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

MINUTES

Date: 12/6/17   **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; Paula Schales; Anan Sturgess; Mary Sunseri; Shirley Treanor; Sarah Williams

Discussion Items

1. Welcome and introductions

2. Approval of minutes from November 7, 2017 meeting (available for download at https://foothill.edu/onlinelearning/pdf/DEACCOOL_Minutes_110717_DRAFT.pdf)

3. Discussion about "Request to Add a Guest to Canvas Site" form and FERPA

4. Need faculty input

5. Update about new features in Canvas Gradebook

6. Announcements

Discussion Detail

1. Welcome and introductions
    a. COOL/DEAC members went around the room and through Zoom to make introductions.

2. Approval of minutes from November 7, 2017 meeting (available for download at https://foothill.edu/onlinelearning/pdf/DEACCOOL_Minutes_110717_DRAFT.pdf)
    a. The COOL meeting minutes from November 7, 2017 were approved.

3. Discussion about "Request to Add a Guest to Canvas Site" form and FERPA
    a. "Teacher" role in live classes – must submit request form to add guests to site
        i.   Some faculty were surprised that this change occurred without prior discussion.
        ii. This change was made to address student privacy issues.
        iii. Request turn around will typically take place within 24 hours.
        iv. Currently, there are not a lot of granularity when determining the functions (Permissions) for each role.
        v.   Instructors have also lost the ability to delete people from their sites. A guide will be distributed that describes the process for filtering active and inactive users.
    b. "SiteHost" role in project & development sites – can add users to site without a request
        i.   For future development and project sites, requestors will have ability to add guests.

c. Additional discussion
   i. There is a setting to have a syllabus publicly available.
   ii. There are instructions for allowing students to finish an incomplete.
d. Contact Judy Baker, bakerjudy@fhda.edu with questions.

4. Need faculty input
   a. Where to put link to Canvas in redesigned MyPortal (to launch in Spring Quarter)
      i. The MyPortal focus group for District tech services would like feedback for the portal redesign. Recommendations included the following.
         • Make the Canvas link larger and more obvious.
         • Ask for a "Search" function at the top of the page.
         • Currently the buttons are listed alphabetically, but they should be based on usage. A request was made for statistics on what users access most frequently.
         • The Canvas link should be made available to all faculty, not just those who completed Canvas certification.
         • A direct link to Canvas from the Foothill College Home page was requested.
      ii. If members are interested, a current screenshot of the site can be sent for reference to make additional suggestions. Contact Judy Baker, bakerjudy@fhda.edu.
   b. Online Faculty Handbook (https://foothillcollege.instructure.com/courses/2488)
      i. COOL/DEAC members were asked for suggestions to improve the handbook, for feedback on what may have been left out, and if it needs to be organized differently.
      ii. Currently the handbook is organized based on the time of the quarter; what needs to be done or addressed before the quarter begins, at the start, during the middle and at the end of each quarter.
      iii. Additionally there are topic sections, such as accessibility, resources, etc.
      iv. It was agreed that the handbook should be an available resource for everyone, and not just available to those who have completed Canvas certification. New faculty in particular will find this to be an invaluable resource.
      v. It was also agreed that to address sustainability issues, and because content is constantly being updated, the handbook did not need to be converted into a PDF file for ease of printing.
   c. Kaltura, https://corp.kaltura.com, a program for making videos was recommended. When explored in the past, Kaltura was too costly at that time. It will be looked at again and discussed at the Tech Committee Meeting, to see if the expense could be shared if De Anza or the District is interested.

5. Update about new features in Canvas Gradebook
   a. New Gradebook features in Canvas
      i. The new version of Gradebook is not quite ready.
      ii. Improvements and fixes for glitches are rolled out as soon as they become available.
      iii. If faculty want access to the new version, contact Online Learning.

6. Announcements
   a. Recap of Voicethread workshop at Fall PD Day
      i. Feedback has been positive.
      ii. Some may consider Vociethread overly flexible. There are almost too many ways to utilize its features.
      iii. It was suggested to offload the work onto the students. It is their tool. Therefore, let them use it to create course content and become more engaged.
   b. Invitation to join Canvas site for getting started with Voicethread
      i. Participants have found the course to be very helpful.
      ii. Contact Heather Garcia, garciaheather@fhda.edu or Paula Schales,

schalespaula@fhda.edu, if you are interested in being added to the course.
- c. Workshop planned for Winter PD Day (Jan. 26) about making your own welcome video for online courses
    - i. There will be 3 sessions on service learning. One session will be on how to develop multimedia course content.
    - ii. Participants will share videos, tips, what's successful, what creates more student engagement, etc.
    - iii. Kate Jordahl and Scott Lankford are among the faculty presenters who will share their experiences. All faculty are invited to present. Contributions do not have to appear polished, but rather authentic in nature.
    - iv. Contact Online Learning with suggestions, if you would like to participate, if you need help, if there are other workshop topics of interest, etc.
- d. An article in the FA News was cited. Some faculty voiced concern about online course J1 evaluations are being conducted and being held responsible if students are not performing at the level they are expected. The process for conduction J1 evaluation of online courses is a work in progress. The end goal is to have students succeed in their academic endeavors.
- e. Send agenda items for the next meeting in January to Carolyn Brown, browncarolyn@fhda.edu, Hilary Gomes, gomeshilary@fhda.edu, or Judy Baker, bakerjudy@fhda.edu.