Welcome

Dr. Brian K. Marchman, Chair & Assistant Provost & Director, Office of Distance Learning, University of Florida
Future Meeting Planning

1. Spring 2022: Tentatively planning for face-to-face for February 2022

2. Fall 2022 Date: What should we avoid from July-September?
FLVC Updates
Tim Brown, Assistant Vice-President of ITS: NWRDC & FLVC, Florida State University
Meet quarterly

- Approve strategic direction for the organization.
- Approve long-term financial plans and the annual operating budget for the organization and amendments as needed.
- Approve rate structures, provided that such rates will result in full cost recovery during each fiscal year.
- Select the chief executive officer, who is responsible to the Executive Committee for the implementation of policies and the operation of the organization.
- Communicate policies in writing to the CEO, who is responsible for their implementation.
- Provide input on the annual performance appraisal and recommends salary, discipline and contract renewal for the CEO to the assigned administrative host institution executive.
- Select the Chair and Vice Chair of the Executive Committee, each for two-year terms commencing at the beginning of the fiscal year. The Chair and Vice Chair shall be from different entities.
- Establish formal and informal advisory groups and committees as needed.
## Proposed Board Seat Structure

<table>
<thead>
<tr>
<th>Justification for Board Seat</th>
<th>Customer Organization</th>
<th>1 Vote per Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Revenue Customer</td>
<td>1st Largest Customer - Department of Education</td>
<td>1</td>
</tr>
<tr>
<td>Large Revenue Customer</td>
<td>2nd Largest Customer - Department of Revenue</td>
<td>1</td>
</tr>
<tr>
<td>Large Revenue Customer</td>
<td>3rd Largest Customer</td>
<td>1</td>
</tr>
<tr>
<td>Large Revenue Customer</td>
<td>4th Largest Customer</td>
<td>1</td>
</tr>
<tr>
<td>Cohort of Customers</td>
<td>Small Customers (29)</td>
<td>1</td>
</tr>
<tr>
<td>Cohort of Customers</td>
<td>Local Governments (10)</td>
<td>1</td>
</tr>
<tr>
<td>At-Large (DoE or K-12)</td>
<td>Department of Education or K-12 School Districts (32)</td>
<td>1</td>
</tr>
<tr>
<td>Host Institution</td>
<td>Florida State University</td>
<td>1</td>
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<tr>
<td>System Leadership</td>
<td>State University System</td>
<td>1</td>
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<tr>
<td>System Leadership</td>
<td>Florida College System</td>
<td>1</td>
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<tr>
<td>FLVC committee representative</td>
<td>Members Council Library Services Representative</td>
<td>1</td>
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<tr>
<td>FLVC committee representative</td>
<td>Members Council Library Services Representative</td>
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<tr>
<td>FLVC committee representative</td>
<td>Distance Learning Student Services Representative</td>
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<tr>
<td>FLVC committee representative</td>
<td>Distance Learning Student Services Representative</td>
<td>1</td>
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<tr>
<td>At-Large</td>
<td>Open</td>
<td>1</td>
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</table>

**Total Votes**: 15
<table>
<thead>
<tr>
<th>Account</th>
<th>Administration</th>
<th>E-Resources</th>
<th>IT Services</th>
<th>DLSS</th>
<th>Libraries</th>
<th>Total</th>
<th>Operating Account</th>
<th>Reserve Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$ 2,052,785.77</td>
<td>$ 6,598,240.00</td>
<td>$ 2,639,296.00</td>
<td>$ 445,657.97</td>
<td>$ 5,016,574.60</td>
<td>$ 16,752,554.34</td>
<td>$ 894,635.00</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$ 8.02</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Unapplied Payments</td>
<td></td>
<td></td>
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<tr>
<td>Current Year Refunds</td>
<td>66.27</td>
<td></td>
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<tr>
<td>Revenue Correction</td>
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<td></td>
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<tr>
<td>Taxes Paid</td>
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<tr>
<td>Interest Earnings</td>
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<td></td>
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<tr>
<td>Net Revenue</td>
<td>$ 2,052,860.06</td>
<td>$ 6,598,240.00</td>
<td>$ 2,639,296.00</td>
<td>$ 445,657.97</td>
<td>$ 5,016,602.34</td>
<td>$ 16,752,656.37</td>
<td>$ 5,339.81</td>
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</tr>
<tr>
<td>Salaries &amp; Related Benefits</td>
<td>$ 1,035,728.06</td>
<td>$ 1,046,850.23</td>
<td>$ 477,280.83</td>
<td>$ 1,561,706.53</td>
<td>$ 4,121,565.65</td>
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<tr>
<td>Other Personal Services</td>
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<tr>
<td>General Expenses</td>
<td>455,769.63</td>
<td>796,970.04</td>
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<td>$17,625.00</td>
<td>2,496,436.07</td>
<td>$ 3,766,800.74</td>
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<tr>
<td>E-Resources - Statewide</td>
<td>-</td>
<td>6,647,621.77</td>
<td></td>
<td>$0.00</td>
<td>6,647,621.77</td>
<td>$ 6,647,621.77</td>
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<tr>
<td>OCO - One time Payment</td>
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<tr>
<td>Expense Transfer</td>
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<tr>
<td>Interfund transfer (facilities)</td>
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<tr>
<td>Auxiliary fees &amp; Interfund transfers out</td>
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<tr>
<td>Allocation of Indirect Costs</td>
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<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$ 1,491,497.69</td>
<td>$ 6,647,621.77</td>
<td>$ 1,849,816.43</td>
<td>$ 494,905.83</td>
<td>$ 4,058,142.60</td>
<td>$ 14,541,984.32</td>
<td>$ 2,210,672.05</td>
<td></td>
</tr>
<tr>
<td>FY 21/22 Net Income/(Loss)</td>
<td>$ 561,362.87</td>
<td>(49,381.77)</td>
<td>789,479.57</td>
<td>(49,247.86)</td>
<td>958,459.74</td>
<td>2,210,672.05</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>FSU Aux OH Indirect Costs as of June 30, 2021</td>
<td>$ 44,774.53</td>
<td>199,428.65</td>
<td>55,494.49</td>
<td>14,847.17</td>
<td>121,744.28</td>
<td>436,259.53</td>
<td>Note 1</td>
<td></td>
</tr>
<tr>
<td>8% of Total Expenses</td>
<td>11.43%</td>
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</tbody>
</table>

Notes:
(1) The revenue in the Operating Account consists of all interest earnings.
(2) Accrued Revenue calculation (this removes all prior year revenue from the numbers and assumes 100% collections of all outstanding invoices).
(3) Cash balances as of June 30, 2021:
   (5) Beginning Cash Balance 12/1/2020 $ 2,760,987.69
   (6) Add: revenue $ 16,757,996.18
   (7) Less: Expenses $ (14,541,984.32)
   (8) Ending Cash Balance at 6/30/2021 (Accrual Basis) $ 4,976,999.55
(4) Total Revenue 12/1/20-6/30/21 $ 16,757,996.18
(9) Reserve Account
   (10) Actual Revenue Received - RESERVE ACCOUNT $ 894,635.00
   (11) Expenses Paid out of Reserve $ -
   (12) Ending Cash Balance at 6/30/2021 (Accrual Basis) $ 894,635.00
   (13) Compensated Absences Balance (as of 6/30/21) $ (845,372.34)
   (14) Ending Cash Balance - Reserve Account $ 49,262.66
All Accounts Ending Cash Balance at 6/30/21 (Accrual Basis) $ 5,026,262.21
Estimated Monthly June Expenses $ -
Estimated Allocated Balance for FY21/22 GF Projects $ (1,935,054.08)
Estimated Ending Cash Balance $ 3,091,208.13
Student Services Update

Nashla Dawahre Williams,
Director, Student Services
Transient Applications

- Currently processing Fall and Spring Applications
- Total number of applications approved during Summer 2021: 5,687
- Summer was down 19%
- August had a 149% increase
This event brought together experts and partners from around the state to help students learn about exploring their options and how to figure out which of those options is the right match, understanding and acing the application process, learning about the three main ways to pay for college, and finishing their senior year strong so they can start the fall semester on the right track.

September 20-23, 2021, from 6:00 p.m. ET to 7:00 p.m. ET.

Event Highlights

- Total Event Registrations - 4,994
- Total Event Attendees - 2,744
- 55% Attendance Rate
- 33% of Registrants heard about this event through FloridaShines communications.
- Total page visits to the College 101 Event page during event - 14,744
- 17 Statewide Event Partners
FloridaShines Catalog
Upload Reminders
# 2022-2023 Upload Schedule

## Online Courses

*Please note: The Spring upload window closed on September 30th. Should your institution still need to upload, please contact catalog@flvc.org to notify FloridaShines for auditing purposes.*

<table>
<thead>
<tr>
<th></th>
<th>Fall Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Period Opens</td>
<td>May 1</td>
<td>September 1</td>
<td>February 1</td>
</tr>
<tr>
<td>Upload Deadline</td>
<td>May 31</td>
<td>September 30</td>
<td>February 28</td>
</tr>
<tr>
<td>Term Visibility</td>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
</tr>
</tbody>
</table>
### 2022-2023 Upload Schedule

**Institution Profile**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Period Opens</td>
<td>May 1</td>
</tr>
<tr>
<td>Upload Deadline</td>
<td>July 1</td>
</tr>
</tbody>
</table>
2022-2023 Upload Schedule

*Please note: Updating your institution's **on-campus and online** program data guarantees that students are viewing the most recent and accurate information about your institution in the FloridaShines Catalog.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upload Period Opens</strong></td>
<td>May 1</td>
</tr>
<tr>
<td><strong>Upload Deadline</strong></td>
<td>July 1</td>
</tr>
</tbody>
</table>

*Field of study not visible in the image.*
FloridaShines Catalog

Program Data
Florida College System

Program Types

- Vocational Certificate
- Applied Technology Diploma
- Career and Technical Education
- Associate (2 yr.)
- Bachelor’s (4 yr.)
- Undergraduate Certificate
- Post-baccalaureate Certificate

Delivery Methods

- All Distance Learning
- Primarily Distance Learning
- Hybrid Blend
- Primarily Classroom

Program Codes for connected Student Services

- Program Code included
- Program Code missing
State University System

Program Types
- Associate (2 yr.)
- Bachelor's (4 yr.)
- Undergraduate Certificate
- Post-baccalaureate Certificate
- Graduate Certificate
- Master's
- Doctorate

Delivery Methods
- All Distance Learning
- Primarily Distance Learning
- Hybrid Blend
- Primarily Classroom

Program Codes
- Program Code included
- Program Code missing

Program Codes for connected Student Services
FloridaShines Network
RESTrofit Project
Re-establishing Institution Connections
Introduction to the FloridaShines Network

Overview and Solution

Priority: Enable institutions to become compliant with statutory requirements and reestablish or strengthen their connections to FLVC (FloridaShines)

Proposed solution focuses on 4 impactful components:

- Replace EDI with REST
- Replace PIN Verify with SSO
- Create a Network Console
- Upload Process Automation
School District Career Centers and Services Under the Postsecondary Library Network
Overview of House Bill (HB) 847

Background

In 2021, the Florida Legislature passed HB 847 to revise statutory provisions related to Florida’s statewide Internet-based catalog, online student advising services, and library services. Currently, the services within the Florida Postsecondary Academic Library Network are limited to postsecondary institutions that belong to the Florida College System and State University System. The Northwest Regional Data Center (NWRDC) is the host entity.

Charge

HB 847 charges the Commissioner of Education and the Chancellor of the Board of Governors to provide a recommendation for a process by which career centers would access appropriate postsecondary distance learning, student support services and library assets. It establishes June 1, 2022, as the deadline for the recommendation, and requires the recommendation to include an analysis of the resources necessary to expand access and assets to centers and their students.
# Project Plan to Develop Recommendation

## Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity</th>
</tr>
</thead>
</table>
| July-August 2021     | • Preliminary conversation with NWRDC and Florida Virtual Campus (FLVC) staff on project plan and exploratory conversation about the data and information they need in order to assist with future calculations  
                      • Exploratory interviews with Florida Department of Education (FDOE) staff in K-12, Choice, Career & Adult, and Finance & Operations to assess current statewide policies and practices related to career center student resources  
                      • Exploratory interviews with a sample of career center staff to assess current local policies and practices related to student resources |
| August-September 2021| • Development and deployment of a survey instrument and data collection tool for all career centers to assess current resources (inventory) and need for additional services |
| October-November 2021| • Interim analysis of findings from career center survey presented to FDOE and Office of Board of Governors (BOG) leadership  
                      • Interim analysis of findings from career center survey presented to NWRDC and FLVC staff |
| December – February 2022| • NWRDC and FLVC staff provide fiscal analysis and operational steps needed in order to bring career centers under the library network |
| March – April 2022   | • FDOE and BOG staff draft recommendations, informed by career center survey and NWRDC analysis |
| June 1, 2022         | • Final recommendations submitted to Governor, House Speaker, Senate President |
Education Meets Opportunity Platform (EMOP) Credentials
The tool will provide FL agencies consistent data on all Florida credentialing programs (e.g., school districts, technical colleges, FCS institutions) and WIOA providers, as well as the degree to which they are serving Florida’s labor market, so they can make wise policy and resource allocation decisions
From the ITN:

“Credential registry for all public postsecondary education providers, and any other eligible WIOA providers, for all credentialing award types, including non-degree and work-based learning opportunities”

“Develop and execute a process for making information on all credentials (including badges, certificates, certifications, licenses, and degrees of all levels and types) and competencies (knowledge, skills, and abilities) publicly accessible through the sourced technology solution. The technology solution should assume the development of a linked open data format that supports full transparency and interoperability. Such information must include the industry sector for or by which the credential was developed, the entities (presumably the education agency) involved in the development of the credential, the competencies or skills assessed in awarding the credential, the form of assessment used to verify the individual’s eligibility to be awarded the credential, and the body engaged in overseeing the awarding of such credentials.”
Progress so far

**Discover - In progress**
- Surveyed statewide data sources that will be used for publishing
  - Deep dives into FloridaShines & ETPL
  - Apprenticeship, CTE, Licenses, etc next
- Mapped data available in Florida Shines & ETPL to CTDL
- Developed a "minimum data policy" taking into account ITN and other statewide goals to determine what data is needed to meet state goals/priorities
- Documenting gaps in currently available data

**Plan - In progress**
- Drafting publishing workflows for:
  - Florida Shines
  - ETPL
  - Other data sources
- Holding technical planning & meetings to prep for publishing

**Publish & Use**
- Will provide technical assistance and outreach to execute publishing workflow
  - Data quality & validation
- Will work with data consumers to pull data from the Registry
Professional Services Update

Heather Thompson, Asst Director, Outreach & Development
Staffing

Efforts are underway to fill two support positions to assist with member support:

1. Administrative Specialist
2. Event Coordinator
Contracting Update

- **Quality Matter System License**: 31 Participating Institutions
- **Proctored Services**:  
  - Honorlock  
  - Proctorio
- **Closed Captioning Services**:  
  - 3Play Media  
  - Ai-Media  
  - Verbit
- **TEAMS Contracting Site** NEW  
  - Members and Procurement Officer Access to Contracts  
  - Email help@flvc.org for Access

**FLVC NEWS ALERT**

**FOR IMMEDIATE RELEASE**

**MEDIA CONTACT**
Florida Virtual Campus  
Bob Hartnett  
Director - Media, Communications & Marketing  
RHartnett@flvc.org

**Closed Captioning Vendors to Provide Cost Savings for Florida Higher Ed**

Tallahassee, Fl – October 4, 2021 – Three commercial vendors – 3Play Media, Ai Media, and Verbit – have been selected to negotiate preferred, state-level pricing for Florida public colleges and universities in need of Closed Captioning services to support their institutional distance learning and other services. The selection was the result of an extensive Invitation to Negotiate (ITN) process facilitated by the Florida Virtual Campus (FLVC) on behalf of public colleges and universities statewide, in accordance with § 1006.73, Fla. Stat. (2021).

“Negotiating licensing and preferred pricing for distance learning resources leverages the collective purchasing power of our public institutions and saves the state of Florida money,” commented Heather Thompson, FLVC’s assistant director of Member Outreach and Development. “Institutions still have the flexibility to contract with other vendors, if they prefer. However, statewide agreements such as these ensure that institutions interested in obtaining Closed Captioning for their distance learning and student services can do so easily, and with significant cost savings.”

Institutions requiring more information about these Closed Captioning vendors or their services may contact Heather Thompson at FLVC (htthompson@flvc.org).
Florida Instructional Designer Network

Relaunched!

- Partnership with the FCS, SUS/BOG and ICUF

- A statewide professional development network for instructional designers, instructional technologists and educators to:
  - share research and best practices
  - gain the knowledge and skills to support faculty
  - support student success

FL-IDN@listserv.flvc.org

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Advisory Committee

Bryan Biggers
PBAU

Felix Brito
ERAU

Richard Hill
SPC

Lergia Olivo
FIU

Celicia Wallace
SSC

Shelly Wyatt
UCF
Digital Badges Pilot Project

➢ Professional Development Award
➢ Guest Speaker Award
➢ Partner Award
# Fall Webinar Schedule

**October 18**
4:00 PM – 4:50 PM EST
Flexible Learning Design
Barbara Lockee
Virginia Tech

**November 3**
2:00 PM – 2:50 PM EST
Textbook Affordability
James Paradiso
University of Central Florida

**December 6**
2:00 PM – 2:50 PM EST
Promoting Active Learning Online with ALFIE
Ashley Salter & Alyssa Albrecht
University of Central Florida
Digital Education Key Performance Indicators (KPIs)

Kevin Corcoran, Executive Director, Digital Learning, Connecticut State Colleges & Universities
Digital Education KPIs

WCET eLearning System & Consortia Effort
Question of (Online) Quality

• Targeting Online Learning
  • Rigor – No Significant Difference
  • Federal Regulations
  • Regional Accreditation Standards for DE
    • C-RAC & 21st Century DE Guidelines
    • DE Quality Standards – QM, OLC, OSCQR
  • Do these same requirements exist for other modalities?

Takedown of Online Education

Fully online programs widen achievement gaps and often are unaffordable, says report seeking to discourage politicians from pulling back on federal policy protections.

By Paul Fain // January 16, 2019
Question of 21st Century Skills

- Digital & Information Literacy/Skills
  - Can any degree program be completed at your institution without the use of a computer and the internet?
  - If Yes, are we meeting the expectations of our K12 students, many enrolled in 1:1 programs?
  - If Yes, are we properly preparing students for the workforce?

Should Laptops Be Banned in Class? An Op-Ed Fires Up the Debate

By Beth McMurtrie | November 27, 2017
Pandemic Impact

• Emergency Remote Teaching
  • Rapid transition to DE without same attention to regulations and standards
  • New label to separate from carefully designed asynchronous online learning
  • Lacking student (and faculty) readiness measures
  • Long-term impact unknown

• Blurred lines between modalities
Question of Support

With a shift towards digital integration across modalities, how do we support faculty and students?

- What are the digital supports needed for each modality?
- What are the digital standards for each modality?
- How do we increase not only access, but confidence levels?
Question of Success

• Without consistent standards across all modalities, how do we measure our success?

• Factors to be considered for students & faculty
  • Readiness (Access & Confidence)
  • Engagement
  • Assistance/Supports
  • Workload
  • Demographics, Policies, Infrastructure, Culture, etc.
  • Outcomes

"7 Measures of Quality in Online Learning"
https://www.flickr.com/photos/59217476@N00/10164585803
A Call to Action

WCET eLearning System & Consortia Group has developed a vision statement:

“Regardless of educational modality, focus on effective practices for the continuous improvement of teaching, learning, and student support services.”
Shift to Digital Education KPIs

• Draft Digital Education KPIs designed to measure continuous improvement efforts towards improved student success, regardless of modality, with a focus on 21st-century, digitally supported learning experiences.
• **Key Question: How are institutions handling student readiness?**
  • Technology Access
    • Mobile vs. PC device
  • Technology Confidence Level
    • PC, LMS, Tools
  • Broadband Access
    • Min Speed
    • Mobile vs. WIFI
  • Online Learning Confidence
KPI – Student Engagement

• Key question: Are the students present and engaged/active?
  • Login rate
  • Class Participation or Substantive Attendance
  • Time on Task
  • Completion / Time to completion
  • Number of views / content
  • Device/browser used (mobile vs. PC)
  • Student Activity (campus involvement, honors programs, clubs, etc)
• **Key question: what student supports are being utilized?**
  • Tutoring / Writing Lab Sessions
  • Library Access
  • Accessibility Services
KPI – Student Outcomes

- Key question: how do we define student success?
  - Course Completion
  - Grade / GPA
  - Persistence (term to term)
  - Time to credential / degree / graduation
  - Transfer Success (credits and standing)
  - Employability / Career Advancement / Earnings
  - Outcomes Measures
  - Student Debt
KPI- Demographics

• Key question: what environmental factors impact student success?
  • Age, gender, race, Pell Eligible, ZIP code, prior GPA, 1st Gen
  • Impacts on students outside the classroom
    (e.g., food/housing insecurity, medical care, child/eldercare)
  • Credit /class load
KPI – Faculty Readiness

- **Key Question: How are institutions handling faculty readiness?**
  - Technology Access
    - Mobile vs. PC device
  - Tech Confidence Level
    - PC, LMS, Tools
  - Broadband Access
    - Min Speed
    - Mobile vs. WIFI
  - Online Learning Confidence
  - Past online experience
  - Past online development
  - Training cycle
KPI – Faculty Engagement

• Key Question: How engaged are our faculty?
  • Login Rate
  • Response Time / Frequency
  • Workload
KPI – Course Factors

- **Key Question:** How do course variables impact student success?
  - Average Enrollment / Class Size
  - Student Demographics / Diversity
  - Completion Rate
  - Performance Rate
  - Quality Measures/Standards (UDL, QM, OLC, etc)
    - Course Structure / Design
    - Accessibility
    - Assessment / Evaluation
    - Resources Utilized
Key question: How do institutions prepare for digital education?

- Culture
- Policy
- Regulatory Alignment
- Infrastructure
- Professional Development
- Faculty Supports
- Student Supports
- Risk Tolerance
Parking Lot Items

- Student commuter vs resident ratio
- Licensure exam success rate
- Disproportionate impact (gaps between class cohorts)
- Full time vs part time faculty ratio
- Tenure vs non-tenure ration
- Faculty Turnover rates
- How do we handle different credential levels (micro-credential vs. certificate vs. degree)
Let’s Discuss

Thank you!
LUNCH BREAK:
resume meeting at 12:40 p.m.
Credential Portal Project
Keith Richard, Statewide Director, Career & Technical Education Program Quality, FLDOE
WCET SAN: A Range of Services Available

Cheryl Dowd,
Senior Director, Policy Innovations
WCET – WICHE Cooperative for Educational Technologies
WAYS TO ENGAGE WITH THE
STATE AUTHORIZATION NETWORK
Who is the State Authorization Network (SAN)?

SAN empowers its members to successfully resolve postsecondary regulatory compliance challenges.

We provide expert analysis, resources and training to prepare for emerging issues, collaborate on compliance strategies, develop solutions and evaluate their efficacy.

Our members are digital learning and compliance professionals representing 800+ institutions and organizations nationally and across all sectors.
ABOUT MEMBERSHIP

Memberships may be held by individual institutions, partnerships, systems, consortia, or organizations.

Members may opt into our Newcomers Experience, an individual, guided and virtual journey through foundational authorization issues and SAN resources.

Coordinators are responsible for sharing information with the other institutions/organizations within their membership, including the membership's SAN Website login containing member-exclusive research and resources.

Interest or questions?
Leigha Fletcher
lfletcher@wiche.edu
(303)541-0211

Benefits at a glance
SAN defines areas of focus annually and in alignment with the traditional academic year.

This statement is developed with the critical input of our Advisory Group and membership to ensure the scope of work evolves with the growing needs of digital learning and compliance staff across the country.

It guides the development of member engagement opportunities, programming, meeting agendas and guest presenters installed throughout the year.

Follow through these slides to learn more about member interactions and resources.
Monthly Coordinator Calls

Virtual event, Fourth Tuesday of each month
Recorded and uploaded to SAN Resources on our website

✓ Network updates
✓ Member spotlight
✓ Topical presentations

Interest or suggestions?
Rachael Stachowiak
rstachowiak@wiche.edu
303-541-0289
Monthly Open Forum

Virtual event, Second Tuesday of each month
This event is not recorded.

✓ Focused, topical presentation + Q&A
✓ Participant questions, comments and ideas are welcome and encouraged
✓ Open to ALL SAN Member Participants - Not limited to coordinators!

Interest or suggestions?
Kathryn Kerensky
kkerensky@wiche.edu
303.541.0290
Special Interest Teams (SIT)

Small working groups perform research and provide deliverables on the issue areas to benefit the network.

- Open to ALL SAN Member Participants - *Not limited to coordinators!*
- Approx. 7 people on each team
- Virtual engagement; frequency determined by team
- Team members determine deliverables which may include white papers, check and task lists, research matrixes, podcasts, etc.
- Great opportunity for those seeking a highly collaborative, immersive & participative experience

Institutional Engagement

Professional Licensure Research & Disclosures

Others to be determined
Other opportunities

- **wcetMIX**
  Web based discussion forum to POST and REPLY to questions

- **General Disclosure**
  SAN Podcast highlighting the voices & issues in the field

- **Advisory Group**
  Help shape the programmatic issues of interest to the membership at-large

- **Member assistance & support**
  Resource and thought partner in your compliance journey

- **Annual SANsational Awards**
  Recognition for your innovative, collaborative compliance strategies & solutions

- **WCET Frontiers**
  Written perspectives & advice on timely topics
RESOURCES BY TOPIC

- Research
- Regulation summaries
- Handbooks
- Talking points
- Sample tools
- More

wcetsan.wiche.edu
Contact us

wcetsan.wiche.edu/

Cheryl Dowd, Senior Director, Policy Innovations
(303) 541-0210 | cdowd@wiche.edu

Leigha Fletcher, Administrative Assistant
(303) 541-0211 | lfletcher@wiche.edu

Kathryn Kerensky, Director, Digital Learning Policy & Compliance
(303) 541-0290 | kkerensky@wiche.edu

Rachael Stachowiak, Director, Interstate Policy & Compliance
(303) 541-0289 | rstachowiak@wiche.edu
Zero Textbook Cost (ZTC) Course Indicator

Nashla Dawahre Williams,
Director of Student Services
Who Are We?

Library Services + Distance Learning and Student Services

Plays a crucial role in ensuring that Florida's one million college and university students have the resources and tools they need to succeed. https://libraries.flvc.org/

Provides an array of innovative educational services for students, educators and administrators in the Sunshine State. https://dlss.flvc.org/
How Did We Get Here?
Background and Process Overview
Initial Florida Efforts

Textbook Affordability and Open Educational Resources Steering Committee recommendation and approval

OPEN FL community positive feedback and support

Open discussions with 40 member institutions

Student and institution feedback gathered, including an IRB Survey

- ~100 students
- Both College and University Students

TAOERSC Approval
MCLS Review
Year long promotion and communication through state and institutional efforts, supported through:

- OPEN FL Libguide
- TAOERSC Meetings
- Members Council on Library Services
- Library Leaders and OER Point Person
- Institutional Visits and Interviews
- DLSS Member Request
- DLSS Executive Leadership Support
Statewide Effort – National Impact

• State reporting to identify growth trends

• First initiative like this in the country, to include both postsecondary Colleges and Universities in same catalog (CUNY and SUNY, close be separated)

• Marketing benefits for courses and institutions
  • Usability testing to determine effect on course selection
  • FloridaShines.org visitors

• Opportunity to collaborate and learn from each other

FloridaShines.org receives more than 1.2 million visits each year.
The Statewide Workgroup

Zero Textbook Cost Course Indicator
Overview

Building on previous FLVC textbook affordability efforts, a 2021 workgroup was convened with representatives from Florida’s colleges and universities to brainstorm, define and provide best recommendations to implement textbook cost indicator(s) in the FloridaShines Course Catalog.

The textbook cost indicator(s) may be used across the state by the institutions who desire to highlight their efforts with reducing the cost of learning materials for their students.
Charge For The Course Catalog
Oversight Workgroup

Group convened with representatives from Florida’s colleges and universities to brainstorm, define and provide best recommendations to implement textbook cost indicator(s) in the FloridaShines Course Catalog.

Working together this group will:
• Identify indicator(s) and definition(s) to be used in the Course Catalog, to highlight affordable course options in the state of Florida.
• Make recommendations on the classification, use and design of these indicators.
• Collect best practices for local implementation and catalog upload processes for peer institutions.
<table>
<thead>
<tr>
<th>Title</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, eLearning and Learning Support</td>
<td>College of Central Florida</td>
</tr>
<tr>
<td>Provost, Eastern Florida Online</td>
<td>Eastern Florida State College</td>
</tr>
<tr>
<td>Online Learning &amp; eResources Librarian</td>
<td>Eastern Florida State College</td>
</tr>
<tr>
<td>OER Coordinator</td>
<td>Florida Atlantic University</td>
</tr>
<tr>
<td>Business librarian</td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>Academic Dean</td>
<td>Florida State College at Jacksonville</td>
</tr>
<tr>
<td>Scholarly Communication Librarian</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Extended Campus &amp; Distance Services Librarian</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Academic Support Specialist</td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td>Instructional Designer (Accessibility Specialist)</td>
<td>Hillsborough Community College</td>
</tr>
<tr>
<td>Reference Librarian</td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Director of Digital Program Development and Services</td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Executive Director Strategic Innovation and Digital Education</td>
<td>Lake-Sumter State College</td>
</tr>
<tr>
<td>Professor</td>
<td>Miami Dade College</td>
</tr>
<tr>
<td>Administrative Assistant, Academic Affairs</td>
<td>Polk State College</td>
</tr>
<tr>
<td>AVP, Academic Technologies and Training</td>
<td>Santa Fe College</td>
</tr>
<tr>
<td>Assistant Director, Academic Services</td>
<td>St. Petersburg College</td>
</tr>
<tr>
<td>Assistant Director, Student Success Services (Distance Learning)</td>
<td>The College of the Florida Keys</td>
</tr>
<tr>
<td>Program Director, Pegasus Innovation Lab</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>eText Coordinator</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Assistant Director of Quality and Assessment</td>
<td>University of North Florida</td>
</tr>
</tbody>
</table>
2021 Workgroup Activities & Timeline

- **March 2021**
  - Kick Off Meeting
  - Research Review and Discussion
  - Approval of Zero Textbook Cost implementation.

- **June 2021**
  - Zero Textbook Cost criteria and definition.
  - Zero Textbook Cost design.

- **August 2021**
  - Guidelines and best practices for data collection.
  - Maintenance and Continuation Plan
2021 Workgroup Activities & Timeline

- **Sept. 1, 2021**: Statewide Upload process begins
- **Oct. 1, 2021**: Icon visible to students on FloridaShines Catalog
- **November 2021**: User Testing and Feedback
- **January 2021**: Analysis for Summer 2022 Upload

**Reporting Activities**
Florida’s Zero Textbook Cost **Definition**

A Zero Textbook Cost icon may be placed with any course section requiring course materials at no cost to students.

---

**Florida’s Zero Textbook Cost Criteria**

- Required course materials associated with the section must be zero cost for student access, including ancillaries, homework, quizzes, etc.

- These resources must be freely accessible to the students without barriers. Placement within the registered student LMS is permitted provided the student has no additional costs for course section materials for the entire semester.

  - Students have access to materials on the first day of class and through course completion. It is **preferable** that students have a way to retain these educational resources for continued learning and reference (at minimal through degree completion or separation from the institution).
Florida’s Zero Textbook Cost Criteria

• The format of materials may be either print, digital, or both.

• Students may have the option for print-on-demand for digital materials, if a no-cost option is available to all students.
  • Courses where students are required to print materials would NOT qualify.

• May include open educational resources, faculty developed content, institution developed content, institutionally retained or licensed campus library materials that all students enrolled in the course have simultaneous access to use, public domain, Creative Commons licensed, or any other properly licensed and adopted materials.

• Optional resources may be for cost but must not be necessary for student success in the course.
  • Other required supplies (e.g. scantrons, scientific calculators, lab materials, etc.) are not considered a textbook cost, so if a course section meets the parameters noted above but has a materials fee, the section may still be considered ZTC.

Fees to access an online platform to do coursework or homework are considered a textbook cost, and therefore the course section would NOT qualify.
Florida’s Zero Textbook Cost Design
Florida’s Zero Textbook Cost Course Indicator

Informational Website

To provide additional background, house the criteria and offer supporting resources and documentation, the Workgroup developed an informational website with the following components:

- Definition
- FAQs
- Resources
- Workgroup Members
Florida’s Zero Textbook Cost Course Indicator

Informational Website - Resources

Florida’s Zero Textbook Cost Course Indicator Resources

The Zero Textbook Cost Workgroup has developed a toolkit with resources to implement zero textbook cost indicator(s) in the FloridaShines Course Catalog.

- ZTC Course Indicator Best Practices for Campus Implementation
- FloridaShines Catalog ZTC Data Upload Step-by-Step Administrator Guide
- FloridaShines Catalog Administrator Module Sign In

To support these resources, FLVC will be hosting a webinar to provide an overview of the Zero Textbook Cost Course Indicator development, and explaining how this new feature works in the FloridaShines Catalog.

Florida Virtual Campus
Adding Textbook Cost Indicators to the State Online Course Catalog
WEBINAR
Date: Tuesday, August 31, 2021
Time: 2:00 pm ET
JOIN MEETING
Florida’s Zero Textbook Cost Course Indicator

Best Practices for Campus Implementation
Florida’s Zero Textbook Cost Course Indicator

Administrator Module Sign In

Sign In

Use a local account to sign in to the FloridaShines application.

- Username
- Password
- Sign In

IMPORTANT INFORMATION

ONLINE COURSE TERM COVERS:
- Fall 2021: 20
- Spring 2022: 21
- Summer 2022: 20
- Fall 2022: 21

ONLINE COURSE UPLOAD DATES:
- Fall 2021: June 1
- Spring 2022: October 1
- Summer 2022: March 1

*All dates are prior to the beginning of the stated semester

WELCOME

Welcome to the FloridaShines Catalog Administration web page where you can update and upload your institution’s Profiles, Degree Programs and Online Courses.

You can find additional tools and help for administrators — including tutorials, administrative guides, videos, documentation, and more — by selecting “Help Guides” from the main menu, above.

INSTITUTION PROFILES UPLOAD SCHEDULE:
The institution profiles are updated annually by the Profile Editor. Following the schedule outlined below, reminder e-mails and notifications are distributed during this upload period to institution administrators and profile editors.

<table>
<thead>
<tr>
<th>Degree Programs Upload Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Period Opens</td>
</tr>
<tr>
<td>Upload Deadline</td>
</tr>
</tbody>
</table>

FLVC.ORG
The FloridaShines Catalog

Zero Textbook Cost Course Indicator
FloridaShines Catalog

Changes to Course Upload

To access your FloridaShines Catalog Account:
https://courses.flvc.org/Account/Login

- The process will work the same, the only change is there has been an additional field added to the Data Standards Document.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Field Type</th>
<th>Field Size</th>
<th>Default</th>
<th>Notes</th>
<th>Validations</th>
</tr>
</thead>
<tbody>
<tr>
<td>TextbookCostIndicator</td>
<td>No</td>
<td>Text</td>
<td>50</td>
<td></td>
<td>Indicate if this course section meets the Zero Textbook Cost criteria, which means the section requires course materials at no cost to student.</td>
<td>Must be a valid textbook cost indicator value. If true, the value of this field must be “zero textbook cost”. To view Florida’s Zero Textbook Cost Course Indicator Definition, visit <a href="https://dlss.flvc.org/zero-textbook-cost-definition">https://dlss.flvc.org/zero-textbook-cost-definition</a>.</td>
</tr>
</tbody>
</table>

*Please note this field is optional.*
Welcome to the FloridaShines Catalog Administration web page where you can update and upload your institution's Profile, Degree Programs and Online Courses.

You can find additional tools and help for administrators — including tutorials, administrative guides, videos, documentation, and more — by selecting "User Guides" from the main menu, above.

Institution Profiles Upload Schedule:
The institution profiles are updated annually by the Profile Editor, following the schedule outlined below. Reminder e-mails and notifications are distributed during this update period to institution administrators and profile editors.

<table>
<thead>
<tr>
<th>Upload Period Opens</th>
<th>May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Deadline</td>
<td>July 1</td>
</tr>
</tbody>
</table>

Degree Programs Upload Schedule:
The degree programs are uploaded annually by the Data Administrator, following the schedule outlined below. Reminder e-mails and notifications are distributed during this upload period to institution administrators.

<table>
<thead>
<tr>
<th>Upload Period Opens</th>
<th>May 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Deadline</td>
<td>July 1</td>
</tr>
</tbody>
</table>

Online Course Upload Schedule:
The online courses are uploaded every semester by the Data Administrator, following the schedule outlined below. Reminder e-mails and notifications are distributed during this update period to institution administrators.

<table>
<thead>
<tr>
<th>Upload Period Opens</th>
<th>Fall Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>September 1</td>
<td>February 1</td>
<td></td>
</tr>
<tr>
<td>May 25</td>
<td>September 30</td>
<td>February 28</td>
<td></td>
</tr>
<tr>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
<td></td>
</tr>
</tbody>
</table>
COURSES, SECTION, AND MEETING MAINTENANCE

Upload New Courses, Section, and Meeting File(s)

UPLOAD NEW COURSES FILE

Accepted file types:
- Microsoft Excel (xlsx format)
- Microsoft Excel 1997-2003 (xls format)
- CSV (see notes in sidebar)

Academic Year:
- 2022 Spring

Upload Type:
- Excel
- CSV

Excel File (Courses, Sections, or Meetings):
- Choose File

Upload

Upload Guidelines:
- Ensure that the uploaded Excel/CSV file follows the courses, section, and meeting template.
- Ensure that no courses, sections, and meetings are duplicated.
- If uploading using CSV files, the column headers need to match the names in the Data Upload Schema exactly. For CSV files, the column names are case sensitive — e.g., "CourseID" is not the same as "courseID".

Your excel workbook should have at least one worksheet named "Courses", "Sections", or "Meetings" for when uploading Courses, Sections, or Meetings. Your workbook may have multiple worksheets if you are uploading Courses, Sections, or Meetings at the same time.
# FloridaShines Catalog

## Validation Screen

### COURSES VALIDATION

Review and take action on the courses you uploaded before completing the import

<table>
<thead>
<tr>
<th>Row</th>
<th>CourseID</th>
<th>CIPCodeID</th>
<th>Publicity</th>
<th>StatePublicity</th>
<th>CourseDept</th>
<th>CourseNo</th>
<th>CourseTitle</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>126</td>
<td>52.02</td>
<td>True</td>
<td>True</td>
<td>GEB</td>
<td>3035</td>
<td>Effective Career Management</td>
</tr>
<tr>
<td>3</td>
<td>149</td>
<td>91.07</td>
<td>True</td>
<td>True</td>
<td>HSC</td>
<td>1833</td>
<td>Healthcare Ethics</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>43.01</td>
<td>True</td>
<td>True</td>
<td>Disc</td>
<td>1002</td>
<td>Terrorism And U.S. Security</td>
</tr>
<tr>
<td>5</td>
<td>103</td>
<td>13.10</td>
<td>True</td>
<td>True</td>
<td>EEK</td>
<td>4603</td>
<td>Positive Behavior Support</td>
</tr>
</tbody>
</table>

*The data you uploaded has issues that must be resolved before it becomes available to the public. Please review and correct any errors to complete this import.*
SECTIONS VALIDATION

Review and take action on the sections you uploaded before completing the import

<table>
<thead>
<tr>
<th>InstructorName</th>
<th>InstructorEmail</th>
<th>CourseQualityIndicator</th>
<th>TextbookCostIndicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ricardo Herbert P</td>
<td><a href="mailto:hricardo@lrscc.edu">hricardo@lrscc.edu</a></td>
<td>High Quality</td>
<td>Zero Textbook Cost</td>
</tr>
<tr>
<td>Semprevivo Joseph A</td>
<td>js <a href="mailto:semprev@lrscc.edu">semprev@lrscc.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anderson Emlyn U</td>
<td><a href="mailto:euanders@lrscc.edu">euanders@lrscc.edu</a></td>
<td>Quality</td>
<td>Zero Textbook Cost</td>
</tr>
<tr>
<td>Rivera Joan O</td>
<td><a href="mailto:jorivera@lrscc.edu">jorivera@lrscc.edu</a></td>
<td>High Quality</td>
<td></td>
</tr>
<tr>
<td>Swartz Kimberly G</td>
<td><a href="mailto:kwartz@lrscc.edu">kwartz@lrscc.edu</a></td>
<td></td>
<td>Zer Textbook Cost</td>
</tr>
</tbody>
</table>

Note: There are errors in the TextbookCostIndicator column for Semprevivo Joseph A and Swartz Kimberly G.
FloridaShines

Update the value of TextbookCostIndicator

TextbookCostIndicator

-- Unrecognized selection is not valid. Please choose another.--
---Select---
No value selected or use default
Zero Textbook Cost

ERROR The following cost indicator is not a valid option: Zero Textbook

OK Cancel
FloridaShines Catalog
Validation Summary

FloridaShines Catalog
Upload Verification

COURSES, SECTION, AND MEETING MAINTENANCE

Upload New Courses, Section, and Meeting File(s)

- Your data has been imported successfully:
  - 11 Courses imported.
  - 11 Sections imported.
LEARN ONLINE

Taking an online course allows you to learn on your own schedule.

Online Courses
Florida’s online course catalog lets you search for online courses offered at colleges and universities across the state. Florida also makes it easy for students to take a course at another college or university without worrying if the credit is transferable. Under state policy, all state public institutions must accept credit for courses offered by another state public institution.

To register for an online course through the catalog, you must be enrolled in a state college or university. Once you find the course you want, click Begin Registration and complete the form. Your application will be sent automatically to your home institution and the institution offering the course. The institution offering the course will contact you to finalize registration.
Online Courses Catalog

Search Refinement

[Image showing a screenshot of the FLVC.ORG Online Courses Catalog with a focus on search refinement options, specifically highlighting the "Indicator" and "Zero Textbook Cost" options.]
LAE 4416 - Children's Literature in Elementary Education (3.00 credits)

Institution: Tallahassee Community College, Institution Type: Public College, Term: 2021 Fall, Instructor: Akins Sheryl
Delivery Method: Internet, Course Type: Credit, Subject: Teacher Education and Professional Development, Specific Levels and Methods

Section Open — unknown number of seats — last updated 7/20/21 by TCC

Description
In this course students learn to select evaluate and use fiction nonfiction and poetry for instructional informational and recreational purposes in Early Childhood Education. Included in this course is the development of analytical thinking writing skills and oral expression as they are applied to the study of children's literature.

General Information
- Registration through this site: Available
- Start / End Dates: 8/18/2021 to 12/10/2021
- Last day to Enroll: 8/16/2021
- Delivery Method: Internet
- Instructor Email: sakins@irscc.edu
- Institution Profile: Tallahassee Community College
- Quality Indicator: HQ High Quality

Reference Number: LAE4416-IV-001
- School Term: 2021 - Fall
- Max Class Size: 30 students
- Credit Type: Semester-based
- Registrar URL: http://www.irscc.edu/admissions/admissions.aspx

Textbook Cost Course Indicator: ZTC Zero Textbook Cost

This course section requires course materials at no cost to student. For more information, please visit: Florida's Zero Textbook Cost Course Indicator Overview.
Questions?

Thank you!
Operating Procedures Review

Dr. Brian K. Marchman, Chair
Academic Integrity Discussion
New Items

All Members
Wrap Up & Adjournment

Dr. Brian K. Marchman, Chair