FOOTHILL COLLEGE

COOL/DEAC Meeting
Committee on Online Learning / Distance Education Advisory Committee

AGENDA (draft)

Date: 11/7/17   **Time:** 12 – 1:00 p.m.   **Location:** Library Conf Rm 3533

Discussion Items

1. Welcome and introductions
2. Approval of minutes from October meeting (available for download at https://foothill.edu/onlinelearning/pdf/COOL_Minutes_101717_DRAFT.pdf)
3. Updates needed for "**Guidelines for Administrator and Peer Review of Online Courses"** in order to match the new 2016-2019 Faculty Agreement Article 6.2.4.4.1 and new J1 - A.2 Online Instruction
4. New Online Faculty Handbook – committee feedback? (work in progress, available at https://foothillcollege.instructure.com/courses/2488)
   - I'm new. What do I do?
   - Guidelines and Responsibilities
   - Get trained to use Canvas and then request a Canvas site
   - Before you create your course, consider...
   - Create or update your course
   - Actions to take before, during, and after the quarter
   - Videos and captioning/transcription of media
   - Resources
5. Qualitative research on retention in online courses – action steps
   - How to hear the student's perspective before census.
   - Online students often drop for different reasons than on campus students.
   - How to decrease shopping for classes.
   - Faculty adding beyond the max, based on drop rate, and how this practice impacts colleagues. The unintended consequence of having other sections cancelled because some instructors are adding more students than the class maximum seat count.
   - Should the Quest for Success tutorial and student readiness self-assessment (SmarterMeasure) be more visible, available to include in Canvas course sites?
   - Students are confused by inconsistent information found in the schedule of classes, the catalog, Online Learning Course Information/Course Summary sites, the course syllabus and the course outline of record.
   - Starfish basic skills pilot. possible integration with Canvas
   - Plagiarism module available for faculty to adapt for use – "Academic Integrity for Students"
6. Announcements
   - New Gradebook features in Canvas available in 3 weeks (for details, go to https://community.canvaslms.com/docs/DOC-13332-canvas-beta-release-notes-2017-11-06#jive_content_id_Gradebook)
   - Reminder: VoiceThread workshop on Nov. 17th at 11 am – 1 pm

Agendas and minutes are archived on the Foothill Online Learning website.
http://www.foothill.fhda.edu/fga/DEACmtg.php

Join meeting using PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/200530336

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