

CCC Online Education Initiative

Information for Pilot Colleges Regarding Course Submission, Application, and Review Processes

Each OEI pilot college is being asked to submit five classes for consideration in their respective pilot (Online Readiness Pilot: Spring 2015; Online Tutoring Pilot: Spring 2015; Full Launch / CCMS Pilot: Summer 2015). Courses should be chosen based on the list of 19 AA-T/AS-T/C-ID *Courses Identified for Initial OEI Pilot Implementation* (posted at <http://cccOnlineEd.org/documents/category/22-academic-affairs-workgroup>). Colleges are strongly encouraged to consult with department/division chairs as appropriate, local distance education committees, and local Academic Senate leadership in identifying the five courses through local processes.

The *OEI Course Review Application* should be submitted online for each of the five courses, by the instructor who will teach each course, no later than October 8, 2014. (The college OEI contact person will provide the web link.) The OEI Academic Affairs workgroup will prioritize three of the five classes to move forward for immediate review by the @ONE course reviewers. Courses will be prioritized for immediate review based on several factors, including breadth and diversity of offerings across pilot colleges and propensity to yield data more data within a specific pilot group. Colleges should expect to be notified by October 13, 2014 about which of their courses have been prioritized for immediate review.

Course reviews will begin October 15, 2014, and should take approximately two weeks to complete. The *OEI Course Design Rubric* and the *@ONE Standards for Quality Online Teaching* will be used as the basis for the course review (both are embedded in the *OEI Course Review Application* and also available on the <http://cccOnlineEd.org> website under “Professional Development”). Reviewers assigned will be from outside the college that submitted the course. Courses that meet the standards with little or no need for instructional design assistance will be offered during the initial pilot phase. Additionally, the OEI is committed to assisting faculty with accessibility compliance issues related to course materials, and will help “fix” course accessibility issues in consultation with the teaching faculty member. The OEI will also provide professional development opportunities to faculty teaching as part of the OEI pilots.

A list of frequently asked questions about the process follows on the next page.

Course Identification and Application - Frequently Asked Questions

The following **frequently asked questions** (FAQs) are intended to assist pilot colleges in determining which courses to submit for review for the Spring 2015 Online Tutoring Pilot:

1. **How many courses can my pilot college submit for the Spring 2015 pilot? Can these come from any discipline?** Pilot colleges are asked to submit up to five (5) courses from the list of 19 C-ID approved, AA-T / AS-T high demand courses. The list is titled *AA-T/AS-T/C-ID Courses Identified for Initial OEI Pilot Implementation* and is available from the OEI Website at <http://CCCOOnlineEd.org> under “Academic Affairs.”
2. **Why is the pilot using such a small number of courses?** The pilot is limited in scope in order to assess the impact of the various solutions that are being implemented (e.g., online tutoring service/platform, student readiness components, common course management system) with a manageable number of courses. At this stage, generating additional FTES is not the goal of this pilot—measuring satisfaction, potential impact of the solutions on student success, and identifying technical issues are the primary goals. Keep in mind that there are eight (8) colleges participating in each of the three pilots, which provides a larger pool of courses.
3. **What process should my college use to identify the five courses that will be submitted?** You should select the five courses based on their quality as defined in the OEI standards (see <http://ccconlineed.org/documents/category/6-professional-development-workgroup>). We strongly recommend consultation with department/division chairs as appropriate, your distance education committee and your Academic Senate. The identified single point of contact (SPOC) for your college should help initiate this process and coordinate the actual application process with local faculty for courses that are being submitted.
4. **One or more of the courses my college would like to submit has received C-ID ‘Conditionally Approved’ status. Is that sufficient?** Courses submitted for inclusion in the OEI pilot must have already received C-ID ‘Approved’ status. Those courses with ‘Conditionally Approved’ C-ID status are not currently eligible for the OEI pilot.
5. **Can my college submit multiple sections of a single course for the pilot?** Colleges may submit more than one section of a course taught by different faculty, however, a broad range of offerings is preferred. This is important so that the impact of the pilot solutions (student readiness, online tutoring, CCMS) can be measured across multiple disciplines and colleges.
6. **My college is in the online tutoring pilot – are there certain courses we should choose?** Courses submitted for inclusion in the online tutoring pilot may provide more data if they reflect those disciplines in which tutors are more frequently sought by students or recommended by faculty. Local tutoring patterns or consultation with learning center coordinators may be helpful in identifying which courses within the 19 *AA-T/AS-T/C-ID Courses Identified for Initial OEI Pilot Implementation* are higher demand tutoring courses.
7. **My college is in the online student readiness pilot – are there certain courses we should choose?** Since your college is involved in the online student readiness pilot, if possible please consider submitting courses that you believe are in demand by students who are new to online

classes. For example, courses from the 19 *AA-T/AS-T/C-ID Courses Identified for Initial OEI Pilot Implementation* that do not have prerequisites may be a good starting point. Additional local institutional data may be helpful in further narrowing the choice of courses.

8. ***My college is in the full launch / CCMS pilot – are there certain courses we should choose?*** Colleges in the full launch group may want to consider courses from across the list of 19 *AA-T/AS-T/C-ID Courses Identified for Initial OEI Pilot Implementation* that typically represent the most “bottleneck” courses for students. Because this pilot group will be integrating the CCMS, online student readiness, and online tutoring solutions in the Summer 2015 launch, any course from the list of 19 that the college thinks is one of its strongest online courses would be a good selection.
9. ***How do we submit the application for each of the courses?*** An MS Word version of the application has been given to your college SPOC (single point of contact). This person has also received the link to the online application process. Once the courses and faculty have been identified by your college, the SPOC can provide faculty applicants with the link to submit the application before the deadline.
10. ***What happens after my college submits the five courses?*** The OEI Academic Affairs team will prioritize three (3) of the five (5) courses to commence course review during the late October, 2014. The three courses will be reviewed by highly qualified, trained course evaluators. The review is based on the @ONE Standards for Quality Online Teaching and the OEI Course Design Rubric. This process is guided by @ONE, the statewide professional development unit, and reviewers will be peers from the CCC system (outside of the applicant’s college/district). Courses that sufficiently meet course design and quality online teaching standards (available at <http://CCOnlineEd.org> under “Professional Development”) will be placed in the 2015 pilots. The OEI Instructional Design team will also provide support for any necessary accessibility modifications to ensure compliance with accessibility standards. If, during the OEI identification process, additional courses are needed, they will be taken from the initial list of five first (the two remaining courses already submitted).
11. ***What if I have other questions about this process?*** Communication with your college OEI contact person (SPOC) will be important throughout this process. Colleges with additional questions are encouraged to have their SPOC contact the lead OEI administrator for their pilot group in seeking answers to questions that may arise.