FOOTHILL COLLEGE
DEAC/COOL Meeting
Distance Education Advisory Committee and Committee On Online Learning

MINUTES

Date: 04/18/16   **Time:** 1:30-3:00 p.m.   **Location:** Library Conf Rm 3533

Attending

Judy Baker, Carolyn Brown, Heather Garcia, Akemi Ishikawa, Fatima Jinnah, Kate Jordahl, Jennifer Sinclair, Shirley Treanor, Mimi Will, Bill Ziegenhorn

Discussion Items

1. Welcome and introductions
2. Approval of minutes
3. Announcements
4. Update on Canvas training and migration
5. Preparation for Accreditation Self-Study
6. Update on OEI
7. Online course quality standards

Discussion Detail

1. Welcome and introductions
   a. Committee members went around the room and through Zoom for introductions.
   b. Bill Ziegenhorn introduced himself as the Faculty Association representative to DEAC/COOL, serving on behalf of Meredith Heiser, while she is on sabbatical.

2. Approval of minutes
   Mimi Will moved to approve the minutes from the March 14, 2016 meeting. Judy Baker seconded her motion. The minutes were unanimously approved.

3. Announcements
   a. The upcoming Online Teaching Certification course, facilitated by Kate Jordahl, is full with 41 registrants.
   b. Foothill Online Learning (FHOL) hosted a PDF Accessibility workshop for the Business and Social Sciences (BSS) Division on Friday, April 15, 2016. FHOL is available to schedule another session for those who were unable to attend or if the division would like a follow-up session for more comprehensive information. FHOL encourages other divisions to schedule PDF Accessibility workshops as well.

4. Update on Canvas training and migration
   a. Numbers are constantly changing, but the latest information on Canvas training and migration was presented.
   b. 114 people are Canvas certified. 93 have completed certification training while 21 have met requirements based on their prior experience with Canvas.
   c. 113 people have registered for the training and are at various stages of completion.

d. On campus training workshops are offered every month.

e. On campus Migration workshops are also offered monthly. Lower attendance is due to the fact that registrants are asked to be Canvas certified prior to taking the Migration workshop.

f. In Winter Quarter 2016 only 12% of faculty were using Canvas. In Spring Quarter 2016 that number increased to 20%. Because the number of Etudes users remained essentially the same, the increase in Canvas users reflects a high number of faculty who have never used Etudes and are using Canvas as their first course management system (CMS) at Foothill College.

g. All faculty, including those migrating their sites, are asked to volunteer for an accessibility check.

h. If not enough faculty volunteer in a timely manner, administration may implement a stricter timeline and set accessibility requirements for faculty before they are prepared.

i. The current availability of assistance from FHOL staff is an additional incentive for faculty to volunteer now.

j. Accreditation team site visitors are very likely to want access to all online classes. If a course is audited, it can allow faculty to show a good faith effort if the course is already in the assistance request queue.

k. Approximately 800-1000 course sites will need to be reviewed for accessibility. Once one site is reviewed for a faculty member subsequent reviews of sites for the same person will be easier.

l. Clarification was again made regarding the incorrect perception that once a course is committed to review, the course is suspended until it meets accessibility requirements. Faculty can still use materials and teach their course while they are waiting for accessibility issues to be addressed.

m. Faculty do not need to "fix" their course before requesting an accessibility check. FHOL staff will review and identify what will need to be addressed.

n. Non-instructional use of Canvas has increased, including implementation of a probation clearance site created for the Counseling Division. Increased number students are quickly clearing probation through use of this site.

o. Work with PSME to create customized supplemental instruction roles for their teaching assistants (TAs) was a success. FHOL can help faculty control how visitors see their course.

p. Integration of third party applications in Canvas provides single sign in access for students.

q. Integrating Canvas with Banner will provide faculty the opportunity to submit grades directly from Canvas by Spring 2016.

r. Integration of Proctorio (remote proctored testing) was discussed. A demonstration may be arranged with PSME, primarily focused on MATH and their assessment needs.

5. Preparation for Accreditation Self-Study

a. The current Foothill College Distance Education Plan was written in December 2010. Therefore it is time to write a new plan. Committee members discussed how to approach writing the new plan.

b. Input from various entities will be solicited. Those impacted include, but are not limited to, support staff, faculty, administrators, the Integrity Committee, Academic Senate, DRC, Tutorial Center, Library, Counseling and Admission & Records.

c. Of the academic divisions, BSS may be asked to take the lead since their division hosts the largest group of online classes. Fine Arts and Communication (FAC) offers the second largest group.

d. Affected parties will be invited to participate in whichever way is most convenient or most comfortable for them. (Surveys, group meetings, one-on-one interviews, by email, etc.)

e. Members plan to find out their concerns and interest, and then refer back to the table of contents of the existing Distance Education Plan to identify common issues.

f. Their concerns will provide the framework for the new plan.

g. Accreditation criteria will dictate content of the new Distance Education Plan to a certain extent because questions from will need to be addressed.

6. Update on OEI
   a. Judy Baker and Kate Jordahl participate in monthly meetings either online or in Sacramento to keep up to date with other pilot colleges and to stay actively involved in solving problems and sharing information.
   b. OEI is working on a financial aid agreement so all course exchange college students will only need to complete the forms at their home college.
   c. In terms of coordination of disability services among participating colleges, sharing of medical records is a complex issue. OEI is working on how to share disability services' records.
   d. OEI provides monthly implementation support calls. Anyone in Canvas can use it. Users might like to get assistance from a different perspective in addition to that of FHOL. This week's topic is quizzes.
   e. Course exchange with other colleges will begin in the fall.

7. Online course quality standards
   a. Quality standards as submitted by the academic divisions can be viewed at the Academic Senate site: http://www.foothill.edu/senate/onlinecoursestandards.php
   b. Once the quality standards are determined the next step will be to follow up and establish how to apply the standards.
   c. Concern was voiced for the standards' support of conformity and the loss of academic freedom.
   d. It was noted how little support there is for adjuncts and how unprepared they often are when assigned to teach an online course.