

Appendix A

Consortium Participation Requirements

Participating College commits to the following in order to effectively remain in good standing as a CVC-OEI Consortium Member:

1. General Provisions

- a. Commit and adhere to *Appendix A: Consortium Participation Requirements*, *Appendix B: Support for Participating College*, and *Appendix C: Consortium Reciprocity Agreement*.
- b. Utilize the Common Course Management System (CCMS), fully funded by the CVC-OEI, as the College's sole course management system.
- c. Commit to participating in the CVC Exchange as both Home and Teaching College (see *Appendix D* for definitions). Work with the CVC-OEI to continue to develop, test, and expand the CVC Exchange.
- d. Execute a separate California Community College Online Education Initiative (OEI) Consortium Federal Financial Aid Consortium as provided by CVC-OEI. The current agreement is located at <http://ccconlineed.org/financialaidconsortium/>.
- e. Provide local information technology support for implementation of technology integrations required to populate the CVC Exchange and to facilitate cross-enrollment. This includes working with CVC-OEI to provide secure access to data or systems necessary for the effective implementation of the CVC Exchange cross-enrollment processes as outlined in California Education Code.

2. Course Offerings

- a. Commit to achieving, within two (2) academic years, an initial target of aligning at least 20% of the College's existing annual online section inventory to the OEI Course Design Rubric using the CVC-OEI Peer Online Course Review process.
- b. These offerings shall, as pedagogically appropriate, incorporate CVC-OEI technologies and support services (or equivalents) as outlined in *Appendix B: Support for Participating College*, including:
 - 1) Course(s) must have been taught by the instructor submitting the course for review for at least one full term in the CCMS.
 - 2) Course(s) must have the appropriate C-ID, IGETC, CSU GE Breadth designation as specified by the CVC-OEI with the advisement of the Advisory Committee and the Consortium or fill other critical gaps as outlined by the CVC-OEI management team.

- 3) Include access to Online Student Readiness (with diagnostic), online counseling, and online tutoring services.
 - 4) Offer CVC-OEI subsidized online proctoring or an equivalent service if the course requires proctoring.
 - 5) Participating College will ensure that courses submitted for review utilize technology and materials that comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, as described in the CCC Information and Communication Technology and Instructional Material Accessibility Standard.
- c. College agrees, in cooperation with CVC-OEI, to provide training for College faculty in a localized Peer Online Course Review process utilizing the OEI Course Design Rubric or its equivalent.

3. Consortium Activities and Implementation Teams

- a. Establish a College Implementation Team comprised of the appropriate administrators, faculty, and staff, including a designated Project Leader who will serve as the representative and provide ongoing communication to the College. The Implementation Team must commit to meeting on a regular basis. CVC-OEI will provide the Participating College with a document suggesting a crosswalk for college functional roles of Implementation Team members.
- b. Actively participate in Consortium activities and meetings in accordance with the Consortium Charter.

4. Cessation

- a. College agrees that failure to make a good faith effort to prepare and provide the CVC Exchange with courses aligned to the OEI Course Design Rubric shall be an event which may cause termination of this Agreement and loss of benefits outlined in this Agreement and its attached Appendices.
- b. Parties agree that upon cessation of participation in the CVC-OEI Consortium, College is no longer eligible to receive Consortium-level, OEI-funded resources, as indicated in *Appendix B*. Parties agree that College shall continue to be eligible to receive resources otherwise provided to all CCCs that are not members of the CVC-OEI Consortium. CVC-OEI agrees to work with College to develop a reasonable timeframe for removal of funding for CVC-OEI Consortium-level resources. Such a timeframe developed by CVC-OEI shall not extend later than the end of the fiscal year in which the college ceases participation in the CVC-OEI Consortium.