



FOOTHILL COLLEGE  
**COOL Meeting**  
Committee On Online Learning

## MINUTES

**Date:** 10/17/17

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Library Conf Rm 3533

### Attending

Judy Baker, Steve Batham, Carolyn Brown, Valerie Fong, Heather Garcia, Akemi Ishikawa, Eleazar Jimenez, Paula Schales, Mary Thomas, Shirley Treanor

### Discussion Items

1. Introducing new and continuing members
2. COOL & DEAC meetings
3. Approval of minutes from 5/15/2017 (attached)
4. Announcements
5. Summary of the past year accomplishments
6. Open forum for members to suggest topics for this year

### Discussion Detail

1. Introducing new and continuing members
  - a. COOL members went around the room and through Zoom to make introductions.
  - b. Carolyn Brown is acting chair while Hilary Gomes is on sabbatical.
2. COOL & DEAC meetings

By a consensus vote, it was agreed to combine future COOL & DEAC meetings.
3. Approval of minutes from 5/15/2017

The COOL meeting minutes from May 15, 2017 were approved.
4. Announcements
  - a. New tools and features in Canvas
    - i. Announcements have been sent out to let users know when new tools and features such as Zoom, Proctorio, etc. which are now integrated with Canvas.
    - ii. Faculty have voiced interest in continued use of badging in Canvas.
  - b. New Online Faculty Handbook
    - i. Participants of COOL were asked to review the draft Online Faculty Handbook which is in a Canvas site and provide feedback.
  - c. Faculty stipend for conversion to Canvas
    - i. The PGA or stipend process for both full time and part time faculty was announced in the FA newsletter.
    - ii. Steve Batham will find out how FA plans to further disseminate the information.

- iii. Online Learning will need permission from FA to post an announcement in the Canvas Certification course regarding the stipend/PGA credit.
  - d. OEI – We need one faculty member to serve on OEI Consortium; Call for more courses to be submitted to the OEI Course Exchange
    - i. Foothill College needs a new faculty representative.
    - ii. The OEI Consortium meets approximately 4 times a year in Sacramento and additional 5 or so meetings per year will be held via Zoom videoconferencing. OEI will pay for travel expenses.
    - iii. Serving on the Consortium provides opportunity to network more broadly, beyond the college or district.
    - iv. Contact Judy Baker if you are interested: BakerJudy@foothill.edu.
  - e. VoiceThread will be renewed and workshop is planned for Nov. 17<sup>th</sup>
    - i. The Office of Equity will pay for the next subscription to VoiceThread.
    - ii. Carolyn Holcroft is creating the flyer for marketing of the November 17<sup>th</sup> workshop.
  - f. Average response rate for Spring Quarter evaluation surveys was 65% (13 courses)
    - i. Online Learning provides the service of administering J2 course evaluations for online courses.
    - ii. It is up to the faculty to request the survey to be administered.
    - iii. A 65% response rate is good, but that number will improve when users become more accustomed to the way the survey is administered in Canvas, as opposed to Etudes.
  - g. 447 people have Canvas Certification (Faculty who have Canvas Certification can set up live Canvas course sites for online, hybrid, and on-campus courses to which they have been assigned each quarter.)
    - i. Live course sites set up in Canvas with enrolled students = 715 total sections (293 faculty members)
      - 309 fully online course sections (167 faculty members)
      - 129 hybrid sections (79 faculty members)
      - 277 on-campus sections
- 5. Summary of the past year accomplishments
 

The COOL Committee's advice, direction, input, etc. contributed to placing the college in good stead for the accreditation self-study and campus visit. Service to this committee is time well spent and is greatly appreciated.

  - a. Developed new [Foothill College 2017-2020 Distance Education Plan](#)
  - b. Migration from Etudes to Canvas
  - c. Reviewed Adjust-All tool for Canvas resulting in purchase of license
  - d. Set up site in Canvas for COOL members to use
  - e. Supported use of Division-specific Course Quality Standards
  - f. Provided input for revision of J1 Administrative and Peer Evaluations
  - g. Integrated Library resources with Canvas
  - h. Contributed to Accreditation Self-Study document
  - i. Contributed to development of table of contents for Online Faculty Handbook
  - j. Provided input for Foothill Online Learning Program Review
  - k. Contributed to revision of accessibility guidelines
- 6. Open forum for members to suggest topics for this year
  - a. Qualitative research on retention in online courses was explored.
    - i. How to hear the student's perspective before census.
    - ii. Online students often drop for different reasons than on campus students.
    - iii. How to decrease shopping for classes.
    - iv. 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.
- v. Should the Quest for Success tutorial and student readiness self-assessment (SmarterMeasure) be more visible, available to include in Canvas course sites?
  - vi. 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.
  - vii. Starfish basic skills pilot.
    - Some faculty find using Starfish time consuming. How much time should faculty devote to students who are at times self-sabotaging?
    - Does COOL want a Starfish presentation?
- b. Plagiarism was also a suggested topic.
- i. Many times students are just not aware of what exactly constitutes plagiarism.
  - ii. There is a plagiarism module in Canvas that was originally created for the Student Affairs Office to help explain plagiarism to students. It will need updating and new examples. Faculty can contribute.
  - iii. It was suggested that the Probation model be followed and students can be required to complete a plagiarism module.