



## FOOTHILL COLLEGE

# DEAC/COOL Meeting

### MINUTES

**Date:** 01/16/13

**Time:** 12:15-1:30 p.m.

**Location:** Chinese Heritage Room (3523)

### Attending

Judy Baker, Carolyn Brown, Hilary Gomes, Meredith Heiser, Akemi Ishikawa, Kate Jordahl, Nastaran Ouliaei, Lisa Verissimo, Anita Whitehill

### Agenda Items

1. Welcome, Introductions, Thank Yous
2. Discuss "DRAFT 2 - Effective Practices for Online Courses"
3. Announcements

### Discussion Detail

1. Welcome, Introductions, Thank Yous
  - a. New and returning DEAC/COOL committee members made introductions.
  - b. Lisa Verissimo was thanked for co-chairing DEAC/COOL while Kate Jordahl was on professional development leave. Kate Jordahl was welcomed back as co-chair.
2. Discuss "DRAFT 2 - Effective Practices for Online Courses"

The first draft of "Effective Practices for Online Courses" was discussed in December along with the first draft of "Examples of Effective Practices", which was originally presented a year ago to the committee. Draft two of "Effective Practices for Online Courses" integrates more detailed information and suggestions made by committee members. There was lengthy discussion about what should be incorporated in the course syllabus, and how some faculty like to keep their syllabus short, concise and to the point, because students often will not read a lengthy syllabus. Other faculty find it necessary to have an extensive and detailed, syllabus, so there is no question about what is required for the course. Because student learning outcomes are a required component, it will become a sub-listing of the syllabus entry on this checklist. Experienced online faculty shared that syllabi for online courses do need to be more detailed in comparison to syllabi for on campus courses. In online courses, the instructor is not "present" to verbally remind or place emphasis on certain points, such as information about course readings and/or textbooks. Therefore, the course syllabus does need to be more thorough. It was suggested that perhaps a sample or template should be provided of a short concise version and a longer more comprehensive version of a course syllabus for an online course. Importance was placed on adherence to the Course Outline of Record (COR), particularly for part-time faculty. Because there are links to the COR online, this document is sometimes confused for the course syllabus by students. DEAC/COOL suggested that the Curriculum Committee may want to address this problem, by providing a definition at the top of the COR to inform students and those unfamiliar with the document. It

was agreed the attendance documentation component was important to emphasize for auditing purposes, and the grading criteria component should remain as a clear reminder to faculty. It was concluded that the Regular and Effective Contact (REC) component should remain as defined by Title 5. It was agreed that essential components that are required by Title 5 or by the ADA be identified with a reference or footnote entry. Providing links to downloadable software is a legal requirement. FGA does have a page with links to the downloads and faculty have been emailed reminders to provide the plugins for their courses. The remaining components listed, student authentication, ADA Section 508, FERPA, copyright and fair use compliance, are all required and will be referenced or footnoted as necessary. The Recommended Components will be reviewed at the next meeting. It was suggested the Essential Components be organized with the same headings as the Recommended Components for clarity and consistency. Committee members were asked to revisit the "Examples of Effective Practices" to provide feedback at the next meeting and to decide if it should remain a separate document or incorporated into "Effective Practices for Online Courses."

A reminder was made that online courses must meet basic accessibility requirements by fall 2013. Committee members will meet with representatives from the Faculty Association and Vice President, Kimberlee Messina to discuss possible solutions to accessibility compliance verification for faculty.

### 3. Announcements

- a. APM will be developing the Social Media policy for the District. This topic is on the agenda for their next meeting. Many of the allied health programs already have a policy in place for their departments.
- b. Several trainings are scheduled this quarter:
  - Brownbag series, Etudes Meet and Greet, 1/25 & 2/22, 11:30am-12:30pm, Altos Room 2019
  - Make Your Course Content Accessible, 2/7, 12:30-2:00pm, Room 8401
  - Copyright and Fair Use, 2/11, 12:30-2:00pm, Room 8401
  - Honoring Student Privacy and FERPA, 2/14, 12:30-2:00pm, Room 8401
  - Refresher: What's New? Etudes and You, 2/28, 12:30-2:00pm, Room 8401
  - On Campus Etudes Training, 3/1 & 3/8, 10:00am-2:00pm, KCI Room 4008
- c. The next Eportfolio meeting will be on 1/30, 12:00-1:00pm, Altos Room 2019.
- d. There are two new classified members of the DEAC Committee, Carlos Villarreal, Administrative Assistant at the Middlefield Campus and David Ellis, Senior Program Coordinator of the Apprenticeship Program.
- e. The next DEAC/COOL meeting is tentatively scheduled for 2/20. Please check your email for updates.

## Handouts/Documents

1. Effective Practices for Online Courses – DRAFT
2. Examples of Effective Practices – DRAFT