SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Emergency Conditions Allowance Checklist

This implementation checklist is to guide the colleges/district to maintain eligibility for Emergency Conditions Allowance.

Next Steps and Important Dates

Action	Date
Emergency Conditions Recovery Plan mid-year update due to local Board of Trustees and Chancellor's Office Board Policy on Reserves due to Chancellor's Office District is a CVC-OEI Consortium member and has implemented steps to become a Home College	February 28, 2023
2021-22 Audit Report due to the Chancellor's Office	December 31, 2022
MIS Data Submissions	MIS data due dates are available on the MIS data submissions webpage, including the 2021-22 Data Submission Timeline and the 2022-2023 Data Submission Timeline.
Chancellor's Office notifies districts which no longer meet all requirements that the emergency conditions allowance is permanently rescinded	January 27, 2023 April 28, 2023 December 15, 2023

Task	Area of Responsibility	Steps	Status
Establish a Canvas Trust Relationship Students will have a seamless experience and see all their courses on the same Canvas dashboard without having to juggle multiple Canvas accounts at colleges.	Online Learning Pathways	To enable, each district must send an email to Instructure. The email typically comes from the Canvas Admin, someone in IT, or DE from the district level if the district is using a shared instance of Canvas, or college-level, if the college has a stand-alone instance of Canvas, separate from the other instances in the district.	**Done**
Enable a Canvas API CVC will use this account to generate an API token for your Canvas instance that will then be used to perform student lookup when one of your students cross-enrolls at a teaching college.	Online Learning Pathways District IT	Create a new account role in your college's root instance of Canvas with the name "CVC-OEI API Lookup," and then appropriate permissions. Detailed Instructions	**Done**
Authorize CCC Tech Center IdP proxy The proxy verifies that your local IdP sends the student attributes needed for cross-enrollment.	District IT	The college identification provider (IdP) and single sign-on (SSO) proxy should be configured to send the following 8 attributes upon successful authentication: - CCC-ID - First name - Last name - Email - Display name - Local user ID - Affiliation - EPPN Detailed Instructions	**In Progress** Sending SAML attributes, but need to verify it is sending the CCCID (see screenshot)

Each college in district must sign the Financial Aid Consortium Agreement Allows students to combine units across colleges to request federal financial aid.	IP City IP Mesa IP Miramar	**Each College must sign the Consortium Agreement**. • Financial Aid Director or Designee • College President or Designee **Steps:** 1) Signatories must create an account 2) Signatories will be sent an email to activate their account. 3) Verification email includes link to the Federal Financial Aid Consortium Agreement, follow the link and access/sign the agreement. Detailed Instructions	**In Progress**
Assign credentials to Admissions & Records and Financial Aid personnel to the admin panel & receive training to understand processes. This will allow select personnel at colleges to access our admin panel for student records and financial aid information.	IP City IP Mesa IP Miramar	Send list of team members to support@cvc.edu to identify and assign credentials	**In Progress**
Each college must have eTranscript receiving functionality Allows for transcript information to be automatically shared to the Home College from the Teaching College.	Educational Services District IT	1. Contact us to schedule a demo. 2. Download the CCC Institutional Agreement. 3. Schedule an overview meeting with XAP. 4. Work with XAP on setup and implementation. 5. Review technical specs and implementation docs. Detailed Instructions	**In Progress**

Board Policy on Reserves	Board of Trustees	Must submit with mid-year update of ECRP	**In Progress:** [BOT signed a resolution](#) during October 13th board meeting. Must send updated Board Policy on Reserves to Chancellor's Office by 2/28/2023
Emergency Conditions Recovery Plan mid-year Update	District	Must submit with Board Policy on Reserves	**Not Started**
2021 – 2022 Audit Report	District	Must be submitted to the Chancellor's Office per regular process associated with annual audits. 2020-21 audit reports were due February 28, 2022. Audit reports for 2021-22 are due December 31, 2022.	**In Progress**
MIS Data Submissions	District	MIS data due dates are available on the [MIS data submissions webpage](#), including the [2021-22 Data Submission Timeline and the 2022-2023 Data Submission Timeline](#).	**On Track**