

Dear Rolando Regino:

We are happy to inform you that your college has been selected as one of 24 colleges to participate in the pilot phase of the Online Education Initiative (OEI). The pilot is scheduled to run from Fall 2014 through the end of Spring 2016. A variety of development activities will occur beginning in Fall 2014 as described below.

The goal of the OEI is to engage colleges in the implementation of resources that will improve student success in the California Community Colleges. All of the colleges involved in this effort will be asked to pilot processes and tools, and assist in the selection, development, and testing of the resources involved. There will be three groups of colleges working to develop and test the resources used by the project. **Your college has been select to implement the activities in group 3.**

Each group consists of eight colleges that will focus on one of the following activities:

1. Full Launch Colleges:
  - a. Develop and test the processes necessary to facilitate a seamless student experience in the Online Course Exchange across colleges and full implementation of the OEI. This includes but is not limited to: application/residency determination, course registration, matriculation, and the support services being piloted by the readiness and tutoring groups.
  - b. Review and inform the choice of a CCC common course management system (CCMS) through participation in the CCMS Request for Proposal (RFP) process.
  - c. Pilot the selected CCMS, associated processes and courses within the exchange.
  - d. Implement the first courses within the exchange in Summer 2015.
2. Student Readiness Staging Group:
  - a. Pilot a diagnostic assessment to help students evaluate their readiness for online learning.
  - b. Pilot dynamic tutorials designed to improve student readiness for online success.
  - c. Participate in evaluation of diagnostic assessment and readiness tutorials.
  - d. Participate in staging activities for entry into the course exchange.
  - e. Colleges begin readiness preparation work in November 2014 with participating colleges submitting candidate courses to the OEI for inclusion in courses in Spring 2015.
  - f. The readiness pilot will take place within the teaching colleges' own systems with their own students and CMS.
3. Tutoring Staging Group:

- a. Review and pilot method of delivering effective online tutoring services for students in online classes and integrating statewide support services with local tutoring services.
- b. Develop a plan to promote robust and effective use of online tutoring services.
- c. Participate in evaluation of online tutoring pilot.
- d. Participate in staging activities for entry into the course exchange.
- e. Colleges begin tutoring solution preparation work in November 2014 with participating colleges submitting candidate courses to the OEI for inclusion in courses in Spring 2015.
- f. The tutoring pilot will take place within the teaching colleges' own systems with their own students and CMS.

All colleges will receive the following:

- Resources appropriate to their pilot group.
- Reviews of their online courses by trained faculty reviewers whose purpose is to provide feedback and assistance including instructional design support along with accessibility assistance.
- Professional development support as needed.
- Regular inclusion in decision-making processes with other pilot college staff and faculty and OEI Steering Committee members appropriate to pilot focus areas including overall project development as needed.

All colleges will agree to the following:

- Participation in the course review and update activities.
- Use of the *Open CCCApply* application by January 2015.
- Participation in the development of reciprocity agreements that will be needed to implement the project and ensure that all students receive the services necessary to facilitate success.
- Participation in virtual and in-person development team meetings for focus areas as needed.
- Participation in professional development activities as appropriate.
- Obtain the agreement to participate from the local Academic Senate.
- Provide data necessary to assess the effectiveness of the pilot efforts.

The members of the OEI Executive Management Team look forward to partnering with you in this groundbreaking opportunity. A follow-up email will include instructions and information regarding next steps as we move forward together. You will also be contacted by phone by one of the executive team members during the next two weeks. A tentative timeline for the development of the pilot phase is below.

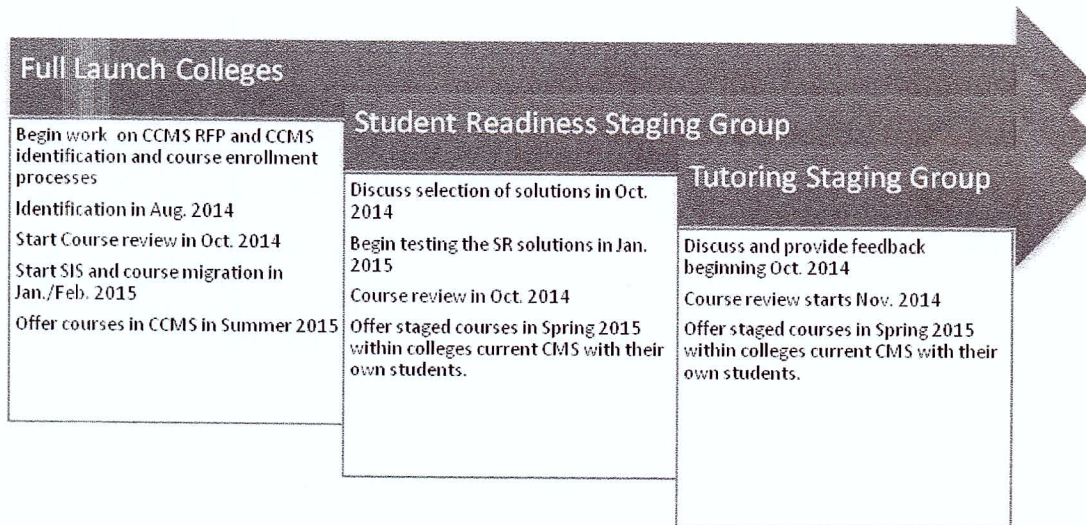
Please visit <http://cccOnlineEd.org> for updates and information about the project.

We look forward to working with you!

Pat James and the Executive Team  
CCC Online Education Initiative

General Timeline:

- **August 2014:** College Selection
- **August 2014:** Colleges respond to selection announcement; pilot groups are formed
- **August 2014:** Work with the Technical Implementation Group begins with participation in the development of the CCMS RFP phase
- **September 2014:** Colleges participating in the SRG begin work with the OEI Chief Student Services Officer
- **September 2014:** Colleges participating in the OTG begin work with the OEI Chief Academic Affairs Officer



The following considerations were used to determine college inclusion in the pilot:

- Use of Open CCCApply, a systemwide online application and identification system for California Community Colleges admission and financial aid (see <http://home.cccapply.org/>)
- Completion of second request for information
- Established online degree programs that could contribute knowledge and best practices based on experience

- Established professional development programs that assist faculty members with online education-oriented pedagogical and student services concerns
- Geographical location (north, south, central), and size of student population (small, medium, large)
- Diversity of course management systems (CMS), important for learning about the best practices, features and functions of the different systems in order to inform the ultimate selection of a common CMS
- Capacity, in terms of faculty and staff, to add more online courses
- Pilot involvement in related CCC projects, the Common Assessment Initiative (CAI) (<http://cccassess.org/>) and Educational Planning Initiative (EPI) (<http://cccedplan.org/>)