



## Grossmont-Cuyamaca Community College District Project - Cornerstone

**Project Name:** Cornerstone  
**Project Sponsor(s):** Chris Tarman  
**Project Lead(s):**

Donna Hajj, Rochelle Weiser,  
Alyssa Brown

**Projected Launch Dates:**

**Project:** July 2019

**Go Live:** Jan 2020

**Project Manager:** Shari Waters

**Signature/Date:**

### 1. Project Description

To when done will allow for a cloud based Professional Development system that will facilitate system-wide connection and collaboration through online communities built around relevant topics such as Guided Pathways and the Student Centered Funding Formula. District faculty will be able to view their PD hour obligation, access workshops, see online learning opportunities, create a personal transcript and complete evaluations. Cornerstone automates the tracking and reporting of faculty PD hours, reminders, workshop evaluation, and reporting. In addition, all employees will have access to the learning tools and online communities including any mandatory training required by the District, (i.e. sexual harassment training.).

### 2. Project Scope

Implementation will be done using a cloud based platform called Cornerstone. As part of the implementation, IT will build a nightly data load of HR data from Workday and will integrate the system authentication into our SSO/MFA (Single Sign On/Multi Factor Authentication) system. This product will be implemented for both colleges and District HR. On going support of the system will be required by staff in the Professional development offices at both colleges, and in District HR. The expected time frame for implementation is 6 months. Resources will be required to ensure 508 Compliance and protection of PII information. It will involve a Project Manager from the Foundation, from Cornerstone, and from the District, along with IT personnel, project leads, and staff from both colleges and District HR.

a. Resource Requirements: The Foundation is picking up the majority of the costs for the first 3 years (e.g., implementation, training, and software subscription). Prop V funding will be used for IT configuration and integration needs and GCCCD Project Management.

i. Implementation:

- |             |             |
|-------------|-------------|
| 1. Vendor   | \$0         |
| 2. IT Staff | 200 hrs     |
| 3. Prop V   | 400-500 hrs |

ii. Ongoing:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
User Support (hours):	0	500/site	500/site	500/site	500/site
IT Support (hours):	0	40	40	40	40
Maintenance/Support:	\$0	\$0	\$0	\$0-\$50	\$0-\$50

iii. Estimated data storage requirements and costs:

Unlimited storage – no cost

iv. IT Resource Considerations:

1. IT Work Team:

Integrations Specialists, SSO Specialists, Project Manager, Administrative Systems Specialist

2. Estimated training needs and costs:

Nothing beyond what is provided as part of system implementation, setup and configuration - all provided by vendor during implementation.

3. Identify implementation schedule conflicts:

None expected

4. On-going system and/or software support:

Minimal support needed by IT personnel since the functional leads (outside of IT) will be able to support and configure the system.

v. Cross-organizational personnel requirements:

This implementation will require District HR and College Professional Development Leads at both colleges. In addition, they will also support the software after Go-Live (ongoing user support, configuration, and software updates).

b. Level of integration needed:

i. Software – will require data feeds from Workday HR

ii. Network – will require integrating with District SSO MS Azure AD and MFA (Multi-Factor Authentication)

**3. Project Constraints:**

None known at this time

**4. Project Risks:**

None expected

**5. Project Duration Estimate: 6 months**

## 6. Major Stakeholders:

Functional Area	Positions Required	Skills/Expertise/Knowledge
District HR	Director of HR	Needs for Professional Development for all employees
Cuyamaca Professional Development	Cuyamaca Professional Development Coordinator	Understanding of needs for Cuyamaca professional development
Grossmont Professional Development	Dean of Student Success and Equity Professional Development Training Assistant	Understanding of needs for Grossmont professional development

## 7. Proposed Implementation Team Members:

Name	Representing
Donna Hajj	Cuyamaca College
Rochelle Weiser	Grossmont College
Aissa Brown, Anaid Northcraft	District HR
Shari Waters	Project Management
Steve Abat, Eugene Davis, Jim Dorris	District IT
Brian Nath, Richard Beres	District IT

# CUYAMACA COLLEGE

## OFF-CYCLE TECHNOLOGY PROJECT REQUEST

*For requests not made within the Annual Update/Program Review process*

**DATE OF REQUEST:** 2/15/18, Revised 10/15/18

**REQUESTED BY** Donna Hajj and Jodi Reed with the support of the Professional Development Committee

**Directions:** Please complete the following questions and submit to the co-chairs of the College Technology Committee. Please keep your answers concise and limit your submission to two pages. Depending on the complexity of the project, you may be asked to work with District Information Systems and/or Instructional Computing Services to complete a Statement of Work Analysis.

- TITLE OF TECHNOLOGY PROJECT:** Cornerstone Learning Management System for Professional Development - Pilot for Cuyamaca College Faculty
- BRIEF DESCRIPTION OF THE TECHNOLOGY PROJECT AND ITS GOAL(S):**

Cuyamaca College currently uses a cobbled together system for faculty professional development. Our current system uses Google Sheets with custom scripting to generate attendance forms and Google Calendar entries for workshops. Canvas is used to share flex hours with faculty so they can login and see how many hours are required. However, PD hours are in the Grade column and are shown as assignments. This is very confusing to many faculty.

The California Community Colleges [Vision Resource Center, or VRC](#), (formerly the Professional Learning Network), supported by the [California State Chancellor's Office](#), is recommending use of Cornerstone, a professional development solution that will integrate all of our professional development needs and automate much of our workflow. The Vision Resource Center uses Cornerstone to facilitate system-wide connection and collaboration through online communities built around relevant topics such as Guided Pathways and the Student Centered Funding Formula. New online communities will continue to be added as topics and experts are identified. All employees will have access to the learning tools and online communities. Once adopted and integrated, faculty will be able to view their PD hour obligation, access workshops, see online learning opportunities, create a personal transcript and complete evaluations. Cornerstone automates the tracking and reporting of faculty PD hours, reminders, workshop evaluation, and reporting. Cornerstone displays workshops in calendar or browse modes so that teachers can sign up for workshops or participate in extensive online training, (i.e. Lynda.com and Skillssoft). Cornerstone can also be used for compliance tracking. The VRC will pay for integration and ongoing subscription fees. In addition, Palomar College and CCTechConnect will provide support.
- PLEASE EXPLAIN HOW THE TECHNOLOGY OR ENHANCEMENT SUPPORTS THE STRATEGIC PLAN. PLEASE INCLUDE INFORMATION ON HOW STUDENTS WILL BE IMPACTED AND/OR EMPLOYEES OR THE COLLEGE OR DISTRICT OVERALL. WOULD THIS BE A DISTRICT-WIDE IMPLEMENTATION?**

This project supports the Organizational Health priority of the Strategic Plan by supporting a robust professional development program. Once set up, faculty and staff would be able to participate in a wide variety and large quantity of professional development as Cornerstone will suggest PD options based on faculty/staff interest. Cornerstone will save staff time and improve communication about professional development. Cornerstone will also allow the administrator to “push” learning opportunities to specific employee groups. We are proposing a Cuyamaca pilot, but this system could be extremely useful for classified professional development districtwide, especially for compliance training and tracking (Cornerstone can be integrated with compliance training systems like Keenan (or other SCORM systems). Compliance training is necessary to prevent lawsuits and meet accreditation requirements.

4. **DOES THE TECHNOLOGY OR ENHANCEMENT SUPPORT A STATE-WIDE INITIATIVE (BASIC SKILLS, STUDENT SUCCESS, EQUITY, STRONG WORKFORCE, OEI, OER, ETC.) OR IS IT A LEGAL MANDATE (TITLE 9, TITLE 4, TITLE 5 ETC.) OR IN SUPPORT OF A LEGAL MANDATE? PLEASE EXPLAIN.**

This project supports the State Chancellor's Office [Vision for Success](#) goals, Equity, OEI (Online Educational Initiative), Guided Pathways, and Student Success initiatives in that the OEI has identified strategies for online instructors to use maximizing learning opportunities for all students. The use of Cornerstone LMS allows all faculty to gain access to various professional development opportunities to impact their teaching online and face to face as well as collaborate with other faculty system wide. The ability to customize and organize professional development into a virtual resource; enable a highly searchable listing of effective practices, provide a discussion board for faculty and staff to communicate across disciplines, and make available a PD calendar of events would serve to enhance and support faculty and staff who are working toward these statewide initiatives. Tracking faculty flex hours is required by the state and is used for payroll. We could also track compliance training for legal mandates like accessibility.

5. **HOW DOES THE DATA YOU HAVE SUPPORT THE IMPLEMENTATION OF THE TECHNOLOGY OR ENHANCEMENT? (THIS CAN BE QUALITATIVE OR QUANTITATIVE IN THE FORM OF SURVEYS, OBSERVATIONS, SLO OR OTHER ASSESSMENT DATA, INSTITUTIONAL RESEARCH DATA OR OTHER REPORTS AND DATA).**

Our current workflow includes many manual processes that could be automated to save valuable staff time. We currently do not track completion of compliance training. The current professional development systems uses Google forms, calendar, Canvas and Google sheets. Tracking faculty PD hours is very time intensive. Faculty must search through various web sites to find PD opportunities outside of Flex Week as well as keep a record of their PD activities for audit purposes. Response rate of workshop evaluations is very low as there is no way to require it.

6. **WHAT ARE THE CONSEQUENCES IF THE TECHNOLOGY OR ENHANCEMENT IS NOT IMPLEMENTED?**

If we do not adopt Cornerstone, we will continue to struggle to provide faculty information about how many PD hours they are required to complete for any given semester or year, and help them track their progress. In addition, we will not be integrated with the Vision Resource Center thus requiring employees to access these resources outside of the professional development framework. The college is at the mercy of Google in that when it goes down, or changes any formatting, we usually find out when a submission goes missing or something does not post correctly. This would most likely involve manual processes that require staff time.

7. **WHAT TYPE OF RESOURCES ARE NEEDED TO IMPLEMENT THE TECHNOLOGY OR ENHANCEMENT? PLEASE LIST AS MUCH INFORMATION AS YOU CAN. IF DEEMED APPROPRIATE, DISTRICT IS AND/OR CAMPUS TECHNOLOGY WILL CONDUCT A STATEMENT OF WORK ANALYSIS AND PROVIDE INPUT ON ITEMS SUCH AS TIME TO IMPLEMENT, EMPLOYEE HOURS, NUMBER OF INDIVIDUALS NEEDED TO IMPLEMENT, THE NEED FOR A CAMPUS AND/OR DISTRICT PROJECT MANAGER, VENDOR COOPERATION, INTEGRATION WITH CURRENT SYSTEMS, ETC.**

Cornerstone integration with a data feed from WorkDay, or other employee database is required. This would be a onetime set up, with automated updates on a regular basis. Each college and the District would launch individual instances of Cornerstone, but should work together to establish a unified effort. Palomar College implemented Cornerstone for their faculty and staff and their IT staff is willing to help our IT staff with the data feed format and process (Theirs is integrated with a data feed from PeopleSoft). CCTechConnect will offer ongoing tech support as well as assistance with integration and set up.

8. **WHAT IS THE ESTIMATED COST OF THE TECHNOLOGY OR ENHANCEMENT, INCLUDING ONE-TIME IMPLEMENTATION COSTS AND ON-GOING SUPPORT AND MAINTENANCE INCLUDING STAFFING? ACTUAL QUOTES FROM VENDORS ARE PREFERRED.**

The VRC will pay for all integration costs and subscription costs. Cornerstone is the VRC's solution for colleges who wish to collaborate, track and report faculty professional development. As a bonus, all employees may use and benefit. A small Cuyamaca task force will set this up and work with staff to update data and workshop information. Palomar's Professional Development Coordinator is willing to share information with us so we don't have to start from scratch. It is unclear how much time it would take to set up a data feed from Workday.

9. HAS FUNDING BEEN IDENTIFIED FOR THE PROJECT OR ENHANCEMENT? IF YES, WHAT IS THE SMARTKEY OR FUNDING SOURCE (EQUITY, GENERAL FUND, PERKINS, ETC.)?

No funding needed.