California Community Colleges

TO: Chief Executive Officers
Chief Information Systems Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers

FROM: Valerie Lundy-Wagner, PhD, Vice Chancellor
Digital Innovation and Infrastructure (DII)

Marina Aminy, Interim Executive Director
California Virtual Campus (CVC)

RE: Guidelines on Course Exchange Implementation and FY22-23 Emergency
Conditions Allowance Requirements

This memo provides guidance about the Chancellor's Office June 14, 2022 memo FS 22-07 related to COVID-19 Emergency Conditions Allowance eligibility requirements, which references the system Course Exchange. Hosted by the California Virtual Campus – Online Education Initiative (CVC-OEI or CVC) grant, the Course Exchange helps students complete their education and training goals faster by providing access to online courses offered across the California Community College (CCC) system. To meet the COVID-19 Emergency Conditions Allowance requirements, local teams must complete two general steps:

1. By September 1, 2022, submit a signed Master Consortium Agreement to support@cvc.edu. And,

2. By the beginning of the first term that starts on or after January 1, 2023:

    a. Implement the steps to become a "Home College," which includes implementing or committing to enabling the Course Finder API,

    b. Implement or commit to completing additional steps to become "Teaching College ready," and

    c. Commit to joining a scheduled implementation cohort to become a Teaching College.

These steps are described in more detail below using a Q&A format to ensure shared understanding.

COMMONLY ASKED QUESTIONS

What is required for a college to sign the Master Consortium Agreement?

The CVC-OEI Master Consortium Agreement should be signed by the college President/CEO (or Chancellor) and emailed to support@cvc.edu **by September 1, 2022**. Colleges can certify their participation in the FY22-23 Emergency Conditions Allowance Application. As part of grant reporting, the CVC team will provide monthly updates to the Chancellor's Office noting college- and district-specific as well as systemwide submission of the Master Consortium Agreement.

Districts that need an extension to submit formal CVC-OEI Master Consortium Agreement documentation to the CVC team should notify the College Finance and Facilities Planning Division at FiscalStandards@cccco.edu.

What are the steps required to become a Home College on the Course Exchange by the beginning of the first term that starts on or after January 1, 2023?

A college must complete each of the following six steps to become a Home College:

- Establish a Canvas Trust Relationship
- Enable a Canvas API
- Confirm the CCC Technology Center IdP Proxy configuration and verify the passing of required student attributes
- Assign credentials to Admissions and Records (A&R) and Financial Aid staff to use the Course Exchange administrative panel
- Enable e-Transcript California for receiving transcripts
- Sign the Federal Financial Aid Consortium Agreement

How can a college enable or commit to enabling the Course Finder API?

The Course Finder API is required for cross enrollment functionality and viewable course data for students outside of their Home Colleges. The only method for implementing or enabling the Course Finder API and ensuring that live seat counts are available to students is for colleges to have or be working toward a platform that integrates third-party APIs. This provides students with real-time information about course capacity and cancellations. Without the API, students must submit another

application via CCCApply to access online courses offered at institutions outside of their Home College. The integration platform will rely on the local enterprise resource planning (ERP) system with the noted solutions as follows:

ERP System Vendor	Integration Platform
Ellucian	Ethos
PeopleSoft	Oracle hosted
Homegrown/Custom	Hosted or college-managed integration option

The Chancellor's Office understands that not all colleges are able to implement the Course Finder API due to limitations with their existing IT infrastructure and/or technology priorities. Local teams should communicate barriers, anticipated solutions, and a timeline for implementing the Course Finder API to the CVC team. The CVC team will report this information to the Chancellor's Office, which will contribute to the systemwide strategy for achieving the *Vision for Success* and allocation of resources.

What are the "additional steps" required to become "Teaching College ready" by the beginning of the first term that starts on or after January 1, 2023?

There are two "additional" technical integration steps for a college to become "Teaching College" ready (meaning ready to begin the Teaching College implementation process): to enable e-Transcript California for sending transcripts and to enable SuperGlue. Both products are managed by the CCC Technology Center. For support related to these tools, contact staffsupportccctc@openccc.zendesk.com or your assigned college relationship manager. The CVC team will keep track of "Teaching College ready" progress.

For more information, the CVC team recommends that key Information Technology (IT), A&R and Financial Aid staff attend one or more of the Teaching College "deep dive" sessions.

How can colleges or districts commit to a scheduled Teaching College implementation cohort by the beginning of the first term that starts on or after January 1, 2023?

Colleges or districts should sign up for one of five scheduled Teaching College implementation cohorts in FY22-23 by emailing support@cvc.edu. The cohorts will start in: September 2022, November 2022, January 2023, April 2023, and June 2023. Teaching College implementation cohorts will be filled on a first-come, first-served basis, and must be completed as a district (for multi-college districts). Local teams and the CVC team will work to identify an appropriate cohort based on existing priorities, capacity, and other resources.

Prior to being accepted into a cohort, the CVC Executive Director will meet with district leadership to ensure that the appropriate staff are engaged and understand the commitment, confirm that the college has completed the necessary requisite steps (i.e., enabled e-Transcript, enabled the Course Finder API, etc.), and discuss the process.

The CVC team will keep track of implementation cohorts and report progress to the Chancellor's Office monthly. Colleges and districts facing local challenges should keep the CVC team abreast of issues and anticipate outreach from the Chancellor's Office and CVC leadership, as relevant.

How much time should local staff expect to dedicate to Teaching College integration?

The time commitment will vary depending on local infrastructure and current technology priorities. If steps noted above have been completed, Teaching College integration is expected to take approximately eight weeks and will include 5 to 10 hours of work per week from A&R, Financial Aid and IT staff. For multi-college districts, Teaching College implementation is completed at the district level. As such, multi-college districts will need to undertake a coordinated effort for efficiency.

Colleges experiencing significantly longer time to implement should track capacity needs. The CVC team will provide information on delays (anticipated and unanticipated) in weekly and monthly reporting to the Chancellor's Office. Colleges can also reach out to the CVC grant monitor Russell Grant, (rgrant@cccco.edu) to share success as well as challenges. Such information will be used to monitor local burden and inform the system-level strategy.

How will colleges confirm meeting the Course Exchange-related requirements for submission of 2022-23 COVID-19 Emergency Conditions Allowance applications?

Colleges will certify that requirements associated with the Course Exchange implementation have been met in their applications due on September 1, 2022. The CVC team provides a public-facing tracker with implementation status that is updated at least weekly. Colleges should use this resource to monitor progress.

As previously noted, the Chancellor's Office will also have regular reports about Course Exchange implementation from the CVC team to understand completion status and demonstrable commitment a least monthly. This and other feedback from key stakeholders (e.g., the Consortium, CISOs, CSSOs, etc.) will be used to inform the allocation of one-time and/or ongoing funds to support systemwide Course Exchange adoption.

The Chancellor's Office will confirm that districts have met all requirements in FS 22-07 at three periods: January 27, 2023, April 28, 2023, and December 15, 2023. If it is determined that a district no longer meets one of the requirements, the 2022-23 COVID- 19 Emergency Conditions Allowance is rescinded, and the district will be notified prior to the subsequent apportionment cycle.

For additional questions or support to implement the Course Exchange, please reach out to the CVC at support@cvc.edu or Russell Grant, Information Technology Specialist and CVC Project Monitor, at rgrant@cccco.edu.

cc: Daisy Gonzales, Interim Chancellor
         John Hetts, Executive Vice Chancellor
         Lizette Navarette, Executive Vice Chancellor
         Rebecca Ruan-O'Shaughnessy, Vice Chancellor
         Marty Alvarado, Executive Vice Chancellor
         Russell Grant, Information Technology Specialist I
         Gary Bird, Information Technology Specialist II