FOOTHILL COLLEGE

COOL/DEAC Meeting

Committee on Online Learning / Distance Education Advisory Committee

AGENDA (draft)

Date: 3/9/18   **Time:** 12 – 1:00 p.m.   **Location:** Library Conf Rm 3533

Discussion Items

- Welcome and introductions
- Review and approve minutes from February meeting
  (https://foothill.edu/onlinelearning/pdf/DEACCOOL_Minutes_020918_DRAFT.pdf)

- Discussion about a possible COOL recommendation for divisions to review and update their standards for online course quality annually
  - For example, maximum and minimum time windows for students to take online assessments (https://foothill.edu/senate/onlinecoursestandards.php)

- Discussion of plan for periodic review of accessibility compliance in Canvas course sites (https://foothill.edu/onlinelearning/accessibility.php)
  - Frequency
  - Criteria
  - Responsibilities of faculty and staff regarding accessibility review and compliance tasks

- Review of new content for inclusion in Faculty Handbook
  - Regulations and Guidelines
    - Management of students with incomplete grades in terms of published and unpublished online sites
    - Process for dealing with disruptive students and online student disruptive scenarios. (Student Discipline form - https://foothill-advocate.symplicity.com/public_report/index.php/pid057382?

  - Regular and Effective Contact
    - What are examples of online laboratory and online lectures
    - What is the length of writing that would equal a 3 hour lecture?
      - Example: "Before you build the schedule and deadlines for our course, recognize that student time in an online course differs from seat-time in an on-campus course. You need to decide on a method for determining the total time on task for students in your online course." (https://www.rit.edu/academicaffairs/tls/course-design/online-courses/time-task)
  - Responsibilities

- To your students
  - Academic freedom in an online course
- Actions to Take before, during and after the quarter
  - Communicating to students about time windows for taking midterms and final exams
  - o Resources
    - "Info Literacy" modules provided by Library faculty

- Review of proposed revisions to "Recommended Guidelines for J1 Administrator and Peer Review of Online Courses"
- Announcements
  - o Carolyn Brown (GID) won first prize in the CCC Digital Day video contest for her video titled: "Using digital tools to improve student engagement" Info about the contest is available at http://onlienetworkofeducators.org/cccdlday-video/ (Carolyn's video is on the bottom of that page).