FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 4/20/15   **Time:** 1:00-2:45 p.m.   **Location:** Biology Conference Room (5212)

Attending

Judy Baker, Carolyn Brown, Konnilyn Feig, Hilary Gomes, Kate Jordahl, Allison Meezan, Nicole Ramsey, Shirley Treanor, Mimi Will

Discussion Items

1. **Approval of minutes: http://www.foothill.edu/fga/DEACmtg.php**

2. **Announcements**

3. **Review the resolution DRAFT Resolution for the Academic Senate:**
    a. **Responsibility for Development of Online Course Standards (see attached) for feedback and adjustments before being presented to Academic Senate.**

4. **Continued discussions on Course Management System Selection to bring recommendations to the Senate (Please join in a meeting to know more about Canvas before this discussion or see the Canvas demos on campus: http://www.foothill.edu/staff/development/workshops_oncampus.php or**
    For those who are unable to attend, please view the Canvas Instructor Tour Videos at:
    https://resources.instructure.com/courses/31/pages/canvas-instructor-tour-videos or review sample courses in Canvas at: http://www.ucdenver.edu/academics/CUOnline/OnlineCourses/SampleCourses/Pages/SampleCourses.aspx)

Discussion Detail

1. **Approval of minutes: http://www.foothill.edu/fga/DEACmtg.php**
    The minutes are not available and will be voted on at the next meeting.
2. **Announcements**
    a. The search for a permanent Tech Trainer position in the FHOL department will end soon.
    b. The search for the FHOL Instructional Designer is in process. It is expected that the Instructional Designer position will be filled in May.

3. **Review the resolution DRAFT Resolution for the Academic Senate:**
    a. **Responsibility for Development of Online Course Standards (see attached) for feedback and adjustments before being presented to Academic Senate.**
        i.   Some departments on campus at Foothill already have standards in place for course quality and "Regular, Timely, & Effective" contact between faculty and students for online classes.
        ii.   The OEI Rubric was considered in comparison to the existing departmental and campus-wide standards at Foothill.
        iii. As the Academic Senate bears faculty responsibility for approval of this proposed document, the COOL committee proposes that a motion be made to approve it and send it to the Senate for formal approval.
        iv.   The 10+1 set of rules was reviewed as the basis for the Academic Senate, defining its primary responsibilities.
        v.   A motion was made by Konnilyn Feig to send the Resolution to the Senate; it was seconded by Mimi Will.
4. **Continued discussions on Course Management System Selection to bring recommendations to the Senate (Please join in a meeting to know more about Canvas before this discussion or see the Canvas demos on campus: http://www.foothill.edu/staff/development/workshops_oncampus.php or for those who are unable to attend, please view the Canvas Instructor Tour Videos at: https://resources.instructure.com/courses/31/pages/canvas-instructor-tour-videos or review sample courses in Canvas at: http://www.ucdenver.edu/academics/CUOnline/OnlineCourses/SampleCourses/Pages/SampleCourses.aspx)**
    a. Some comments were discussed regarding the reasons for a central college-wide decision on a CMS for use at Foothill College.
    b. The main factor discussed today was the need for student authentication through the login and user tracking methods of Etudes, Canvas or other CMS alternatives.
    c. Federal guidelines for Financial Aid and upcoming accreditation requirements for 2017 were outlined as important reasons for adherence to student authentication and other regulatory standards for CMS use.
    d. Some members inquired about the use of external links in online classes from the approved CMS class site which direct students to other resources as part of the course content.
    e. It was clarified that these external links are ok to use, as long as they originate from within the college-approved CMS.
    f. One feature of Canvas that members highlighted was the location of the login for the new CMS inside of MyPortal, so that there is no secondary login necessary for students to access their online classes. Once the student is logged into MyPortal, they only need to click on the link to Canvas, rather than navigating to the FHOL site for a separate CMS login, as they do currently for Etudes.

g. In reference to members' questions about training for Etudes vs Canvas, concerns were raised about re-writing course sites for a new CMS. A question was asked about whether faculty would prefer to continue revamping sites for Etudes, or move forward with putting them into Canvas as soon as possible.

h. It was clarified that the conversion of courses to the new CMS will be more labor intensive in the formatting than in the content transfer alone.

i. There are over 900 course sites and about 250 faculty using Etudes currently.

j. Negotiations are underway between OEI and Instructure to develop a wizard to auto-import and auto-format Etudes course sites that are being converted to Canvas. It is not clear however whether this automated wizard will be thorough enough in formatting these sites.

k. The timeline for Canvas conversion was discussed with a question about whether Foothill could convert in 18 months, compared to the 12 month timeline that other OEI schools are scheduled for.

l. One member asked whether part-time faculty could be assigned a Summer class in 2015 so that they could train in Canvas and transfer during the Summer term.

m. A Draft Proposal that was sent to COOL members highlights the following features of Canvas:
- Video and audio and voice dictation
- Rubric grading
- Links with many publisher sites
- Robust groups and collaborative tools
- Peer review
- Ability to have video/audio conferences in the course and have records available for students
- ePortfolio expanded functionality on mobile devices for faculty and students
- Intuitive interface.

n. For further official discussions of Canvas in departmental presentations and demo workshops, it is advised that presenters not use the vendor's promotional materials because they aren't as compliant with accessibility standards as the main content of the Instructure and Canvas web sites.

o. Comparisons to Blackboard are also discouraged because that CMS has many add-on options for programming that are additional costs. Therefore the users' experiences in Blackboard vary widely depending on levels of customization for each school that purchases their services.