



MINUTES

Date: 03/01/17

Time: 12:00 p.m. – 1:00 p.m.

Location: Library Conf Rm 3533

Attending

Judy Baker, Carolyn Brown, Patricia Crespo-Martin, Amy Edwards, Valerie Fong, Heather Garcia, Akemi Ishikawa, Allison Lenkeit Meezan, Kathryn Maurer, Rosa Nguyen, Jennifer Price, Paula Schales, Anan Sturgess, Shirley Treanor, Mimi Will, Sarah Williams

Discussion Items

1. Welcome and introductions
2. Approval of the minutes from February 1, 2017
3. Announcements
4. Add code request functionality for fully online classes – Input for Banner design
5. Division Course Quality Standards for Online Classes – Draft resolution for the academic senate to request funding of division mentors to guide implementation of division course quality standards
 - a. Division-specific standards are available at <http://www.foothill.edu/senate/onlinecoursestandards.php>
6. Distance Education plan
 - a. Review and input on *Strategic capabilities and Challenges* sections

Discussion Detail

1. Welcome and introductions
COOL members went around the room and through Zoom to make introductions.
2. Approval of the minutes from February 1, 2017
The COOL meeting minutes from February 1, 2017 were approved.
3. Announcements
 - a. It is time for faculty to update their Course Summary pages for Spring 2017.
 - i. On February 22, Judy Baker sent out an email reminder.
 - ii. For Summer 2017 there may possibly be a new version of Course

Information made available.

4. Add code request functionality for fully online classes – Input for Banner design
 - a. It was reported that the request system is not in heavy use by students.
 - b. The following numbers were presented to COOL.
 - i. 265 requests for Fall 2016 resulting in 41 registrations
 - ii. 249 requests for Winter 2017 resulting in 33 registrations
 - iii. Faculty contested that, through their experience, the numbers may not be accurate. They reported beneficial results from using the system and a higher number of requests based on individual experiences.
 - c. Faculty reported they rely on the system to send out codes quickly to students. Emailing students individually slows down the process.
 - d. Suggested improvements included the following.
 - i. A way to auto send a welcome message with the add code
 - ii. The sending of auto emails to both faculty and students when request are submitted through the system

5. Division Course Quality Standards for Online Classes – Draft resolution for the academic senate to request funding of division mentors to guide implementation of division course quality standards
 - a. Division-specific standards are available at <http://www.foothill.edu/senate/onlinecoursestandards.php>
 - b. Should COOL bring forward a resolution to the senate which would create stipends for peer mentors for online instructors?
 - i. These mentors would help implement each division course quality standard.
 - ii. Reassign time was presented as a better option over stipends for the mentors, or even for a department chair to take on a more substantial role to help monitor implementation of the online course quality standards.
 - iii. Compensation for adjunct faculty and their time was also supported.
 - iv. Concern that online courses were held to a higher standard than on campus courses was raised. COOL discussed, and FA voiced support for, equity for the two and the need for district to create a plan to monitor on campus course quality as well.
 - v. COOL was tasked by the Academic Senate to help find a way to implement the standards and if faculty have an issue with this decision, they need to take it back to the senate.
 - vi. Judy Baker will provide examples of some of the more formal processes followed by other schools to review online course quality.
 - vii. If a review committee were to be created, it was agreed that an inter-disciplinary group would provide insight and it would be advantageous to share examples across divisions.
 - viii. There was support voiced for a faculty position in distance education to manage the implementation of the quality course standards.

- ix. COOL members were asked to check with their constituents for feedback.
6. Distance Education plan
- a. Review and input on *Strategic capabilities and Challenges* sections
Due to time constrains, this item was tabled for future discussion.