

 California Community Colleges California Virtual Campus – Online Education Initiative	District:	Chabot-Las Positas Community College District
	College:	Las Positas College
	Subaward No:	19-029
	Principal Investigator:	Vicki Shipman

NARRATIVE REPORT

QUARTER 5

REPORTING REQUIREMENTS: Please provide a detailed response for each of the (5) questions and its sub-questions. Narrative reports, CTE Courses & Student Success Data Tables are due Thursday, October 15, 2020.

1) What was accomplished during the Q5 (07/01/2020 - 09/30/2020) reporting period?

- a) List all Q5 activities proposed in your application and their status as X% complete (i.e., 100% complete = finished, 1-99% complete = in progress, 0% complete = not started). Please note any changes or additions from your application, along with a rationale for those changes. List all Q4 activities proposed in your application and their status as X% complete (i.e., 100% complete = finished, 1-99% complete = in progress, 0% complete = not started). Please note any changes or additions from your application, along with a rationale for those changes.

[See the Data Table for activities and completion status](#)

- 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 of the eleven courses in our CoA for this grant are significantly behind schedule for OEI alignment. As noted in the Q2 report, we tragically lost a faculty member during the grant period, and that course was reassigned to another faculty member already working on two courses. That person's increased workload has slowed progress towards completion, but she has now submitted both of her courses for local review. Initial local review is completed, and she is working on remediation to prepare her courses to be submitted to OEI review. Because of concerns about whether the third course assigned to this faculty member would be ready, we reassigned the third course to another faculty member who has already aligned a course, and we think this will lead to a faster alignment of this course.

As is true of all California community colleges, we have had to shift our priorities because of the pandemic. Our instructional designer and our accessibility specialist are both very busy and in fact oversubscribed with work at present as part of our transition to fully online instruction. In spite of these challenges, four of our eleven courses for this CoA are now

aligned, two are completing local review, and four are somewhere in the OEI approval pipeline. One course, mentioned above, will be submitted for local review in the next several weeks, but since this instructor has already gotten approval for one course, we expect this one to move along more quickly.

One unanticipated delay is getting review through OEI. I am sure that there are a lot of courses from various colleges under review at OEI, but we have seen significant time is needed to get through the OEI process:

BUSN 58 – submitted 3/11 – in final remediation on our campus as of early October

BUSN 48 – submitted 4/29 – starting OEI review now

WRKX 94 – submitted 5/13 – waiting to be assigned to OEI reviewer

WRKX 95 – submitted 5/14 – waiting to be assigned to OEI reviewer

BUSN 52 – submitted 4/28 – in final OEI review now

- c) Track 3 Outcomes: Update the Student Success Template Table -- for new changes, please highlight the cell or row in yellow. Continue to make edits on the spreadsheet submitted in Q4. See data table for progress.

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

- With Pathways Communities of Practice (e.g., participated in Basecamp discussions) We participate in the Business – Management and Leadership CoP as well as the Improving Online CTE Pathways group. We have posted in the discussions when appropriate.
 - As previously noted, we attained local POOCR certification from the OEI
 - Our local POOCR team (campus wide) does regular norming sessions supported by grant funds including attending quarterly OEI norming sessions
 - Our Business Department faculty meet with a business advisory board in our community to ensure that courses and programs offered by the college meet the needs of our industry partners
 - Charlene Anderson Tri-Valley Conservancy
 - Theresa De La Vega City of Livermore
 - Nadine Horner Lawrence Livermore National Laboratory
 - April Ingram Uncle Credit Union
 - Steve Lanza LAM Research
 - Kristin Pollard Comcast Cable
 - Lecia Roundtree Premier One Credit Union
 - John Sensiba Sensiba San Filippo LLC
- c) Describe marketing and communication efforts for the programs supported by the grant. We participated in development of an IOP grant video for our project with Bob Nash at OEI. The completed video is available here. <https://youtu.be/sZcipeQf4iY> We have also added a [link to this video](#) to our college web site about the grant. During Q6 we will present in the *Developing and Strengthening Online Career Education - Improving Online CTE Pathways Speaker Series* and we have begun preparation for that presentation.

- c) Describe recent marketing and promotional accomplishments (e.g. student enrollment). We have not recorded recent marketing and/or promotional accomplishments as of this date.

3) Please outline your Q5 budget expenditures.

- c) Complete the Q5 column in the attached Budget Tracker spreadsheet. [Attached](#)
- d) Complete the Planned Expenditures and Q5 column on the Expenditure Report. [Attached](#)
- e) Using the Expenditure Report, have your Business/Grants Office prepare an invoice for reimbursement. For the general ledger, ensure personnel names and transaction dates are listed for audit purposes. [Attached](#)

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

- a) upcoming Q6 grant period (10/01/2020 – 12/31/2020).
Submit three remaining classes to OEI for approval and complete any work needed for alignment so courses can be approved.
Use funds remaining in the grant that were intended for professional development to:
 - 1) support web accessibility work at the college for courses covered by this grant and other online courses at the college
 - 2) send all POCR reviewers to OEI norming session
 - 3) fund professional development opportunities if possible, with remaining funds
- b) after the grant period ends (planning for institutionalization). Please refer to your grant application and note which post-grant goals are the same and which have changed.
- c) remaining activities that may not be completed by the end of the grant period. Explain what steps your team can make to potentially complete these goals.
We very much hope to have completed all course alignment by the time the grant period ends, but we have a process to move to completion for courses already in the pipeline. As noted above, some of the timing issues are not under our control.

5) Please describe any support (other than more time) you will need to finish your grant activities in Q6.

If turnaround time at OEI could be improved for courses submitted for alignment that would be very helpful.

CTE Certificate/Program	College	Course Name	Award Type	Goal: Hybrid or Fully Online	Course Status	Status %	Goal: Quality Rubric Aligned	QR %	OER/ZTC	OER/ZTC %	Other Alignment/Improvement	Other %	Baseline: # Students in AY 18-19	Term Launch	Est. # Students Impacted AY 20-21	Notes
Business																
Business	Low Pointe College	BUSN 30	Certificate of Achievement	Fully Online	Aligned	100	Yes	0	yes - not funded by grant	NA	NA	NA	98	Fal 2020		108
Business	Low Pointe College	BUSN 48	Certificate of Achievement	Fully Online	In OER final review	90	Yes	0	yes - not funded by grant	NA	NA	NA	70	Fal 2020		77
Business	Low Pointe College	BUSN 52	Certificate of Achievement	Fully Online	In OER final review	95	Yes	0	no	NA	NA	NA	84	Fal 2020		92
Business	Low Pointe College	BUSN 53	Certificate of Achievement	Fully Online	Submitted to local POOR & reviewed	75	Yes	0	no	NA	NA	NA	86	Fal 2020		73
Business	Low Pointe College	BUSN 55	Certificate of Achievement	Fully Online	In Progress towards alignment	75	Yes	0	no	NA	NA	NA	84	Fal 2020		70
Business	Low Pointe College	BUSN 88	Certificate of Achievement	Fully Online	Working on local Course Design Review	80	Yes	0	no	NA	NA	NA	35	Fal 2020		30
Business	Low Pointe College	BUSN 18	Certificate of Achievement	Fully Online	Aligned	100	Yes	0	no	NA	NA	NA	107	Fal 2020		118
Business	Low Pointe College	BUSN 40	Certificate of Achievement	Fully Online	Aligned	100	Yes	0	yes - not funded by grant	NA	NA	NA	424	Fal 2020		486
Business	Low Pointe College	BUSN 58	Certificate of Achievement	Fully Online	Returned from OER for final revision	100	Yes	0	yes - not funded by grant	NA	NA	NA	75	Fal 2020		83
Business	Low Pointe College	WRXC 94	Certificate of Achievement	Fully Online	Submitted to OER awaiting assignment 1	90	Yes	0	no	NA	NA	NA	82	Fal 2020		88
Business	Low Pointe College	WRXC 95	Certificate of Achievement	Fully Online	Submitted to OER awaiting assignment 1	90	Yes	0	no	NA	NA	NA	79	Fal 2020		83