



FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 2/24/15 **Time:** 2:00-3:30 p.m. **Location:** Biology Conference Room (5212)

Attending

Judy Baker, Carolyn Brown, Brenda Davis, Hilary Gomes, Konnilyn Feig, Kate Jordahl, Michael Loceff, Nicole Ramsey, Paula Schales, John Martinez, Shirley Treanor, Mimi Will

Discussion Items

Agenda

Approval of Minutes from last COOL-DEAC

meeting (http://www.foothill.edu/fga/pdf/DEAC-COOL_Minutes_012815_DRAFT.pdf)

Resolution on the **Process for the “Addendum to the Course Outline of Record Course Approval Application for Online/Distance Learning Delivery” (2 attachments)**

1. Discuss Addendum and process of approval (will send soon)
2. Discuss Resolution

Discussion on the Online Education Initiative's choice of CANVAS as the Common Course Management System

3. Sharing on process
4. Implications for Foothill Online Education
5. Timeline (as much as is known) and process of discussion
6. Planning for Judy Baker and Kate Jordahl presentation at the Faculty Senate on March 9

Division responsibility for developing of course standard

7. Review Current Minimum Online Faculty Responsibilities: http://www.foothill.edu/fga/faculty_responsibilities.php
8. Process for affirmation of Colleges Wide Online Faculty responsibilities.

As time allows

Planning for Spring Online Professional Development - Lynda.com access

Discussion Detail

Approval of Minutes from last COOL-DEAC meeting (http://www.foothill.edu/fga/pdf/DEAC-COOL_Minutes_012815_DRAFT.pdf)

John Martinez moved to approve the minutes from January 28, 2015. Mimi Will seconded that motion. The committee then unanimously voted for approval of the meeting minutes.

Resolution on the Process for the “Addendum to the Course Outline of Record (COR), Course Approval Application for Online/Distance Learning Delivery” (2 attachments)

Announcements: Judy Baker announced 2 positions that have been approved by HR for the Foothill Online Learning program: Technology Training Specialist and Instructional Designer.

1. Discuss Resolution

- a. Kate Jordahl discussed the background of the Resolution (see full title above) and a handout was distributed with the text of the Resolution.
- b. The only change to the Addendum is the addition of a set of three options at the upper right corner of the form describing “Online ONLY”, Hybrid ONLY” or “Both Online and Hybrid.”
- c. Title 5 issues were discussed in reference to the course delivery methods being presented on the COR Addendum form.
- d. A motion was requested to put forward the Resolution “As Revised”, which was made by Meredith Heiser and seconded by Brenda Davis.

Discussion about the Online Education Initiative’s choice of CANVAS as the Common Course Management System (CCMS)

2. Sharing on process

- a. The CCMS will be available for free to California community colleges that participate in the OEI Course Exchange. One major goal is for students that are crossing between schools to be able to take classes in the same course management system.
- b. The OEI’s accessibility expert gave overall approval of Canvas with regard to accessibility compliance.
- c. Two other CCMS finalists that did not get chosen by the OEI’s selection committee were Blackboard and Remote Learner/Moodle.
- d. Some faculty reported receiving a promotional email from Canvas with trial access and review. Other faculty present at the meeting had not received the same email from Canvas and that email would be forwarded to those who had not received it. A committee member who had received the trial introduction email from Canvas and commented that when they had proceeded through the trial, they were immediately contacted by support staff from Canvas which was very helpful to the process of introduction the new CCMS system

3. Implications for Foothill Online Education

- a. Judy Baker shared a draft version of FAQs regarding Foothill’s CMS options. A final version of the FAQs will be distributed to all faculty soon.

Agendas and minutes will be archived online through Foothill Global Access
<http://www.foothill.fhda.edu/fga/DEACmtg.php>

- i. Key questions addressed include: what the course sites in Canvas looks like; pros vs cons of staying with Etudes vs switching to Canvas; what the costs of Etudes and Canvas are.
 - b. According to the people at OEI, the process of conversion from Etudes to Canvas “would not cause a burden” to faculty who are migrating from the Etudes to Canvas.
 - c. Judy has created a list of comparisons between Etudes and Canvas which will be sent out to committee members.
 - d. In addition to migrating course site content from Etudes to Canvas, faculty need to be sure to address pedagogical and accessibility issues.
4. Timeline (as much as is known) and process of discussion
 - a. The anticipated timeline is one year for migration of course content from Etudes to Canvas with a one-year period for archiving after the conversion is complete. This archiving period is not expected to provide regular access for faculty to continue using Etudes for instruction. It will be a backup support option so that course site content will be preserved for some limited access
 - b. A committee member asked about differences in current Etudes use by “advanced users” who utilize more features of the CCMS. The concern stated is that there will be more time needed by these users to convert their courses to the Canvas. A request was made that the OEI representatives consider this in planning the training processes for different levels of users.
 - c. Judy asked that committee members send her their concerns about the migration process.
 - d. Further requests were made for extended migration time for some current Etudes users, and clarification was made about the nature and use of the archive option vs. actual extended use of Etudes.
 - e. Two committee members discussed concerns and implications for the Foothill College Faculty Association in the processes and work involved with the CCMS conversion. Several comments in response to this reviewed the initial Etudes training (what that system was set up years ago) and compared whether or not there was additional pay or PGA/PAA credits given in compensation for the work done by faculty during that original Etudes setup.
5. Planning for Judy Baker and Kate Jordahl presenting at the Faculty Senate on March 9
 - a. Best Practices ideas were discussed and the Resolution to be presented to the Senate. A suggestion was made that representatives might be sent out to divisions in order to communicate with those faculty members in advance or in follow up to the next Senate meeting.
 - b. The FAQ about Foothill's CMS options will be presented at the Senate meeting.

Division responsibility for developing of course standards for quality

6. Review Current Minimum Online Faculty

Responsibilities: http://www.foothill.edu/fga/faculty_responsibilities.php

- a. A link has been sent out to DEAC-COOL members for information on this.
- b. This process is proposed to become more systematic in setting these minimum responsibilities.
- c. A resolution for the Academic Senate will be drafted and brought back to COOL for review.

7. Process for affirmation of college-wide online faculty responsibilities.

- a. 24-48 hours is the recommended response time for instructor communications with students, as stated in the Regular and Effective Contact document. The range of timelines expected and implemented by instructors was discussed as compared to students' needs in follow-up for their evaluation of assignments that have been submitted. Concerns were raised that timely feedback by instructors is necessary in order for students to be successful.

Meeting was adjourned.