**FOOTHILL COLLEGE**
# DEAC/COOL Meeting

## MINUTES

**Date:** 01/28/15          **Time:** 12:00-1:00 p.m.          **Location:** Biology Conference Room (5212)

### Attending

Carolyn Brown, Falk Cammin, Akemi Ishikawa, Kate Jordahl, John Martinez, Allison Meezan, Nicole Ramsey, Paula Schales, Kyle Thomas, Shirley Treanor, Lisa Verissimo, Mimi Will

### Discussion Items

1. Introductions and announcements
2. Approval of Minutes from last COOL-DEAC meeting
3. Online Education Initiative update
4. Equity Grants affecting Online Learning
5. Forward progress on Online/Hybrid approval form and approval process
6. Planning for Spring Online Professional Development
7. Report on Online Teaching Certificate, Fall 2014
8. Lynda.com access

### Discussion Detail

1. Introductions and announcements
   Committee members went around the room and introduced themselves. Best wishes and hopes for a speedy recovery were expressed for Judy Baker who is out on medical leave.

2. Approval of Minutes from last COOL-DEAC meeting
   (http://www.foothill.edu/fga/pdf/DEAC-COOL_Minutes_112514_DRAFT.pdf)
   Mimi Will moved to approve the minutes from November 25, 2014. John Martinez seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)

3. Online Education Initiative update (http://ccconlineed.org/)
   a. Approximately 50 representatives serving on the Online Education Initiative Common Course Management System Committee (OEI CCMSC) will be interviewing three companies, Blackboard, Inc., Remote-Learner

(Moodle) and Instructure, Inc. (Canvas), next week in Sacramento. The companies will be interviewed as part of the selection process to determine the common course management system (CCMS) for OEI. Factors regarding functionality such as accessibility, privacy, scalability, tablet/smartphone support, etc. were taken into consideration during the evaluation process. OEI college cohorts are not required to join the CCMS. Therefore, DEAC/COOL will have future discussions regarding the options of continued use of Etudes, use of the OEI selected CCMS, or incorporation of both systems.

b. A student advocated for the use of Google Classroom and voiced his concerns over the limitations of Etudes. He also shared his experiences taking online classes with instructors who do not use Etudes and expressed frustration over time spent learning how to navigate and use the various course systems used by faculty. He was in strong support of limiting faculty to use a single course management system.

c. Courses selected as trial classes will be implemented by summer or fall.

d. Online tutoring will be available as early as next year.

4. Equity Grants affecting Online Learning
The VoiceThread grant was funded and faculty can now integrate VoiceThread into Etudes. To integrate VoiceThread into current Etudes sites, faculty will need to access codes, secrets and urls (See VoiceThread YouTube Tutorial authored by Hilary Gomes: https://www.youtube.com/watch?v=fH7Tl3oqSbw&feature=youtu.be), but beginning next quarter VoiceThread will automatically be integrated into Etudes shells. Hilary Gomes facilitated VoiceThread training sessions earlier in the quarter. She is currently working with instructors with the 10 highest drop rates for online courses, but will offer open sessions again soon. The conversation then turned to concern for the high drop rates associated with online classes. Previous efforts have found it difficult to get students to respond to surveys regarding their reason(s) for dropping. It was suggested that currently enrolled students be surveyed as to why they may have dropped courses in the past.

5. Forward progress on Online/Hybrid approval form and approval process
The Curriculum Committee has requested that the Course Approval Application for Online/Distance Learning Delivery (DE Approval) form progress to become more institutionalized, similar to the Course Outline of Record or Student Learning Outcomes. It was proposed that a resolution to the Academic Senate be made to bring the DE Approval form forward to make clear distinction between courses that are taught online, as a hybrid, or as both, and to be in alignment with Title 5 updates. Through the draft resolution, the intention is to also make the DE Approval form a more active document for faculty, in particular with new adjunct faculty. Faculty are responsible, as mandated by the state, to adhere to the Regular, Timely and Effective Methods of Student/Faculty Contact (REC) selected methods for

the online or hybrid course they are teaching. Therefore, some suggestions to increase visibility of the DE Approval form included requiring more specificity and regularity in updating the form, requiring deans to provide a copy of the form to all faculty assigned to teach the course, and encourage each division to develop their own standards for online teaching to reinforce that this message is coming from the division and colleagues to ensure support. A version of what was requested by the Curriculum Committee and a draft resolution will be brought forward for talking points at the next DEAC/COOL meeting.

6. Planning for Spring Online Professional Development
Committee members were asked to make recommendations for potential spring online professional development activities. An informal morning coffee and an online course authentic assessment workshop were suggested. Kate Jordahl would like to offer another Online Teaching Certification session. Committee members were asked to continue to brainstorm ideas for discussion at a later meeting.

7. Report on Online Teaching Certificate, Fall 2014
This item was tabled for future discussion.

8. Lynda.com access (http://www.lynda.com/)
This item was tabled for future discussion.