

COOL/DEAC Meeting
Wednesday, January 25, 2012
12:15 to 1:15 pm
Chinese Heritage Room

- Welcome & introductions
- Thank you to Lisa Verissimo for co-chairing in fall quarter
- Training opportunities
 - Update from Chris
 - Marketing help requested
 - Showcase of Online Courses
 - Volunteers needed to assist Chris Burley with planning for spring quarter event
- Discussion on Hybrid Courses (H in section number)
 - Review of examples of documenting attendance for Hybrid courses Discussion of new processes of reporting
 - Recommendations to Academic Senate about Hybrid courses
- Concerns about Banner Functionality
 - Late Add Request function
 - See instructions at http://www.foothill.edu/fga/late_add_process_faculty.php
 - Printing from MyPortal
- Report on evaluation of online courses by students from fall quarter
- Review and discussion of draft of Guidelines for Best Practices in Online Courses
- Review and discussion of draft of Guidelines for Peer and Administrative Evaluation of Online Courses

HANDOUTS:

- Professional Development Winter 2012 Schedule
- Hybrid Questions and Answers by Hilary Ciment
- Documentation of Hybrid Hours – faculty examples
- Late Add Code Process
- Report on Student Evaluations for Fall 2011
- DRAFT: Guidelines for Review of Online Courses
- DRAFT: Guidelines for Best Practices