 <b>California Community Colleges</b> California Virtual Campus – Online Education Initiative	<b>District:</b>	Chabot Las Positas CCD
	<b>College:</b>	Las Positas College
	<b>Invoice Date:</b>	10/9/19
	<b>Invoice No:</b>	333283_01

# Invoice

Q1 ☒ Q2 ☐ Q3 ☐ FINAL ☐

<b>Contact Name:</b>	Vicki Shipman	<b>Subaward No:</b>	19-029
<b>Contact Email Address:</b>	vicki@softsimp.com	<b>Contact Phone #:</b>	925-424-1355

Improving Online CTE Pathways first quarter expenditures in FY 2019-2020 (July 1 - Sept 30, 2019)

1000 Certificated Salaries:	\$18697.62
2000 Classified Salaries:	\$ 0
3000 Employee Benefits:	\$ 3193.88
4000 Supplies & Materials:	\$ 0
5000 Services & Operating Expenditures:	\$ 0

**Total Amount Due:**

**\$21891.50**

x Vicki Shipman 10/9/19  
 Project Director Signature Date

x [Signature] 10-9-19  
 Fiscal Services Signature Date

VICKI SHIPMAN  
 Project Director Name Title

DAVE BRADY VP. ADMIN SVCS  
 Fiscal Services Name Title

Make check payable and remit to:  
 Accounts Receivable  
 Chabot Las Positas Community College District  
 7600 Dublin Blvd., 3rd Floor  
 Dublin, CA 94568

Any questions regarding this bill should be directed to Vicki Shipman at 925-424-1355

	California Virtual Campus – Online Education Initiative		District:	Chabot Las Positas CCD
			College:	Las Positas College
			Subaward #:	19-029
			Date:	10/8/2019

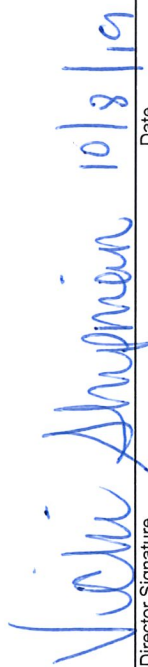
## EXPENDITURE REPORT

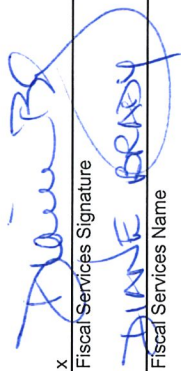
Improving Online CTE Pathways Grant

Note: When entering dollar amount, round off to nearest cent.  
Submit Budget Tracker Sheet with category details (i.e., position related to program, supplies ordered) and actual costs

OBJECT CODE	CATEGORY	PLANNED BUDGET	ACTUAL EXPENDITURES				Year-to-Date Total Expenditures
			QUARTER 1 July 1 - Sept 30, 2019	QUARTER 2 Oct 1 - Dec 31, 2019	QUARTER 3 Jan 1 - Mar 31, 2020	QUARTER 4 Apr 1 - June 30, 2020	
1000	Instructional Salaries	\$102,081.20	\$18,697.62				\$18,697.62
2000	Non-Instructional Salaries	\$25,717.66					\$0.00
3000	Employee Benefits	\$26,452.41	\$3,193.88				\$3,193.88
4000	Supplies and Materials						\$0.00
5000	Other Operating Expenses & Supplies	\$22,936.00					\$0.00
		Total Program Costs	\$21,891.50	\$0.00	\$0.00	\$0.00	\$21,891.50

I hereby certify that the services rendered under this Subaward Agreement have been made, and that this project has been conducted in accordance with applicable laws, regulations, and program guidelines, and that the full records of receipts and expenditures have been maintained and are available for audit.

x  10/8/19  
 Project Director Signature Date  
 Project Director Name Title

x  10-8-19  
 Fiscal Services Signature Date  
 Fiscal Services Name Title

## Improving Online CTE Pathways Grant

Las Positas College/CLPCCD  
Vicki Shipman

Subaward Agreement No	19-029
Subaward Amount	\$177,187.27

\* ever in

Budget Teacher  
Lynn.



Fund 333283  
Orgn 33402

ID	Last Name	First Name	Payno	Class 1480	3XXX	Grand Total
W10056819	STEIN	JULIE	8	\$ 1,994.10	\$ 397.00	\$ 2,391.10
W10437236	AUSTIN	VICTORIA	8	\$ 598.23	\$ 119.11	\$ 717.34
			9	\$ 480.93	\$ 95.74	\$ 576.67
W10452324	CHOPRA	RAJEEV	9	\$ 609.96	\$ 121.22	\$ 731.18
W10463367	PATTERSON	ANDREW	8	\$ 1,994.10	\$ 391.56	\$ 2,385.66
W10516963	YAP	ERIC	8	\$ 1,994.10	\$ 397.01	\$ 2,391.11
W10526820	ORF	THOMAS	9	\$ 1,876.80	\$ 373.48	\$ 2,250.28
W10554880	LAUFFER	MARY	8	\$ 1,994.10	\$ 397.04	\$ 2,391.14
W10565655	LEE	CHRISTINA	8	\$ 1,032.24	\$ 204.93	\$ 1,237.17
W10569758	HATTER	AMBER	8	\$ 1,994.10	\$ 135.78	\$ 2,129.88
W10844306	COLEMAN	TRACEY	8	\$ 2,134.86	\$ 425.24	\$ 2,560.10
W10849505	LANZA	STEPHEN	8	\$ 1,994.10	\$ 135.77	\$ 2,129.87
Grand Total				\$ 18,697.62	\$ 3,193.88	\$ 21,891.50

FISCAL Y Expense/Revenue

From 01-JUL-2019

LPC CTE Programs

Foothill-De Anza - CVC-OEI -

TRANS DOCUMENT

DATE REF DESCRIPTION

Detail Report  
To 30-

Sep-19

33402

333283

F

YREXPD

PROG	ACCT	ORG/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY
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BEGINNIN HER- NON-TEACHING

7/1/2019 Adopted Budget

8/30/2019 HR Payroll 2019 M1 8 0

9/30/2019 HR Payroll 2019 M1 9 0

ENDING B HER- NON-TEACHING

50100  
50100  
50100

1480 0  
1480 98,503.20  
1480  
1480  
1480 98,503.20

0 0  
15,729.93  
2,967.69  
18,697.62 0

AV/A ILABLE BALANCE: 79,805.58

BEGINNIN HER- NON-TEACHING

7/1/2019 Adopted Budget

ENDING B HER- NON-TEACHING

499900

1480 0  
1480 3,578.00  
1480 3,578.00

0 0  
0 0

AV/A ILABLE BALANCE: 3,578.00

BEGINNIN OF EXPERTS/PROG LEADERS

7/1/2019 Adopted Budget

ENDING B OF EXPERTS/PROG LEADERS

499900

2380 0  
2380 25,717.66  
2380 25,717.66

0 0  
0 0

AV/A ILABLE BALANCE: 25,717.66

BEGINNIN	RS CERTIF TEACHERS		3111	0	0
8/30/2019	HR Payroll 2019 M1 8 0		3111		701.3
ENDING B	RS CERTIF TEACHERS	50100	3111	0	701.3

BEGINNIN	RS OTHER CERTIF EMPLOYEES		3130	0	0
8/30/2019	HR Payroll 2019 M1 8 0	50100	3130		1,301.79
9/30/2019	HR Payroll 2019 M1 9 0	50100	3130		507.48
ENDING B	RS OTHER CERTIF EMPLOYEES		3130	0	1,809.27

AV/A	ILABLE BALANCE:	-1,809.27
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BEGINNIN	SDHI OTHER CERTIF EMPLOYEES		3330	0	0
8/30/2019	HR Payroll 2019 M1 8 0	50100	3330		227.08
9/30/2019	HR Payroll 2019 M1 9 0	50100	3330		42.63
ENDING B	SDHI OTHER CERTIF EMPLOYEES		3330	0	269.71

AV/A	ILABLE BALANCE:	-269.71
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BEGINNIN	I OTHER CERTIF EMPLOYEES		3530	0	0
8/30/2019	HR Payroll 2019 M1 8 0	50100	3530		7.87
9/30/2019	HR Payroll 2019 M1 9 0	50100	3530		1.48
ENDING B	I OTHER CERTIF EMPLOYEES		3530	0	9.35

AV/A	ILABLE BALANCE:	-9.35
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BEGINNIN	I OTHER CERTIF EMPLOYEES						
8/30/2019	HR Payroll 2019 M1 8 0	50100	3630	0	0		
9/30/2019	HR Payroll 2019 M1 9 0	50100	3630			205.88	
						38.85	
ENDING B	I OTHER CERTIF EMPLOYEES		3630	0		244.73	0

AV/A	ILABLE BALANCE:	-244.73
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BEGINNIN	S-FACULTY-OTHER						
8/30/2019	HR Payroll 2019 M1 8 0	50100	3730	0	0		
			3730			159.52	
ENDING B	S-FACULTY-OTHER		3730	0		159.52	0

AV/A	ILABLE BALANCE:	-159.52
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BEGINNIN	NSOLIDATED BENEFITS (BUDGET ONLY)						
7/1/2019	Adopted Budget	50100	3840	0	0		
			3840			10,835.35	
ENDING B	NSOLIDATED BENEFITS (BUDGET ONLY)		3840	10,835.35	0		0

AV/A	ILABLE BALANCE:	10,835.35
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BEGINNIN	NSOLIDATED BENEFITS (BUDGET ONLY)						
7/1/2019	Adopted Budget	499900	3840	0	0		
			3840			15,617.06	
ENDING B	NSOLIDATED BENEFITS (BUDGET ONLY)		3840	15,617.06	0		0

AV/A	ILABLE BALANCE:	15,617.06
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BEGINNIN	AVEL EXPENSE						
			5210	0	0		0

7/1/2019 Adopted Budget	50100	5210	436	
ENDING B AVEL EXPENSE		5210	436	0

BEGINNIN NFERENCE EXPENSE		5220	0	0
7/1/2019 Adopted Budget	50100	5220	22,500.00	
ENDING B NFERENCE EXPENSE		5220	22,500.00	0

BEGINNIN HER STATE INCOME		8690	0	0
7/1/2019 Adopted Budget	860000	8690	177,187.27	
ENDING B HER STATE INCOME		8690	177,187.27	0

TOTAL FU hill-De Anza - CVC-OEI - Labor		6	154,251.27	21,891.50	0
Revenues		5	177,187.27	0	0
Expenditures		7	22,936.00	0	0
TOTAL OR 02 LPC CTE Programs Labor		6	154,251.27	21,891.50	0
Expenditures		7	22,936.00	0	0



Revenues	5	177,187.27	0	0
Labor	6	154,251.27	21,891.50	0
Revenues	5	177,187.27	0	0
Expenditures	7	22,936.00	0	0
GRAND TO				
Revenues	5	177,187.27	0	0
Labor	6	154,251.27	21,891.50	0
Expenditures	7	22,936.00	0	0



California  
Community  
Colleges

California Virtual Campus –  
Online Education Initiative

**District:** Chabot Las Positas

**College:** Las Positas

**Invoice Date:** 10/3/19

**Invoice No:** 333283-01

## NARRATIVE REPORT

Q1 ☒ Q2 Q3 Q4

<b>Contact Name:</b>	<b>Vicki Shipman Vicky Austin</b>	<b>Contact Phone #:</b>	925 424 1355
<b>Contact Email Address:</b>	<u>vshipman@laspositascollege.edu;</u> <u>vaustin@laspositascollege.edu</u>	<b>Subaward No:</b>	19-029

- 1) What was accomplished during the Q1 reporting period--i.e., July 1 through September 30, 2019?

The objectives listed in our grant proposal are as follows:

- A) Retain a work plan coordinator to manage project activities in collaboration with the Principal Investigator and Co-Principal Investigator(s).
  - B) Coordinate and deliver two Online Course Development Program training sessions
  - C) Develop 2 new course and update 8 existing courses using the Online Education Initiative (OEI) course design rubric.
  - D) Submit new and updated courses for alignment to OEI course design rubric and to be offered in the OEI Exchange
  - E) Identify and offer other professional development opportunities for online course development and delivery.
  - F) Report and present out on project activities, outcomes, timelines, and financial matters
- A detailed work plan with more granularity for each objective and progress is available [here](#).

With respect to the above objectives, our progress is listed below.

- A) Retain a coordinator – 100% complete

- B) Deliver two Online Course Development Program (OCDP) training sessions – 60% complete.

One session was delivered in the summer, and completed by 6 faculty, one session is going on now and has 4 additional active participants, and the remaining 5 faculty have committed to completing in the self paced format. We hope to have all of the 9 still working on completion done by the end of Q2.

- C) Develop 2 new course and update 8 existing courses using the Online Education Initiative (OEI) course design rubric – 10% done

Faculty work on these courses was meant to start after completion of OCDP training described in item B above, so we are on schedule for this objective. Mentors have been assigned to work with faculty on aligning their courses, and initial meetings have been held. Most of this work was assumed to take place in Q2 and the midyear break.

- D) Submit new and updated courses for alignment to OEI course design rubric and to be offered in the OEI Exchange – 0% done, as this is expected to be completed in Q3 however, we are pursuing certification as a certified POOCR college which is not specifically part of this grant, and have met with the state CVC-OEI POOCR team as part of our certification process. We expect to be a certified POOCR college before our Business faculty submit their courses in Q3. This should make submission to the state CVC-OEI exchange more expedient.

- E) Identify and offer other professional development opportunities for online course development and delivery – 10% done. We have identified conferences for faculty to attend, and begun discussions of who should attend the Online Teaching Conference in June. We are also reviewing other possible conferences.

Additionally, some of the faculty trained in the OCDP process above are outside the specific certificate so we are training faculty across multiple disciplines at the college. Additionally, some one time money has been offered in our district for the next several years and seven of the submitted projects use the framework of this grant work as a model for their projects.

Two faculty members completed the POOCR training in Q1 bringing our total number of POOCR peer reviewers to 8. Two additional faculty members started POOCR training on Sept. 9. 2019 and will complete their training by 10/5/2019.

- F) Report and present out on project activities, outcomes, timelines, and financial matters – ongoing work**

We established a [web page](#) to inform our community and the public about this project

We completed our first set of Quarterly Reports, including this document

We attended Monthly Check-in meetings with other grant recipients

We created internal tracking documents to ensure that we met project goals, timelines, and budgets.

- a) List all Q1 activities proposed in your application and their status as X% complete (i.e., 100% Complete = finished, 1-99% Complete = in progress, 0% = not started). Please note any changes or additions from your application, along with a rationale for those changes. = see above

Objective	Proposed timeline for completion	Percentage completed to date
Retain a coordinator	Q1	100%
Deliver Online Course Development Program to faculty involved in grant (2 Sessions)	Q1 and Q2	60%
Develop 2 new and 8 existing courses to align with CVC-OEI rubric	Q1-Q3	10%
Identify and offer other opportunities for professional development related to this grant work	Q1-Q4	10%

- b) Describe any challenges encountered for proposed activities that were not completed as expected, how you plan to address those challenges, and if they require any changes to your timeline.

One ongoing challenge is to keep our very busy faculty members moving forward along with their other responsibilities.

We also discovered recently that one of the courses that's required for this certificate that will be offered via the CVC-OEI exchange was omitted inadvertently from our original application. This course is already taught in Distance Education format, so it will not be difficult to add it to our work, but since that instructor was not initially aware of this project, getting that course and instructor going is a bit behind schedule.

- b) List all CTE courses that your application stated would be redesigned and/or taught in Fall 2019, and their status (e.g., redesign complete, aligned with OEI and/or equity rubric, approved by the curriculum committee, offered to students).



All of these courses have been approved for DE format and are presently on schedule.

<b>SUPERVISORY MGT CERTIFICATE</b>		
<b>COURSE NUMBER</b>	<b>NAME</b>	<b>STATUS</b>
BUSN 30	BUSINESS ETHICS AND SOCIETY	Redesign in Process
BUSN 48	HUMAN REALTIONS IN ORGANIZATIONS	Redesign in Process
BUSN 52	BUSINESS COMMUNICATIONS	Redesign in Process
BUSN 53	BUSINESS CORRESPONDENCE	Redesign in Process
BUSN 56	INTRODUCTION TO MGT	Redesign in Process
BUSN 88	HUMAN RESOURCE MANAGEMENT	Redesign in Process
<b>ELECTIVES LIST A</b>		
BUSN 18	BUSINESS LAW	Redesign in Process
BUSN 40	INTRODUCTION TO BUSINESS	Redesign in Process
BUSN 58	SMALL BUSINESS MANGAEMENT	Redesign in Process
<b>ELECTIVES LIST B</b>		
WRKX 94	Occupational Work Experience/Internship	Redesign in Process
WRKX 95	General Work Experience	Redesign in Process

2) How have you prepared to report progress over time?

a) List all baseline data that was collected. Please note any changes or additions from your application, along with a rationale for those changes. Include student demographic information to track success/retention in online CTE programs/course being developed or modified.

Our grant application lists baseline success, retention, and enrollment data on Page 8.

b) List all baseline data that was not collected, and describe either how and when you plan to collect that data retroactively or how that data is no longer necessary.

Not Applicable

c) List the indicators and/or benchmarks that were developed to determine progress over the grant period.

Faculty completions OCDP training

Faculty recruitment and completions POCD training

3) How have you engaged with people and groups beyond your core grant team?

a) If you worked in partnership with other campus or district units, describe those arrangements and their importance to the project.



As noted above, we are pursuing certification as a local POOCR college. As part of this effort, our local POOCR team meets for regularly scheduled norming sessions.

b) If you worked in partnership with organizations or institutions external to your college or district, describe those arrangements and their importance to the project.

Working on State Approval for Local POOCR certification.

c) If you hired or worked with independent consultants or subcontractor organizations, please specify the work the subcontractor(s) did on the project.

Not Applicable

d) Describe any challenges encountered for relationships proposed in your application, how they changed or were not made as expected, how you plan to address those challenges, and if they require any changes to your timeline.

Not Applicable

4) Please outline your Q1 budget expenditures.

a) Complete the Q1 column in the attached Budget Tracker spreadsheet

b) Complete the Planned Expenditures and Q1 column on the Expenditure Report

c) Using the Expenditure Report, have your Business/Grants Office prepare an invoice for reimbursement

Complete 10/9/19

5) Identify your college/district's goals and/or deliverables for the following:

a) upcoming Q2 - i.e., October 1 through December 31, 2019.

- i. 15 faculty will have completed our OCDP training by the end of Q2
- ii. 4 out of the 5 peer mentors would have completed their one-to-one mentoring to 4 Business faculty to assist them align their courses as much as possible to the OEI rubric while the 5<sup>th</sup> will have started this process.
- iii. Anticipate 6 faculty members to complete POOCR training in Q2 bringing our total number of POOCR peer reviewers to 15.
- iv. Expect LPC to become a certified POOCR college to expedite OEI alignment review process.
- v. List of faculty eligible and interested to attend Online Teaching Conference 2020 will have been developed.

b) after the grant period ends (planning for institutionalization).

Creation of framework for future online certificate and degree programs. The first iteration of this process has already taken place because of a grant opportunity in this district, but we expect to continue to develop this framework.

Securing FTEF through CEMC (College Enrollment Management Committee)