

From: [Jeannine Methe](#)
To: [Wanda Wong](#); [Ruth Hanna](#); [Cristina Moon](#); [Zarir Marawala](#); [Scott Hildreth](#); [Minta Winsor](#); [Lisa Ulibarri](#); [Stacy L. Thompson](#); [Jim Gioia](#); [Toby Bielawski](#); [Victoria Austin](#); [Candace E. Brown](#); [Deborah A. Bauer](#); [Scott Vigallon](#); [Roanna Bennie](#); [Rachel Ugale](#); [Stacey Followill](#)
Bcc: [Jeannine Methe](#)
Subject: OEI Task Force Draft Recommendation - Revisions from 4/29 Meeting
Date: Monday, May 02, 2016 11:13:25 PM
Attachments: [OEI Task Force Recommendation DRAFT OEI MTG SENT 050216.pdf](#)
Importance: High

OEI Task Force Members:

Attached is the revised OEI Task Force Draft Recommendation based on the edits that were discussed in our April 29 meeting. Modifications were done to pages 1 through 6 based on the members' input. I added the list of Task Force duties to page 12. I added the Chabot Sandbox Feedback and the LPC Sandbox Feedback on page 16. I put the various sections in an outline format.

Chabot faculty have the action to provide a summary of the Chabot Sandbox Feedback. Once I receive this, I will add this to the document in addition to the link to the full Chabot Sandbox Feedback document which is already provided. Scott Vigallon provided the LPC Feedback which will be posted on the TCC Webpage and a link has been added to the document.

Please send me your edits to the document by end of day Tuesday, so we can discuss the suggested changes in our meetings on Wednesday at 9, Thursday at 4, and Friday at 10:30.

Thanks.

From: Jeannine Methe
Sent: Friday, April 29, 2016 6:08 PM
To: Wanda Wong; Ruth Hanna; Cristina Moon; Zarir Marawala; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Subject: Meeting Schedules Next Week for OEI Task Force Recommendation

As a follow up to our April 29 meeting today reviewing the Draft Recommendation, the OEI Task Force agreed to meet 3 days Wednesday, Thursday, and Friday next week to complete the edits to the OEI Task Force Recommendation. We selected the times for Wednesday and Thursday based on those we had for the meetings with other colleges since the team was available then. Friday is our standard 10:30 meeting time.

The meeting schedule is as follows:

Wednesday 5/4 will be from 9:00-10:00

Thursday 5/5 will be from 4:00-5:00

Friday 5/6 will be from 10:30-12:00

Below is the CCCConfer Connection information for all 3 sessions next week. Please send me your edits by end of day Tuesday, prior to our Wednesday meeting, so we can discuss the requested changes in the meetings. Rachel is still working on the revised document to incorporate the inputs from our meeting today, so I will send this revision out to the OEI Task Force on Monday.

WEDNESDAY MAY 4 at 9:00-10:00:

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force - Draft Recommendation

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=6fdec120-c584-4c1e-a738-8b6b2b81212d>

Meeting Passcode: **927237**

Start Time 05/04/2016 09:00 AM

End Time 05/04/2016 10:00 AM

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 927237

*Toll free number available: 1-888-886-3951

THURSDAY MAY 5 at 4:00-5:00:

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force - Draft Recommendation

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=f5127055-2d08-40d1-985b-c6490fceb4e3>

Meeting Passcode: **386282**

Start Time 05/05/2016 04:00 PM

End Time 05/05/2016 05:00 PM

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 386282

*Toll free number available: 1-888-886-3951

FRIDAY MAY 6 at 10:30-12:00:

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force - Final Recommendation

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=5724101b-f3f2-4456-93ba-926c8c9564e4>

Meeting Passcode: **518055**

Start Time 05/06/2016 10:30 AM

End Time 05/06/2016 12:00 PM

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 518055

*Toll free number available: 1-888-886-3951

From: Jeannine Methe

Sent: Thursday, April 28, 2016 2:27 PM

To: Wanda Wong; Ruth Hanna; Cristina Moon; Zarir Marawala; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: Draft OEI Task Force Recommendation - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Importance: High

OEI Task Force Members:

Attached is the Draft version of the OEI Task Force Recommendation dated April 29 that we will review tomorrow in our OEI Task Force meeting. Section 1 on pages 1 to 6 summarizes all the Recommendations and provides the comments from each of the OEI Task Force members. Please make sure that the comments I include for you are to your satisfaction and if not we can do some edits. This is the primary changes from the initial draft document from last week April 22. I did do some edits on Section 2 of the document based on your inputs that I received, but most of Section 2 is the same as the initial draft. Please do not distribute the draft outside of the OEI Task Force members to ensure that everyone has the opportunity to provide their edits before the document becomes public. I will post the final document on our TCC webpage once we are finished. Also, I am posting on the TCC webpage all the documents you sent me with the Sandbox Feedback that

you received from your college faculty under the April 29 meeting. Thanks.

From: Jeannine Methe
Sent: Thursday, April 28, 2016 1:32 PM
To: Wanda Wong; Ruth Hanna; Cristina Moon; Zarir Marawala; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Subject: Meeting will still be held tomorrow - REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting
Importance: High

OEI Task Force Members:

We have committed to the April 29 meeting to review the OEI Task Force Recommendation. I have scheduled both an 8:00-10:00 meeting and a second 10:30 meeting to accommodate all the members, so they can participate and give their inputs to the final draft. The recommendation is our only agenda item and we will have ample time to review the document together page by page and make any edits that you think is needed. I will be sending the draft document shortly, but if you don't have time to review it all before 8:00 that is OK since we will be doing that together. I have already incorporated changes from the April 22 version that some of you have sent to me. The document is just a summary of all that we have covered in the OEI Task Force meetings, so there is nothing new in the document that we haven't already talked about. The draft document will be distributed only to the OEI Task Force members and not to others at the college or district until all the final edits from the Task Force are done. See you tomorrow. Thanks.

From: Wanda Wong
Sent: Thursday, April 28, 2016 12:21 PM
To: Ruth Hanna; Cristina Moon; Jeannine Methe; Zarir Marawala; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Cc: Laurie Dockter
Subject: Re: Motion seconded - Request to delay meeting to 10:30am, Fri, May 6 - RE: REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

I agree with both Cristina and Ruth. There is just not enough time to read and understand the draft for an 8:00 meeting tomorrow given we still have not received the draft yet.

I say Yes to the motion and let's move the meeting to next Friday.

Wanda

From: Ruth Hanna
Sent: Thursday, April 28, 2016 12:08 PM
To: Cristina Moon; Jeannine Methe; Zarir Marawala; Wanda Wong; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Cc: Laurie Dockter
Subject: Motion seconded - Request to delay meeting to 10:30am, Fri, May 6 - RE: REMINDER -

Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Hi all,

I agree with Cristina, and I second her motion to delay tomorrow's OEI Task Force meeting until next Fri, May 6 @10:30am. I need time to read the draft summary document before attending the meeting. After last week's meeting, I was able to download the draft last week (with info from before our meeting last week); however I was only able to get through the first 11 pages or so. A new, revised draft will required review from the beginning and there just isn't time to get that done before an 8am meeting tomorrow morning.

-Ruth Hanna
LPC Geology

From: Cristina Moon

Sent: Thursday, April 28, 2016 11:36 AM

To: Jeannine Methe; Zarir Marawala; Wanda Wong; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Cc: Laurie Dockter

Subject: RE: Response - RE: REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Jeannine,

I am sorry that you are sick.

I do not feel that anything less than 24 hours is enough time to review a document that we are supposed to approve tomorrow morning.

The draft from last week was 18 pages so I would imagine that the final draft with everyone's statements and feedback from the sandbox is even longer. I am not sure if all the task force members even got to see the draft from last week.

In light to this delay, **I move to postpone the approval of the final report of the OEI Task Force to next Friday, May 6th.**

We should use tomorrow's meeting to discuss the draft further and allow the task force members sufficient time to review this important document.

Thank you

Cristina

Dr. Cristina Moon
Spanish Instructor
World Languages Coordinator
Chabot College, Room 451F
25555 Hesperian Boulevard
Hayward, CA 94545
(510)723-6843
cmoon@chabotcollege.edu

From: Jeannine Methe
Sent: Thursday, April 28, 2016 10:08 AM
To: Cristina Moon; Zarir Marawala; Wanda Wong; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Subject: Response - RE: REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Sorry for the delay, but I was out sick yesterday so I was not able to complete the final edits. I will get the draft recommendation document out as early as possible this afternoon. Thanks.

From: Cristina Moon
Sent: Thursday, April 28, 2016 10:03 AM
To: Jeannine Methe; Zarir Marawala; Wanda Wong; Scott Hildreth; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill
Subject: RE: REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Jeannine,

I know you are busy but I hope we do get a copy of the draft of the recommendation as soon as possible especially when not everyone on the Task Force did have a chance to read the first draft from last week.

With our busy schedules, I believe that we should have 24 hours to review the draft before tomorrow's meeting.

Thank you,

Cristina

Dr. Cristina Moon
Spanish Instructor
World Languages Coordinator
Chabot College, Room 451F

25555 Hesperian Boulevard
Hayward, CA 94545
(510)723-6843
cmoon@chabotcollege.edu

From: Jeannine Methe

Sent: Tuesday, April 26, 2016 6:04 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: REMINDER - Friday April 29 from 8:00-10:00 Final OEI Task Force Meeting

Importance: High

This is a reminder that our final OEI Task Force Meeting is Friday, April 29 from 8:00-10:00 in District Conference Room #2. The CCCConfer connection information is provided below for those who will be participating remotely.

All Task Force members MUST attend since we are finalizing our OEI Task Force recommendation to the Chancellor in this meeting. I will be sending out the Draft OEI Task Force Recommendation document in a separate email by end of day Wednesday.

The 4th Friday meetings are scheduled from 8:00-10:00 because the LPC members have a DE Committee at 10:00 on that 4th Friday. In a previous email, Cristina Moon requested that we set up a second meeting for those few like her who could not attend the 8:00 meeting and want to join in at 10:30. Therefore, you will notice that the CCCConfer does not end at 10:00, but is extended so that the few who are late can still provide their input.

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=e8ca7188-bf84-4843-9bc9-87a3b8a3cc22>

Meeting Passcode: **107034**

Start Time 04/29/2016 08:00 AM

End Time 04/29/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 107034

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Wednesday, April 20, 2016 11:41 AM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: REMINDER - Friday April 22 from 10:30-12:00 Next OEI Task Force Meeting

Importance: High

This is a reminder that our next OEI Task Force Meeting is Friday, April 22 from 10:30-12:00 in District Conference Room #1. The CCCConfer connection information is provided below for those who will be participating remotely.

All Task Force members MUST attend since we are finalizing our recommendation to the Chancellor in this meeting. I will send out a draft of the OEI Task Force document on Thursday, so you can review before the meeting and we will make the necessary revisions in our meeting.

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=54105764-a7ac-490e-b0db-6395fd9fe40b>

Meeting Passcode: **835850**

Start Time 04/22/2016 10:30 AM

End Time 04/22/2016 12:00 PM

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[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 835850

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Thursday, April 14, 2016 11:12 AM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: REMINDER - Tomorrow April 15 from 10:30-12:00 Next OEI Task Force Meeting

Importance: High

This is a reminder that our next OEI Task Force Meeting is tomorrow Friday, April 15 from 10:30-12:00 in District Conference Room #1. The CCCConfer connection information is provided below for those who will be participating remotely.

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=868a199e-a5c3-42dc-822d-22357d7082ec>

Meeting Passcode: **206426**

Start Time 04/15/2016 10:30 AM

End Time 04/15/2016 12:00 PM

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[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 206426

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Wednesday, April 06, 2016 2:41 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: Reminder - Next OEI Task Force Meeting is Friday April 8 from 10:30-12:00

Importance: High

This is a reminder that our next OEI Task Force Meeting is Friday, April 8 from 10:30-12:00 in District Conference Room #3. The CCCConfer connection information is provided below for those who will be participating remotely.

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=f2122677-dcbb-42ea-81bb-857e430dffbd>

Meeting Passcode: **984926**

Start Time 04/08/2016 10:30 AM

End Time 04/08/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 984926

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Thursday, March 17, 2016 1:36 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: Reminder - Next OEI Task Force Meeting Tomorrow March 18 from 10:30-12:00

Importance: High

This is a reminder that our next OEI Task Force Meeting is tomorrow Friday, March 18 from 10:30-12:00 in District Conference Room #2. The CCCConfer connection information is provided below for those who will be participating remotely.

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: CLPCCD OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=c7447477-70be-40ab-85e9-698425cacfd8>

Meeting Passcode: **662760**

Start Time 03/18/2016 10:30 AM

End Time 03/18/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 662760

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Wednesday, March 02, 2016 12:04 AM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Stacey Followill

Subject: Follow Up Meeting to Canvas Demo - Steve Klein Update on March 4 from 10:30-12:00

Importance: High

As a follow up to our Canvas demo last Friday, 2/26, we have scheduled a second session with Steve Klein from the CCC Technology Center who will be able to answer our questions about the OEI contract that the Canvas vendor was not able to answer. This **CCCConfer meeting will be held this Friday, March 4 from 10:30-12:00**. Steve Klein was only available on March 4 and not the following Friday, so we will record the meeting session for those of you who are not able to attend. Steve Klein will do a brief presentation on the OEI update including the names of the additional colleges besides the pilot colleges who are migrating to Canvas. We will then go through the same list of questions with Steve that we used for the Canvas demo.

By the way, the Canvas vendor responded to all the questions on our list that pertained to them, but they did not respond to the question "Is there a Student Preview mode for instructors to easily view the site from the student perspective?" Canvas sent us a screen shot which is attached that shows the button for the instructors to see the student view, so a student preview mode is available.

Please confirm via email if you will be able to attend the March 4th meeting. Thanks.

Below is the connection information for the Steve Klein Update for both video and audio.

Friday, March 4 from 10:30-12:00

CCC CONFER PARTICIPANT INVITATION

Meeting Details

Title: OEI Task Force - Steve Klein OEI Update

Meeting Type: Meet & Confer

Meeting Link: <http://cccconfer.org/GoToMeeting?SeriesID=3c93b9da-aafd-424f-9003-ffa94c9ffad3>

Meeting Passcode: **194173**

Start Time 03/04/2016 10:30 AM

End Time 03/04/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 194173

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Thursday, February 25, 2016 6:05 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale

Subject: RE: REMINDER - RE: Connection Information for February 26 CANVAS Demo at 8:00-10:00

Importance: High

As a follow up to our meeting last week, Lisa Ulibarri from Chabot and Scott Vigallon from LPC created a list of questions regarding the OEI and Canvas, which is attached. We have sent these questions to the vendor, Eddie Sampson, who will be doing the demo for us tomorrow. Eddie will respond to those questions that pertain to areas that the Canvas vendor is responsible for. For answers to the remaining questions, I have contacted the State's CCC Technology Center to have their representative, Steve Klein, do a Webinar for us following the Canvas demo. Since Friday mornings from 10:30-12 was the best time for the Task Force to meet, please confirm your availability for both Friday, March 4 and March 11 at that time, so that I can arrange the Steve Klein session. Thanks.

From: Jeannine Methe

Sent: Thursday, February 25, 2016 5:16 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale

Subject: REMINDER - RE: Connection Information for February 26 CANVAS Demo at 8:00-10:00

This is a reminder that our Canvas Demo is tomorrow 2/26 from 8:00-10:00 via Webinar. The connection information is below. You can join remotely or join us in Conference Room #1 at the District office. Thanks.

From: Jeannine Methe
Sent: Friday, February 19, 2016 1:15 PM
To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale
Subject: Connection Information for February 26 CANVAS Demo at 8:00-10:00
Importance: High

Below is the connection information for the Canvas demo for both video and audio.

Friday, Feb. 26 from 8:00-10:00

For video, when you copy and paste canvaslmslive.com/eddie into your URL you will see a blue screen. When we are ready to begin the call, we will click share desktop. That's when Canvas dashboard will appear.

For audio, please call in using a landline or cell phone. Simply call the number below and then you will be prompted to enter the access code. You will then be placed into the conference. Please do not use computer for audio as that creates echo issues at times.

United States: (844) 462-8404
Conference Access Code: 2709-6734

We will post this email on the TCC webpage for your quick access
<http://www.clpccd.org/ipbm/TCCTask-forces.php>

From: Jeannine Methe
Sent: Tuesday, February 16, 2016 10:49 AM
To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale
Subject: Follow Up - RE: February 19 at 10:30 - Next Meeting for OEI Task Force
Importance: High

Eddie Sampson from Canvas has confirmed that he can conduct **a Canvas demo for the OEI Task Force on Friday, February 26 from 8:00-10:00 via Webinar**, which will include time for our staff to cover their questions. If you have not done so already, please confirm back to me via email your availability for this demo. **We will be meeting this Friday, February 19 at 10:30-12:00** to discuss the questions on Canvas that we want the vendor to cover and the next steps for our OEI Task Force. Thanks.

From: Jeannine Methe
Sent: Thursday, February 11, 2016 6:16 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale
Subject: February 19 at 10:30 - Next Meeting for OEI Task Force
Importance: High

To: [OEI Task Force](#)

Based on the Meeting Poll results, Friday, February 19 in the morning was the most popular date and time for the OEI Task Force members. **We will have our next OEI Task Force meeting on February 19 from 10:30-12:00.** We will meet at Dublin Conference Room #2 and the CCCConfer connection information is provided below for those of you who want to participate remotely.

As we discussed in our December meetings, we want to have the vendor do a demonstration of the Canvas product for the OEI Task Force, which will include time for questions from the CLPCCD staff. Since the Canvas vendor is not available on Feb 19 and Friday morning seemed to be the best day for our task force members, we have scheduled a **follow on meeting the next Friday, February 26 from 8:00-10:00 to do the Canvas demo.** Eddie Sampson from Canvas will be doing the demo for us. We are waiting for final confirmation from Canvas on the February 26th date, but please reserve this time and I will notify you early next week if Eddie confirms. Please let me know if February 26 works for your schedule.

We will have the Canvas vendor record the demo and then we can post it on the web so other staff can access it. We will meet at Dublin in Conference Room #1 for the February 26th demo, but for those of you who want to connect remotely, I will send you the connection information from the vendor early that week.

Thank you.

CCC CONFER PARTICIPANT INVITATION for Friday, February 19 from 10:30-12:00.

Meeting Details

Title: OEI Task Force

Meeting Type: Meet & Confer

Meeting Link: <http://www.cccconfer.org/GoToMeeting?SeriesID=ef5a013d-9805-4b7f-870c-ff39205d8076>

Meeting Passcode: **490399**

Start Time 02/19/2016 10:30 AM

End Time 02/19/2016 12:00 PM

[Is Your Computer Ready?](#)

[How to Connect with Your Mobile Device](#)

Dial your telephone conference line: 1-913-312-3202*

Participant Passcode: 490399

*Toll free number available: 1-888-886-3951

Participant Conference Feature

*6 - Mute/unmute your line

FOR ASSISTANCE

CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm

Phone: 1-760-744-1150 ext 1537 or 1554

Email: clientservices@cccconfer.org

From: Jeannine Methe

Sent: Thursday, February 04, 2016 11:21 AM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale

Subject: February Meeting of the OEI Task Force

Importance: High

To: [OEI Task Force](#)

When we had our initial OEI meetings in December, we agreed to have our next meeting in February, a few weeks after the start of the Spring term to continue our OEI Task Force activities.

I have set up a schedule survey through Doodle.com for the weeks of February 8 and February 15. Please click on the URL below to provide your dates and times of availability for the next couple of weeks.

The Link to the Poll for "OEI Task Force Meeting" at Doodle is:

<http://doodle.com/poll/c93rirhbbigt5nk9>

For the survey, click on the "Participate Now" button. Then insert your full email address in the name box, e.g., you would input jmethe@clpccd.org. Check off the dates and times that you could meet and then click the "Save" button.

Based on the schedule survey results, I will send out an email notice for our next meeting. We will continue to have the meetings using CCCConfer so you can participate remotely if desired. Thank you for participating in this very important OEI initiative.

From: Jeannine Methe

Sent: Friday, December 04, 2015 12:40 PM

To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale
Subject: Task Force Responses - First Meeting - Members of the OEI Task Force
Importance: High

I want to thank all of you for responding so quickly even though this is a busy time as we near the end of the term and you prepare for finals.

Based on the input from the Task Force members that I have received, there were 2 common dates that worked for the team members, but not 1 single date for all the members. Therefore, we will have 2 Webinar times and each OEI team member can select which one works best for them. Each of the members who responded did have at least 1 of these meeting times available.

You can pick 1 of the 2 Webinar meeting times that is most convenient for you (refer to the appropriate CCCConfer attachment):

Monday, December 7 from 12:30-2:00 (Passcode is 183871)

Thursday, December 10 from 3-4:30 (Passcode is 625187)

The 2 Webinars will cover the same agenda topics, and the college Blackboard coordinators, Minta Winsor and Scott Vigallon, will attend both meetings with me to cover the introductory meeting topics. Lisa Ulibarri who also provides Blackboard coordination for Chabot will be able to attend 1 of the meetings.

I have attached the CCCConfer connection information for the 2 Webinars which you can select from.

Please email me back which of the 2 Webinars you will be attending.

Thank you for being so flexibility to get our OEI Task Force started before the holidays.

From: Jeannine Methe
Sent: Tuesday, December 01, 2015 5:09 PM
To: Zarir Marawala; Wanda Wong; Scott Hildreth; Cristina Moon; Minta Winsor; Lisa Ulibarri; Stacy L. Thompson; Jim Gioia; Toby Bielawski; Ruth Hanna; Victoria Austin; Candace E. Brown; Deborah A. Bauer; Scott Vigallon; Roanna Bennie; Rachel Ugale; Jeannine Methe
Subject: First Meeting - Members of the OEI Task Force
Importance: High

Those of you on this email distribution have been selected to serve on the Online Education Initiative (OEI) Task Force. A notification has been sent to all the Technology Committees, the Chabot COOL Committee, and the LPC Distance Education Committee letting them know who will be on the task force and what the task force will be doing in order to make a recommendation in Spring 2016.

We would like to have our first meeting in December, so email me back your availability during the next couple of weeks from December 2 through December 11. We will then schedule our first introductory Webinar on the OEI before the holidays and then continue into the Spring term with our subsequent meetings to complete our activities.

We have a great team of representatives from the colleges and district with a lot of expertise in Distance Education. We appreciate you taking the time out of your busy schedules to participate in this critical project.

Thank you.