

ARC Online 2.0 (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: ARC Online 2.0 (2018-2019)		
OBJECTIVE OF MEETING: Project Kickoff		
DATE: 09/18/2018 TIME: 12:00pm - 1:30 PM	LOCATION/ROOM #: ITC Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Marsha Reske & Daniel Gilbert-Valencia		
TIMEKEEPER:		
ASSISTANT: Tatyana Torgshev		
MEMBERS PRESENT: Benjamin Barber, Pamela Bimbi, JaNay Brown-Wood, Jesus Malaret, Kevyn Montano, Reyna Moore, Josef Preciado, Jason Ralphs, Daniel Gilbert-Valencia, Marsha Reske, Tatyana Torgashev		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Basecamp: (https://3.basecamp.com/3941110/projects/8597220) Charter, Team Folders with getting started questions; Related research		
UPDATES AND BRIEF REPORTS:		
Topic	Person(s) Responsible	Notes
Welcome and Introductions	Lisa Lawrenson and Tressa Tabares	Student Success Council (SSC) chairs Tressa and Lisa welcomed everyone and clarified their role: -Provide support and sponsorship -Offer resources and answer questions -Decision making by Executive Leadership - ELT and PES. -Everyone introduced themselves.
Project Overview - Why is this project happening? - Project Charter: What does the project involve? • Project scope • Timeline and deliverables • Key stakeholders	Marsha Reske, Project Lead	-ARC has a long history of offering online courses. Distance Education is well recognized. DE plan was written in 2015. College president approved the plan and called for implementation. Steps done: DE dean and Universal Design for Learning Coordinator hired, offering OTI, OEI Rubric Academy, Accessible Course Creation Academy and various workshops. ARC is now a member of the CVC-OEI Consortium. ARC ONLINE provides the framework for a robust online learning experience for students. -Importance of having charters - allow time to get the process going. Refer to charter handout. -ARC Online as a virtual center in the same way that Natomas Center is a physical center. Current accomplishments: some fully online certificates and degrees. ARC ONLINE website showcases these. More additions are planned. Need to look strategically and identify the pathways. -All project work has to be completed by mid February 2019. The team has a few months only before project submitted for 1st and 2nd readings. -Refer to p. 6 of the project charter to see stakeholder list
Tentative Work Plan -Work Plan: How might we accomplish the deliverables? -Subteams -Group feedback and input • Suggestions on work plan adjustments • Potential meeting schedule (see Basecamp>Project Files>tentative monthly meetings>Doodle • Introduction to Basecamp and IGOR	Daniel Gilbert-Valencia: Project Co-Lead	-Project leads put together four teams. Familiarize yourself with Basecamp. Look inside of team folders. Members for each team were selected based on their skill set. Each team has its own folder. Questions are posted for each team's consideration. Questions serve as guides. -Members have complete access and may input any helpful information and provide feedback and recommendations. Look under project files. Each team has assignments. -The whole team will meet once a month Leads will meet with subteams on a weekly basis. Teams can meet online as well via ConferZoom. Doodle Poll will be used to schedule meetings. -IGOR will be used for posting agendas and notes

Getting Started -Expectations for participation (Basecamp, etc.) -Team Folders • Initial research and resources • Sharing ideas • Homework 1: Answer Q's by 9/25 • Lead assigned to your team will contact each team during that week	Marsha Reske and Daniel Gilbert-Valencia	-Some team work has been done over the summer related to student services. Personal experiences and connections are important. -Essential step - navigate BaseCamp and IGOR -Read all data in your team folder. May read information in other team folders. -All information, working documents, and ideas are shared through BaseCamp. -Do your homework by 9/25. Lead assigned to your team will contact each team last week of September. Connect to your team members and do your best.	
Q & A/Wrap-up	Marsha Reske and Daniel Gilbert-Valencia	-Why are we looking at Natomas? Natomas is a model for us to look at and ARC Online will be similar to a college outreach center. -We need support from student services, enrollment services and financial aid. Work is in progress to make it easier for students to navigate and get help and services quickly. -Electronic signatures issue was brought up regarding forms that students must sign with a wet signature. -Who is our target population or student profile? We should look at the research done by other online colleges. Our courses not all fully accessible but we are moving towards it. Some members shared their experience with using BaseCamp.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Does the team support the sub-team selection?	Marsha Reske and Daniel Gilbert-Valencia	Members supported the subteam membership selection and because of the interest noted, they were encouraged to read the information in the other teams' folders.	Leads will contact subteams the week of September 24th
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
ITEMS FOR FUTURE CONSIDERATION:			
Topic		Contact Person	