FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 3/17/15 **Time:** 1:00-2:00 p.m. **Location:** Biology Conference Room (5212)

Attending

Judy Baker, Carolyn Brown, Falk Cammin, Brenda Davis, Hilary Gomes, Kate Jordahl, Kathryn Maurer, Nicole Ramsey, Mimi Will

Discussion Items

1. Welcome and introductions
2. Approval of Minutes from last COOL-DEAC
   Meeting (http://www.foothill.edu/fga/DEACmtg.php)
3. Announcements
4. Resolution passed in Senate - Process for the "Addendum to the Course Outline of Record Course Approval Application for Online/Distance Learning Delivery" (2 attachments)
5. COOL has been charged by Academic Senate with coordinating campus discussions about our Course Management System options and to bring recommendations to the Senate.
6. Planning for CMS Options Discussion and Recommendation
   a. Determine channels of communication (town hall; email blasts; presentations at division meetings, survey, etc.
   b. Set timeline
   c. FAQ's about CMS options at http://www.foothill.edu/fga/oei_faq.php
7. Update about the Online Teaching Credential for Spring quarter 2015, April 27-June 5
8. Continue the discussion and work on the resolution about division work on course quality

Discussion Detail

1. **Welcome and introductions**
   Committee members went around the room and introduced themselves.
2. **Approval of Minutes from last COOL-DEAC**
   Meeting (http://www.foothill.edu/fga/DEACmtg.php)
   Konnilyn Feig moved to approve the minutes, Mimi Will seconded the motion. All unanimously approved.
3. **Announcements**
   a. The Instructional Designer and Tech Trainer positions in the Foothill Online Learning department are being posted online. Please see at District HR site for details. The Tech

Trainer is expected to be hired in April and the Instructional Designer will likely not be brought in until May.

b. Kate discussed her experience at the OEI meeting when Canvas was reviewed by students and faculty, including accessibility representatives.
   i. The approval for Canvas was almost unanimous and was an impressive moment when the group stood in unison to vote.
   ii. Among those who attended and reviewed the CMS options were students and a group who was advocating for communities of disabled students. Both of these groups of advocates at the conference stated strong preferences for Canvas.

4. **Resolution passed in Senate - Process for the "Addendum to the Course Outline of Record Course Approval Application for Online/Distance Learning Delivery" (2 attachments)**
   a. The Addendum says that the form for approving online courses is to have specific language that distinguishes fully online courses from those that are designated to be taught as Hybrid or potentially as both fully online AND as Hybrid.
   b. A brief review of the document included information about the Addendum's connections to Title 5 issues, as described in the California Code of Regulations.
   c. The Addendum is expected to be shared with faculty by the individual Senate Members who represent them.

5. **COOL has been charged by Academic Senate with coordinating campus discussions about our Course Management System options and to bring recommendations to the Senate.**

   a. Kate Jordahl and Judy Baker reviewed their presentation to the Academic Senate about Canvas and the proposal to charge them with responsibility to bring about campus-wide discussion in an effort to examine options for a CMS to deliver Foothill online courses.
   b. The current Etudes system and Canvas (as recently approved for OEI adoption) are the two main options to be discussed further among Foothill College faculty members.
   c. A clarification was made regarding Canvas that it has ONLY been adopted thus far by OEI and has not yet been approved for use at Foothill as a main alternative to Etudes. The faculty members and administration at Foothill will need to independently approve Canvas as a CMS to use on campus, as an alternative to Etudes.
   d. The video "The Cool Things You Can do With Canvas" was shown from YouTube: https://www.youtube.com/watch?v=bDCxk-c2vkk .
   e. Some features of Canvas were reviewed including:
      • Increased mobile compatibility – Etudes does not currently have Android mobile device access and it is not expected that the CMS will provide it in the future. Canvas has an iPhone and Android app which is part of their "responsive design" effort in providing broad access to students through mobile devices.
      • Etudes has recently compiled their own Pro-Con list of their system vs. Canvas and that was discussed by the COOL committee with some editorial comments by members.
      • One committee member summed up their view of Canvas in comparison with Etudes as "easy and intuitive".
      • Kate Jordahl posted her impressions of Canvas on her blog.

6. **Planning for CMS Options Discussion and Recommendation**

a. Determine channels of communication (town hall; email blasts; presentations at division meetings, survey, etc.
   i. To facilitate thoughts from faculty, a survey is to be developed which asks when they think it is possible to launch to a new CMS.
   ii. Demo sessions will be held for specific departments and divisions in order to target their individual areas for discussion and preview of Canvas.
b. Set timeline
   i. At this time, OEI is stating that all 12 colleges in the pilot program will use Canvas for their Course Exchange courses.
   ii. A significant bonus for faculty who do migrate to Canvas has been offered by FA:
      • Each course that is migrated has the potential to earn the instructor 3 units of PGA/PAA credit
c. FAQ's about CMS options at http://www.foothill.edu/fga/oei_faq.php
   i. A FAQ has been developed about our CMS options and there is an option online to submit questions about the FAQ.
   ii. As of today's date (3/17/15), there have not been any submissions.

7. **Update about the Online Teaching Credential for Spring quarter 2015, April 27-June 5**
   a. An upcoming class is being offered by Kate Jordahl that is a second opportunity (first class was 10-20-2014 to 12-5-2014) to take a six-week course that explores important elements of teaching online courses.
   b. Each student will develop a sample lesson and through peer review amongst the classmates will increase understanding of online teaching. See: http://events.constantcontact.com/register/event?llr=pje5aedab&oeidk=a07eaoqwl7n4d804cea
   c. Kate reviewed how instructors in the first (Fall 2014) class experienced it and offered ideas of what other instructors might find of value in the six-week session.

8. **Continue the discussion and work on the resolution about division work on course quality**
   a. During the commentary on this issue, it was noted that Deans on campus might benefit from a specific document provided to them that could assist with dialogues they have with faculty members, in communicating the messages about course quality.
   b. Other members offered thoughts about minimum standards and raising the "floor" of the current standards level.
   c. The greatest challenges that were reviewed centered on issues of meaningful guidance and not "stifling people" through the course quality requirements.