Chaffey College

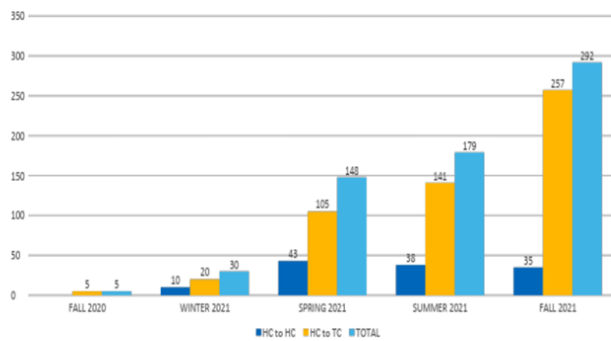
Contra Costa College
Diablo Valley College
Los Medanos College



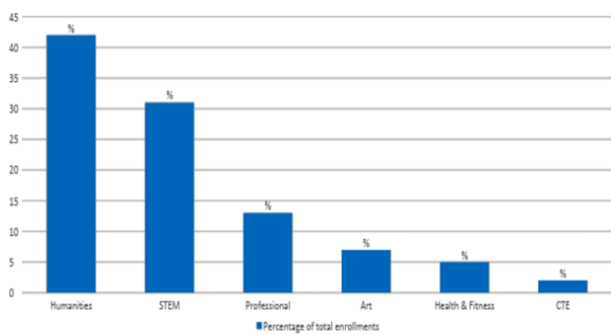
Emerging Patterns

- 20% of students find and enroll in courses at their Home College.
- 81% of students cross-enroll in one course per term.
- Of those enrolling in two courses:
 - 41% take two courses at the same Teaching College
 - 34% take courses from two different Teaching Colleges
 - 15% find two courses at their Home College
 - 10% combine one Home and one Teaching College course

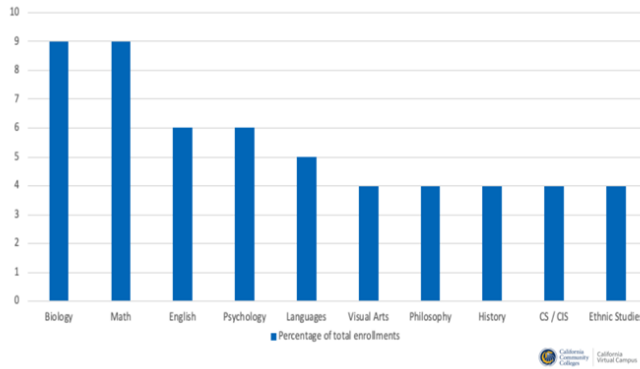
Cross-Enrollments by Term



Cross-Enrollment Numbers by Discipline



Top Ten Cross-Enrollment Subjects



[WCET/SAN](#) gave a presentation regarding the SAN membership and state to state agreements that must be in place to ensure all regulations are being upheld for faculty and students who are teaching or learning in states other than our own state of California.

**Cheryl Dowd,
Senior Director,
Policy Innovations
WCET - WICHE
Cooperative for
Educational
Technologies**



All California Community Colleges are members of SAN.

SAN Website:
<https://wcetSAN.wiche.edu>

Coordinators:
(the following people manage the SAN membership for the California Community Colleges)

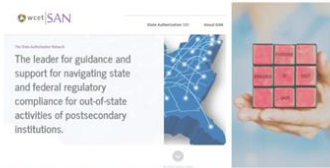
- Chermain Harrell: Charrel5@coastline.edu
- Rebecca Pang: Rebecca.pang@cerrocoso.edu
- Erin Larson: elarson@cccco.edu

Who we are

The State Authorization Network (SAN) empowers its members to successfully resolve postsecondary regulatory compliance challenges.

We provide expert analysis, resources and training to prepare for emerging issues, collaborate on compliance strategies, develop solutions and evaluate their efficacy.

Our members are digital learning and compliance professionals representing 800+ institutions and organizations nationally and across all sectors.



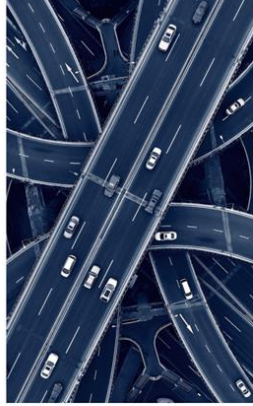
Postsecondary Foundations

For any activity of the institution that occurs in another State, it is the institution's responsibility to be compliant with the laws and regulations of that State. (or country)



Intersections of State Authority

- **Institutional approval** (*authorization, license, certification*)
Department of Education/Higher Education
- **State registration**
Department of Labor/Taxation, Secretary of State/Treasury
- **Professional Licensing**
Respective by state/profession
Standards + enforcement of practice
- **State Attorney General**
Investigation + litigation; disclosure; privacy and protection of data



Interstate Agreements

- Common terminology: "Compacts" or "reciprocal" agreement(s)
- Function as **tools to manage** the 50-state challenge
- Voluntary, state-led solutions
- Unique in structure and purpose
- Separate from legal approval

Examples

- State Authorization Reciprocity Agreements (SARA)
Scope: distance education
- National Association of State Directors of Teacher Education and Certification (NASDTEC)
Scope: Educator license mobility
- Nonresident Income Tax
Scope: State-by-state, income tax
- Tuition reciprocity agreements
- Etc.

Federal Regulations tie compliance to participation in Title IV HEA programs.

- Definition of state authorization reciprocity agreement (34 CFR 600.2)
- State Authorization (34 CFR 600.9(c))
- Professional Licensure Notifications (34 CFR 668.3(a)(5)(v) & 668.43(c))
- Contact information for filing complaints. (34 CFR 668.43(b))
- Misrepresentation (34 CFR 668.71) (34 CFR 668.72)



34 CFR 600.9(c) State Authorization of Distance



Tied to Aid – Eligibility to disburse aid tied to the institution having approvals demonstrated by:

- Direct approval by the state; or
- Through a state authorization reciprocity agreement.

Student Location

- Defensible Process – Document & to be provided to the Secretary upon request
- Determine at time of enrollment; or
- Formal receipt of information from the student that the location has changed based on processes at the institution.