



FOOTHILL COLLEGE  
**COOL Meeting**  
Committee On Online Learning

## MINUTES

**Date:** 4/24/17

**Time:** 12 – 1:15 p.m.

**Location:** Library Conf Rm 3533

### Attending

Judy Baker, Steve Batham, Carolyn Brown, Patricia Crespo, Hilary Gomes, Fatima Jinnah, Allison Meezan, Anan Sturgess, Mary Thomas, Mimi Will, Sarah Williams.

### Discussion Items

1. Approval of the minutes
2. Announcements
3. Distance Education Plan
4. Report on response rates for spring course evaluations
5. Report on ETUDES to Canvas transition

### Discussion Detail

1. The minutes were approved.
2. Announcements
  - a. A trial is underway of Ally, a digital tool to help instructors check and improve the accessibility of their online courses. This product is currently free to Foothill.
  - b. Mary developed information literacy modules for use in Canvas during her sabbatical in Winter Quarter. After review for accessibility and beta testing, they may be added to the Canvas Commons.
  - c. Hilary Gomes announced that the license for VoiceThread, a tool that allows for audio conversations among participants in online classes, will expire at the end of 2018. Although Canvas has an audio tool, it is not a replacement for VoiceThread. Judy will look at usage data and if necessary, conduct a faculty survey to guide the decision on whether to renew.
3. Distance Education Plan: there was an extensive discussion of the Goals, Action Steps, Measures & Time Frames.
  - a. Goal 1: meet all legal requirements for distance education delivery.
    - a. Amend the action step "conduct workshops in each division discussing copyright and fair use guidelines" to include FERPA.
  - b. Goal 2: ensure adequate student preparation for success in online courses
    - a. Ask DEAC to create a popup when a student registers for an online class directing them to the online Course Summary
    - b. Regarding captions for welcome videos: if you make a new video each quarter, captions are not required unless a hearing-impaired student is enrolled in the course that quarter; if you plan to use the same video every

- quarter, FOL will caption it for you.
- c. Amend measure “welcome message sent by at least 50% of online faculty as reported by faculty as of fall 2018” to “at least 75% of online faculty”
  - d. We want to make online orientation activities available to new students, but don't want to overwhelm experienced students or discourage students from taking online classes. Online faculty want flexibility in which activities to offer and whether they are optional or required for students. We discussed other venues for these activities; CNSL 5 and the Ed Plan meeting between a student and counselor were deemed inappropriate, but perhaps the Innovative Educator orientation delivered to new students could include information about online classes. Math faculty may work with the Testing Center to include information about online classes in the placement process.
  - e. Canvas instructors can refer students to the ? in course site for help directly from Canvas.
- c. Goal 3: support faculty development of high-quality online courses that are in compliance with requirements for accessibility, regular and effective contact, student authentication, documentation of attendance, FERPA, and fair use
    - a. The measure “Ally used by at least 50% of online faculty” might be too ambitious and could be scaled back depending on the results of the trial currently underway. Perhaps Ally training could be offered on Opening Day.
  - d. Goal 4: collaborate with other campus groups such as Student Equity Workgroup, COOL to address disparity in student success rates for targeted groups.
    - a. A multi-pronged approach is needed. It would be worthwhile to have a COOL representative at SEW and vice versa.
  - e. Goal 5: position Foothill College to take full advantage of Online Education Initiative opportunities to improve online learning
    - a. No comments.
  - f. Goal 6: Use a course management system that meets the needs of Foothill College students and faculty
    - a. No comments
  - g. Goal 7: Implement a quality assurance system for fully and hybrid online classes
    - a. Amend the measure “develop and implement a Quality Assurance System for online course delivery” to “develop and implement division course quality standards for online course delivery”
    - b. Delete the measure “a formal online course development procedure developed by fall 2020”
    - c. The Faculty Online Handbook has suggestions for developing an online course.
  - h. Goal 8: ensure parity for support of online students, faculty, and courses with on-campus students, faculty, and courses
    - a. Delete the measure “develop and maintain a faculty mentoring program to support novice distance educators”
    - b. Delete the measure “steady enrollment in fully online courses and increased student retention among students enrolled in distance education courses by fall 2020”
  - i. Goal 9: integrate emerging technologies with distance education delivery
    - a. No comments
  - j. Goal 10: support inclusion of best practices for online student success, course completion and retention
    - a. No comments
4. The average response rate for Winter Quarter course evaluations was 59.3% in Canvas and 70% in Etudes.
  5. We are making progress on the ETUDES to Canvas transition. Two-thirds of Spring Quarter sections are using Canvas and one-third are using Etudes.