FOOTHILL COLLEGE
COOL/DEAC Meeting
Committee On Online Learning and Distance Education Advisory Committee

MINUTES

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

Attending

Judy Baker, Steve Batham, Carolyn Brown, Patricia Crespo-Martin, Valerie Fong, Heather Garcia, Akemi Ishikawa, Eleazar Jimenez, Fatima Jinnah, Paula Schales, Anan Sturgess, Mary Sunseri

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)
5. Qualitative research on retention in online courses – action steps
6. Announcements

Discussion Detail

1. Welcome and introductions
   a. (COOL) Committee On Online Learning and (DEAC) Distance Education Advisory Committee meetings are now combined.
   b. COOL/DEAC members went around the room and through Zoom to make introductions.

2. Approval of minutes from October meeting (available for download at (https://foothill.edu/onlinelearning/pdf/COOL_Minutes_101717_DRAFT.pdf)
   a. The COOL meeting minutes from October 17, 2017 were approved.

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
   a. The guidelines are almost 5 years old.
      i. Some of the information is out of date.
      ii. Some references to Etudes still exist.
      iii. Changes to the FA agreement need to be incorporated.
   b. A preliminary draft with changes was reviewed.
      i. Item #1:
         • Reference specific to Canvas was agreed upon, versus referencing a generic

LMS.

    ii.   Item #2:
- Guidance for the reviewer should still be provided.
- Currently, faculty and the reviewer negotiate access.
- FA will be in negotiations regarding reviewer access and assigning roles. Therefore, a piece considering level of access will be left out for now.
- It was agreed to leave Item #2 alone.

    iii.   Item #3:
- Changes to the FA agreement will be updated in this section.

    iv.   Item #4:
- This item will remain the same.

c. The list of Job Performance Criteria and Suggested Evidence was reviewed.
    i.   It was recommended to list the tools integrated in Canvas such as discussions, modules, announcements, conferences, etc.
    ii.   Give reviewers suggestions of what to look for.
    iii.   It was also suggested that documents such as the division standards and DE approval form have their support information listed out clearly in this document, in order to house the information in one place to easily reference.

d. Judy will update this form and circulate to COOL/DEAC for review.

4. New Online Faculty Handbook – committee feedback? (Work in progress, available at https://foothillcollege.instructure.com/courses/2488)
a. The 8 categories of the handbook are listed below.
    i.   I'm new. What do I do?
    ii.   Guidelines and Responsibilities
    iii.   Get trained to use Canvas and then request a Canvas site
    iv.   Before you create your course, consider...
    v.   Create or update your course
    vi.   Actions to take before, during, and after the quarter
    vii.   Videos and captioning/transcription of media
    viii.   Resources

b. COOL/DEAC members requested a survey with specific questions to help shape the handbook and make it as comprehensive a possible.
c. Contact Paula Schales, schalespaula@fhda.edu, with suggestions or edits.

5. Qualitative research on retention in online courses – action steps
a. After reviewing the below listed topics the committee agreed to prioritize items 3 & 4.
    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 as a result of 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. Possible integration with Canvas.

        viii.   Plagiarism module available for faculty to adapt for use – "Academic Integrity for Students"

6. Announcements
   a. [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)
      i. There is added functionality to Gradebook with the ability to more easily filter and flag students.
   b. Reminder: VoiceThread workshop on Nov. 17th at 11 am – 1 pm
      i. Carolyn Brown, Patricia Crespo-Martin, Heather Garcia and Paula Schales will be conducting the VocieThread workshop.
   c. There are now 2 phone numbers for the Canvas Help Desk.
      i. Student Canvas Support Hotline: (877) 930-1173
      ii. Faculty Canvas Support Hotline: (833) 300-3461
   d. We will check with everyone to see if they are available for a COOL/DEAC meeting in December.
      i. COOL/DEAC will connect and address committee issues via email and surveys.