

Information for Academic Senate Vote regarding CVC Teaching and/or Consortium College

Voting to become a Teaching College

The benefits of becoming a Teaching College can include a potential increase in FTES from students enrolling in SRJC courses from outside of our typical service area, filling otherwise hard-to-fill courses, and fewer canceled sections. To become a Teaching College SRJC would need to complete the technical steps allowing students from other colleges to cross-enroll into our courses through the Exchange. These steps include:

- Completing a [set of technical prerequisites](#) (Phase I)
- Signing the [Master Consortium Agreement](#)
- Having the college president meet with the CVC Executive Director and sign up for a future teaching college cohort.
- Once that cohort begins, it kicks off an 8-week implementation process that involves a cross-functional team from the college (A&R, FA, Counseling, Instruction) to complete all the technical steps needed to complete integrations.

Voting to become a Consortium College

Becoming a Consortium College happens as part of the process of becoming a Teaching College, so a separate vote is really not necessary. They are, in fact, inextricable. In signing the [Master Consortium Agreement](#), SRJC would become a part of a community of colleges (more than 100 other colleges are consortium colleges) that work together to advise the CVC on its development and execution of the Exchange, support for colleges, and other programmatic decisions. Consortium colleges also get one complimentary Online Teaching Conference registration each year. Becoming a Consortium member requires:

- The president's signature on the [Master Consortium Agreement](#) which shows the college's commitment to work with the CVC to support the Exchange (including data sharing)
- Establishing a local [Peer Online Course Review](#) process

For a complete list of all the of the steps to become either a Home or Teaching College, please see the tables below or [download this PDF file of the Exchange Implementation Checklist](#).

Home College Checklist

Required Step	Why This is Needed
Establish a Canvas Trust Relationship	Students will have a seamless experience and see all their courses on the same Canvas dashboard without having to juggle multiple Canvas accounts at colleges.
Enable a Canvas API	CVC will use this account to generate an API token for your Canvas instance that will then be used to perform student lookup when one of your students cross-enrolls at a teaching college.
Authorize CCC Tech Center IdP proxy	The proxy verifies that your local IdP sends the student attributes needed for cross-enrollment.
Each college in district must sign the Financial Aid Consortium Agreement	Allows students to combine units across colleges to request federal financial aid.
Assign credentials to Admissions & Records and Financial Aid personnel to the admin panel & receive training to understand processes.	This will allow select personnel at colleges to access our admin panel for student records and financial aid information.
Each college must have eTranscript receiving functionality	Allows for transcript information to be automatically shared to the Home College from the Teaching College.

Teaching College Checklist

Phase 1

Required Step	Why This is Needed
Enable Ethos for Colleague and Banner users OR CVC can offer a hosted integration option.	Ethos provides an integration platform for the alternate registration processes needed during cross-enrollment.
Each college in district must sign the CVC Consortium Agreement	Ensures a set of agreements for colleges, such as data sharing, a commitment to integrate with the Course Exchange, and a shared acknowledgement of support.
Course Finder is enabled (live seat count with API integration)	Enables students to see live seat counts for courses on the Exchange.
Each college must have eTranscript sending	Allows for transcript information to be automatically shared between home and teaching colleges.

Phase 2

Required Step	Why This is Needed
Outreach & Commitment: Meeting with District's Executive Cabinet	CVC leadership will meet with district and college leadership to ensure that they commit the necessary resources to launch this next phase. The goals for this meeting will be to identify an Executive Sponsor & Business Owner.
Two-hour conference room technical meeting (Deep Dive)	CVC and College teams review all business processes, program/workflows required to integrate as-is and commit to the discovery and design process.
Discovery & Design (business workshops to discuss process)	Establish and clarify team members needed, roles, and next steps so that the CVC team can better understand the district's A&R, financial aid, and payment processes.
Technical Implementation (change management & technical configuration)	Establish validation of students' residency status. Enrollment reports for SAP monitoring non-financial aid payment portal.
System testing & training (user acceptance testing & functional user training)	We want to ensure that everything works smoothly, even in special cases.
Production deployment & customer success process	This process will establish the go-live process for your district as teaching colleges on the Exchange!
Publicity for go-live	We want to celebrate your college's successful integration! Our communications team will work with your college to publicize this achievement.
Dashboard training	As your college picks up enrollments, we want to ensure that you have access to your data from the Exchange.
Technical Support	If anything goes wrong, know that the CVC team is here to help.