FOOTHILL COLLEGE
COOL Meeting
Committee On Online Learning

MINUTES

Date: 2/1/17   **Time:** 12:00 p.m. – 1:00 p.m.   **Location:** Library Conf Rm 3533

Attending

Judy Baker, Minxuan Dong, Allison Lenkeit Meezan, Mimi Will, Paula Schales, Heather Garcia, Patricia Martin Crespo, Valerie Fong, Amy Edwards, Carolyn Brown, Katheryn Maurer, Shirley Treanor, Sarah Williams

Discussion Items

1. Welcome and introductions
2. Approval of the minutes from December 2016
3. Announcements
    - Status of ETUDES to Canvas migration -- Spring 2017 is the LAST quarter to teach with ETUDES
    - Invitation to attend **Canvas Migration Rally** on February 21st from noon to 1 pm (tentative location is Hearthside Lounge)
    - **Canvas Certification and Migration training** sessions scheduled for Winter Quarter (see details at http://www.foothill.edu/staff/development/calendar.php)
    - **Proctorio Workshop** scheduled for Wed, February 15th at 2- 3:30 pm - Register at http://bit.ly/FHproctorio
    - **"Applying the OEI Online Course Design Rubric"** on Fri, Feb. 24 9am - 4 pm, details and registration at https://www.eventbrite.com/e/applying-the-oei-online-course-design-rubric-tickets-31034914264
4. Implementing division specific online course quality standards - **report from the divisions** about actions taken. Need to follow up with Academic Senate to report on division progress.
    - Division-specific standards are available at http://www.foothill.edu/senate/onlinecoursestandards.php
5. Distance Education plan
    - Review and input on *Strategic capabilities and Challenges* sections

Discussion Detail

1. Welcome and introductions
   Committee members went around the room and through Zoom for introductions.

2. Approval of the minutes from December 2016
   Minutes were accepted by consent.

3. Announcements
    a. Allison is taking over as chair of COOL for Kate Jordahl.
    b. COOL and DEAC will meet separately for now. COOL focuses on addressing faculty

issues and concerns, while DEAC addresses administrative issues.

   c. For the 2017 Spring Quarter, Foothill College will pilot-test the use of Adjust-All, a third-party tool that gives faculty the ability to manage and adjust dates throughout their Canvas course site from a single page.
- Adjust-All will only be available for a limited time: March 10 through April 9

   d. Status of ETUDES to Canvas migration -- Spring 2017 is the LAST quarter to teach with ETUDES
- About 137 course sites (online and hybrid) need to be migrated from Etudes to Canvas.
- These course sites belong to 73 faculty members.
- Deans have been notified of names of faculty who haven't yet migrated.
- There is concern that if these 137 course sites are not migrated by the end of Spring Quarter, it may affect summer enrollment.
- Faculty can still use Etudes to teach courses for Late Spring session.

   e. Invitation to attend Canvas Migration Rally on February 21st from noon to 1 pm (tentative location is Hearthside Lounge)
- More people are needed to share their migration experiences. Prizes will be awarded to presenters.

   f. Trial access to "Online Classroom" newsletter and 20-minute Mentor videos starting on Feb. 22. Watch your email for details.

   g. "Applying the OEI Online Course Design Rubric" on Fri, Feb. 24 9am - 4 pm, details and registration at https://www.eventbrite.com/e/applying-the-oei-online-course-design-rubric-tickets-31034914264

   h. OEI is calling for more courses to be submitted. (List of courses can be found in Allison's PowerPoint)
- You should have received an email message from Judy about this. If not, ask her to re-send it to you.
- The process of getting courses reviewed and approved is much easier and more collaborative than before.

   i. Proctorio Workshop scheduled for Wed, February 15th at 2- 3:30 pm - Register at http://bit.ly/FHproctorio
- Proctoring is likely to become more central to teaching online as it provide another way to address student authentication requirements.
- Feedback on Proctorio was solicited from committee members:
  - Pros: easy to set up, great customer support
  - Cons: can only be used with quizzes, which isn't ideal because they appear lower stakes to students, and Speedgrader can't be used to annotate a document uploaded to a quiz.

   j. Canvas Certification and Migration training sessions scheduled for Winter Quarter
- See details at http://www.foothill.edu/staff/development/calendar.php)

   k. COOL site has been set up in Canvas for discussions, postings etc.
- Members of COOL will be added, so that we can use this course to store documents and have discussions on topics relevant to COOL.

4. Implementing division specific online course quality standards - report from the divisions about actions taken. Need to follow up with Academic Senate to report on division progress.

   a. Division-specific standards are available at http://www.foothill.edu/senate/onlinecoursestandards.php

   b. Division-specific standards are not for evaluation. They are meant to guide and inform the appropriate standards for online courses in a particular division.

   c. Division updates:
- BSS – They dedicated a part of their division Canvas site to their online course quality standards.
- LA – Currently focusing on migration; however, they are planning to discuss

standards at a workshop scheduled for the spring. Guidelines have also been shared among faculty as a reminder.

- BH – Discussing how to get the word about standards out at the next division meeting.
- PSME – Full-time faculty discussed during recent meeting. Still need to determine how to regularly communicate standards to part-time and adjunct faculty.

d. Kathryn will bring to Academic Senate and remind them about implementing standards.

e. Committee discussed ways to remind faculty to implement the online course quality standards. Some ideas included:

- Adding a reminder to the quarterly emails from Judy.
- Asking deans to remind faculty.
- Patricia suggested that practical hands-on workshops about how to meet specific standards in a course would be an effective option.
- Valerie suggested that discussions about standards come from faculty for faculty, not from Dean.
- Even though the standards are division specific, Kathryn mentions that migration and Canvas training would be a good opportunity to get people to think about the standards.
  - Judy mentioned that the face-to-face workshops are already full of content but that it may be possible to add a discussion to the online certification course.
  - Judy also mentioned that the Online Teaching course, usually taught by Kate Jordahl, covers pedagogy.
    - Judy added that she is looking for a replacement to teach the course. Release time for teaching course is negotiable.
- It was also recommended that we take best practices for implementing standards from all divisions, ideas from committee, etc. and share them with all divisions.
- Distributing division standards through a faculty mentor relationship or among small groups working together either in their division or department, since standards are applied differently to courses based on their content area, was also discussed.

f. Kathryn added that it's helpful for divisions to think about online course quality standards, but there's an opportunity to take it to another level. There's a lot of overlap among standards.

- Kathryn asked if Online Learning would have bandwidth to assess overlap and come up with list of general standards common to all divisions.
- She mentioned that a process for review is needed and the communication piece seems to be missing.

g. Valerie added that, as they were putting the online course quality standards together, they realized that some guidelines were actually requirements.

h. Adding a note to review division standards for online courses to DE approval form was discussed, but legal requirements dictate some items that must be included in the form.

- At a later meeting, committee will discuss revising the DE approval form.

i. Kathryn suggested that an update on the implementation of online course quality standards could be added to division program reviews.

5. Distance Education Plan - Review and input on Strategic capabilities and Challenges sections
   a. Tabled for next meeting