



FOOTHILL COLLEGE DEAC/COOL Meeting

MINUTES

Date: 10/02/15

Time: 1:00-2:30 p.m.

Location: Toyon Room (2020)

Attending

In-person and via videoconferencing: Judy Baker, Carolyn Brown, Heather Garcia, Hilary Gomes, Akemi Ishikawa, Kate Jordahl, Rula Khayrallah, Jim Lai, Kathryn Maurer, Jose Nava, Jennifer Price, Paula Schales, Lisa Schultheis, Anan Sturgess, Mary Sunseri, Lene Whitley-Putz, Mimi Will, Sarah Williams

Discussion Items

1. Welcome & Introductions
 - Who you are and why you want to be a member of COOL
2. Agenda Modifications/Announcements
3. Approval of minutes from last meeting (6/16/15)
4. Review of DEAC/COOL Mission & Methods and 2014-2015 Accomplishments & Work-in-Progress
5. Update on Canvas Migration and DEAC/COOL Integration with Migration Workgroup
6. Update on the Online Education Initiative
7. Discussion: DEAC/COOL Goals and Priority Tasks for 2015-2016
8. Review of Action Items & Next Steps
 - Upcoming Fall Meetings: Monday, 11/2 10:30-12:00p and Monday 11/30 10:30-12:00pm

Discussion Detail

1. Welcome & Introductions
 - Who you are and why you want to be a member of COOL
Committee members went around the room and introduced themselves and stated why they elected to participate in DEAC/COOL.
 - Katherine Maurer is co-chairing the committee with Judy Baker while Kate Jordahl is in Florence participating in the campus abroad program.
2. Agenda Modifications/Announcements
 - A request from Carolyn Holcroft, President of the Academic Senate, for a faculty representative to serve on the Technology Task Force (TTF) was announced. Some TTF agenda items include work on the FH tech plan, the college website redesign, coordination of tech purchases and coordinating with ETS. TTF meets about once a month. The next meeting will take place on Monday, October 5th.
 - The video production studio was temporarily on hold, but is now running and is available for faculty to create videos for their courses. Faculty can reserve time on Fridays, Saturdays and Sundays. Sample approaches with the green screen are available, but classroom set-ups are also an option. Reminder: There will be a Video Production workshop by Jeff Anderson in Room 1101 from 12:20-1:20p on Professional Development Day, Friday, October 9th.
3. Approval of minutes from last meeting (6/16/15)
Minutes from the last DEAC/COOL meeting, which took place on June 16th, were reviewed and approved by attendees of that session.

Agendas and minutes will be archived online through Foothill Global Access
<http://www.foothill.fhda.edu/fga/DEACmtg.php>

4. Review of DEAC/COOL Mission & Methods and 2014-2015 Accomplishments & Work-in-Progress
Past accomplishments were reviewed. The group discussed highlights from the past year.
 - DEAC/COOL worked in support of OEI and was instrumental in the process for selecting Canvas for the state.
 - DEAC/COOL will need to follow-up with the divisions to see if the developed guidelines are promoting the quality of online courses.
 - Kate Jordahl enjoyed the experience of teaching the Online Teaching Certification Course. After the conversion of this course from Etudes to Canvas, it will be possible to offer it again.
 - Working with such groups as the Curriculum Committee, the Academic Senate, the Canvas Migration Planning Group and OEI, members reflected that conversations in support of online faculty and online teaching expanded beyond DEAC/COOL. Last year was about revisiting earlier work, and the group stayed on task, improved and built upon the foundation previously set.

5. Update on Canvas Migration and DEAC/COOL Integration with Migration Workgroup
 - The Canvas Migration Planning Group (CMPG) has requested DEAC/COOL to consider proposing guidelines for the Canvas migration to the Academic Senate.
Highlights from the proposed Etudes to Canvas Migration Timetable include:
 - Winter 2015 Start using Canvas for scheduled classes
 - Fall 2016 Target: All online and hybrid classes use Canvas
 - Spring 2017 Last quarter to use Etudes for live classes
 - Summer 2017 Deadline: All online and hybrid classes must use Canvas
 - Since the adoption of Canvas, 3 faculty members are teaching 6 pilot sections this current Fall Quarter.
 - Foothill Online Learning (FHOL) has been working closely with the Canvas faculty to troubleshoot and fix bugs/glitches. Student orientations have been conducted, faculty trainings have been scheduled and demo courses have been developed.
 - The migration tool is still in development, but will not be available until the beginning in December. Faculty needing to migrate existing Etudes courses to Canvas may not be prepared for Winter Quarter, but new classes could potentially be ready to go live in winter.
 - Faculty will need to have a basic skills for use of Canvas. On-campus and self-paced online training will be available. Faculty will just need to demonstrate competency in Canvas. The training is designed to help and prepare faculty for success. Faculty will only need to perform some basic tasks in Canvas to complete the certification process. On-campus Canvas Certification sessions are currently scheduled for 10/22, 10/26, 11/18 and 12/8.
 - It was agreed that summer would be the best time to migrate. Faculty who are able to migrate in winter and spring could serve as "Canvas Champions" to mentor their peers in the conversion process. Some faculty may consider modifying their PDL leaves to accommodate the migration schedule.
 - Concerns and apprehensions to the proposed timetable were addressed.
 - Who will be able to migrate first? It was agreed that it will be based on a first-come-first-served basis, but if for any reason there is a wait-time for assistance to migrate, the divisions/departments will decide which courses will be converted first.
 - There was also concern for students enrolled in classes utilizing both Etudes and Canvas during the same quarter. This could motivate some faculty to convert sooner than later.
 - By addressing the concerns, there was no opposition to the described timetable. DEAC/COOL moved to approve the Etudes to Canvas Migration Timetable. Kathryn Maurer will speak with Carolyn Holcroft about how to expedite this recommendation to the Academic Senate.

6. Update on the California Community Colleges Online Education Initiative (OEI)
 - A brief summary about OEI was given by Lene Whitley-Putz.
 - The OEI peer review process and their rubric developed to assess online classes were discussed.
 - The OEI Course Exchange program is tentatively scheduled to begin Fall 2016.
 - OEI is paying for the development of the Etudes to Canvas migration tool.
 - OEI is providing free tutoring services and a readiness assessment for students who are enrolled in OEI pilot classes.

7. Discussion: DEAC/COOL Goals and Priority Tasks for 2015-2016

The Suggested DEAC/COOL Goals & Tasks for 2015-2016 were reviewed.

- Advancing support and action for the Canvas migration was given high priority.
- Quality standards, follow-up with senate resolutions and accountability for the standards were prioritized. Through the senate resolution, the OEI standard was accepted. Divisions will in turn determine how they will be using the OEI online rubric. DEAC/COOL will follow-up with the divisions to verify quality standards are being met. A reminder to the divisions regarding the February 2016 deadline for resolution accountability will be sent. The divisions will also be reminded that DEAC/COOL is available to provide guidance and input if needed. Judy Baker will create a page to link all COOL recommendations and resolutions approved by the senate.
- Ensure accessibility. In an advisory capacity, the checklist for accessibility was created to provide guidance for the divisions and faculty.
- Hybrid course requirements and guidelines will be on the next agenda.
- Input for the Distance Ed Plan will be prioritized later in the year.
- It was recommended that online faculty be surveyed to determine their principal needs and challenges.
- Integration of SLOs and measuring assessments was suggested.
- David Marasco's request to have peers vote for "Multiple Answers in a Formula Question" in the Canvas Community was presented. David's request has been forwarded statewide through OEI. Judy Baker will forward his request to DEAC/COOL as well. This request for peer votes prompted the group to discuss future coordination of obtaining votes (100 votes minimum) for Canvas feature requests in the Canvas Community by Foothill faculty.

8. Review of Action Items & Next Steps

- Kathryn Maurer will speak with Carolyn Holcroft about how to expedite the recommended Etudes to Canvas Migration Timetable to the Academic Senate.
- DEAC/COOL will follow-up with the divisions to verify quality standards are being met. A reminder to the divisions regarding the February 2016 deadline for addressing the Academic Senate resolution about accountability will be sent. The divisions will also be reminded that DEAC/COOL is available to provide guidance and input if needed.
- Judy Baker will create a page to link all DEAC/COOL recommendations and resolutions approved by the senate.
- Judy Baker will forward David Marasco's request to have peers vote for "Multiple Answers in a Formula Question" in the Canvas Community to DEAC/COOL.
- Hybrid course requirements and guidelines will be on the next agenda.
- A survey for online faculty to determine their principle needs and challenges will be developed.
- Upcoming Fall Meetings: Monday, 11/2 10:30-12:00p (Toyon Room) and Monday 11/30 10:30-12:00pm (Altos room)