

OEI College Implementation Team -- Guide to Selecting Participants

The objective of the Online Education Initiative (OEI) College Implementation Teams is to provide cross-departmental college participation that informs the development and implementation of processes and technologies at each OEI Consortium College related to the services provided by the OEI. A Project Leader will serve in a coordinating role and other implementation team members will be called upon when their specialized program or technical knowledge is required.

The following functional roles comprise the suggested make-up for the implementation team. It is possible, and likely that one individual may serve more than one functional role, depending on your local college structure. **Please provide the OEI with a list of individuals (name, title, e-mail, and telephone number) with the following functional responsibilities at your college:**

Project Leader: Kathryn Weiss, Dean, Arts and Humanities.
kweiss@sbccd.cc.ca.us . (909) 384-8535

- Lead point of contact with the OEI management team and Consortium
 - Coordinate communication within the college implementation team as necessary
- **Second Consortium Representative: Davena Burns-Peters, Professor, ASL.**
dburns@sbccd.cc.ca.us
 - The additional designee to the OEI Consortium as selected by the college.
 - Support the Project Leader
- **Academic Senate Designee: Celia Huston, President, Academic Senate.**
chuston@sbccd.cc.ca.us
 - Provide input into implementation decisions from the faculty and senate perspective
- **Distance Education Co-Coordinators:**
Davena Burns-Peters, DE Co-Coordinator, dburns@sbccd.cc.ca.us, (909) 384-8983
Margaret Worsley, DE Co-Coordinator, mworsley@sbccd.cc.ca.us, (909) 384-8999
 - Inform implementation with
 - Course Management System (Canvas)
 - Online instructional/student support services (e.g., online tutoring, learner readiness, counseling platform, proctoring/authentication technology, etc.)
 - Advise on professional development needs for faculty and staff
 - Expertise on DE policy issues impacting participation in OEI
- **CMS/LMS administrator: Rhiannon Lares, Instructional Technology Specialist,**
rlares@sbccd.cc.ca.us, (909) 384-4303
 - Liaison to various OEI team members as related to Canvas
 - Assist with technical work related to online support services / Canvas integrations (such as NetTutor, Cranium Cafe, Proctorio, etc.)
- **Student Services Administrator Lead: Marco Cota, Dean of Counseling & Matriculation, mcota@sbccd.cc.ca.us, (909) 384-4404,**

- Provide guidance and assist with coordination of activities related to modification of business processes for the OEI Course Exchange
 - Application
 - Registration
 - DSPS / Accommodations / Accessibility
 - Matriculation
- Provide direction regarding OEI online counseling efforts and assist with local development efforts
- Communicate with internal college stakeholders regarding OEI implementation, such as modifications to existing local processes
- **Financial Aid Director: Ernesto Nery, Director of Financial Aid, eneryjr@sbccd.cc.ca.us, (909) 384-4403**
 - Advisor on Financial Aid processes
- **Admissions & Records Representative: April Dale Carter, Director of Admissions and Records, acarter@sbccd.cc.ca.us, (909) 384-8922**
- **Disabled Student Programs and Services (DSPS): Marty Milligan, Director of Disabled Student Programs & Services, mmilliga@sbccd.cc.ca.us, (909) 384-8949**
- **Counseling Leads: Ailsa Aguilar-Kitibutr, Professor, Chair of Counseling, aaquila@sbccd.cc.ca.us, (909) 384-8694 and Patricia Jones, Professor and Counselor, pjones@sbccd.cc.ca.us, (909) 384-8975**
- **Academic/Instruction Administrative Lead: Kathryn G. Weiss, Dean of Humanities, kweiss@sbccd.cc.ca.us, (909) 384-8535**
 - Schedule development
 - Learning center/instructional support services (e.g., tutoring, writing center, proctoring)
 - Communicate with internal college stakeholders regarding OEI implementation
- **Enrollment Management Lead: Scott William Thayer, Vice President of Student Services, sthayer@sbccd.cc.ca.us, (909) 384-8992**
 - Enrollment management
- **Institutional Research designee: Christie Gabriel, Research Analyst, cgabriel@sbccd.cc.ca.us, (909) 384-8907**
 - Provide insight regarding institutional reporting capabilities and needs
 - Collaborate with OEI management team and RP Group regarding evaluation
- **IT Director/Administrator: Andrew Chang, Director Administrative Application Systems, achang@sbccd.edu, (909) 382-4315**
 - Authorize appropriate IT staff to work with Online Education Initiative staff or designated vendors regarding technical implementation of Course Exchange and/or other OEI services
 - Communicate with internal college stakeholders regarding Online Education Initiative implementation, such as modifications to existing local processes
- **IT Staff member(s) responsible for SIS: Rhiannon Lares, Instructional Technology Specialist, rlares@sbccd.cc.ca.us, (909) 384-4303**
 - Work with Online Education Initiative staff in efforts related to implementation and configurations required for OEI technical project components to function

- **College or District Public Information Officer: Pavel Bratulin, Director of Marketing & PR, pbratulin@sbccd.cc.ca.us, (909) 384-8978**
 - Marketing/Communications representative
 - Advise on OEI communication efforts to college student population as related to OEI
 - OEI Exchange course availability and awareness
 - Online support services provided through the OEI (e.g., online tutoring, counseling platform, etc.)
 - Assist with local college distribution of OEI-developed marketing/promotional materials in alignment with college communication practices
- **Professional Development Representative: Rania Hamdy, Professional Development Coordinator, rhamdy@sbccd.cc.ca.us, (909) 384-8623**
- **Other role(s) identified by the college as needed**

Document History

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