

**Online Education Initiative (OEI)**  
**Task Force Agenda**  
CCCConfer – Spring 2016 Meeting  
Friday, March 11, 2016  
10:30 – 12:00

1. General Business
  - a. Approval of Meeting Notes – 2/19
  - b. Demos Recorded for Canvas 2/26 and Steve Klein from OEI 3/04
  - c. Future Meeting Dates – March 18 at 10:30, March 25 at 8:30, April 8 at 10:30
  
2. Important Websites with OEI Information
  - a. OEI Meeting Documents for CLPCCD – posted on TCC webpage  
<http://www.clpccd.org/ipbm/TCCTask-forces.php>
  - b. Information on the State's OEI website  
<http://www.CCCOnlineEd.org>
  - c. Canvas URL <http://www.canvas.instructure.com>
  - d. Canvas Implementation Guide  
<https://ccconlineed.instructure.com/courses/90/pages/implementation-guide>
  - e. CCC Technology Center OEI Website – Canvas information  
<http://ccconlineed.org/technology-resources/canvas-ccms/>
  - f. CCC Technology Center OEI Website – How to Adopt Canvas  
<https://ccconlineed.instructure.com/courses/90/pages/home>
  
3. Any Pending Questions to be answered from Canvas Demo or Steve Klein?
  
4. Follow up Session on System Administrator Demo – Part 2 next week
  
5. Task Force members to contact Colleges migrating to Canvas on usage of Canvas CCMS, type of Training, & Conversion using Tool + Manual Adjustments
  
6. Training Information – Discuss Training Options that Task Force Recommends + Train the Trainer Method
  - a. Canvas Training Courses – No Costs, Included in OEI agreement (Refer to List of Canvas Training Courses)
    - Course #200 LMS Admin Training
    - Course #201 Canvas Support Training
    - Course #203 Canvas Fundamentals for Faculty
  
  - b. @One Training – No Costs, Included in OEI agreement  
<http://www.onefortraining.org>
  
  - c. Additional Canvas Training Courses – Coordinate with Vendor Directly

7. Discuss Conversion Methods that Task Force Recommends
8. Discuss Feedback method on posted Demo Recording from other faculty & staff
9. Next OEI Task Force Meetings:
  - a. March 18 at 10:30-12:00– Feedback on Demo Recordings, Begin Draft of Task Force Recommendation
  - b. March 25 at 8:30-10:00 (LPC DE Meeting at 10:00) – Review Draft of Task Force Recommendation
  - c. April 1 - No meeting, Spring Break
  - d. April 8 at 10:30-12:00 – Finalize and Submit OEI Task Force Recommendation to Chancellor
10. Other