



FOOTHILL COLLEGE DEAC/COOL MEETING

MINUTES

Date: 12/11/12

Time: 1:00-2:00 p.m.

Location: Chinese Heritage Room (3523)

Attending

Judy Baker, Carolyn Brown, Hilary Gomes, Newton He, Meredith Heiser, Akemi Ishikawa, Nastaran Ouliaei, Lisa Verissimo, Mimi Will

Agenda Items

- Welcome, introductions and announcements
- Discuss "Effective Practices for Online Learning"

Discussion Detail

- Welcome, introductions and announcements
 - New and returning committee members made introductions.
 - Committee members were reminded this meeting provided the final opportunity to submit any last minute changes to the "2012 Substantive Change Proposal" before sending the document to Marketing for formatting.
 - Accessibility workshops will be given at division meetings in the winter, and will deliver tangible applications (captioning, alt tags, etc.) for use by faculty in their online courses.
 - There will be two meetings in January to discuss ePortfolios: Friday, January 11, 2-3pm in 1401 and Wednesday, January 20, 12-1pm in the Altos Room (2019). The tentative agenda will include a brief overview of ePortfolio needs and solutions, demos by faculty who currently use ePortfolio solutions via VoiceThread and Etudes, funding availability, accessibility issues and training needs.
 - Use of Social Media is on the agenda for discussion at the ETAC (Educational Technology Advisory Committee) on Wed, Dec. 12. This issue involves the formation of, and future implementation of, policy or guidelines on how the campuses and their faculty use Social Media in their online classrooms. Kimberlee Messina may take this issue to APM in 2013.
- Discuss "Effective Practices for Online Learning"
 - A first draft of "Effective Practices for Online Learning" was presented. There was comprehensive review by the committee on each component listed. Members agreed that "Essential Components" and "Recommended Components" should be kept separate. It was also decided that component listings should be kept generic for ease of application across disciplines, but more examples and links to information should be provided for each component when possible. Input from members was invaluable and

many suggested edits reflected the committee's commitment to positive student interaction, the creation of a user-friendlier environment and the overall enrichment of students' online experience. A new draft incorporating recommended edits will be prepared. Committee members plan to review "Suggestions for Effective Practices" to decide whether to incorporate components from this document into "Effective Practices for Online Courses" or to abandon the former all together.

Handouts/Documents

- DRAFT 1 – Effective Practices for Online Courses
- DRAFT – Suggestions for Effective Practices