



FOOTHILL COLLEGE DEAC/COOL Meeting

MINUTES

Date: 02/20/13

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

Location: Atlas Room

Attending

Judy Baker, Carolyn Brown, Hilary Gomes, Meredith Heiser, Akemi Ishikawa, Kate Jordahl, Michael Loceff, Nastaran Ouliaei, Steve Sum, Lisa Verissimo, Anita Whitehill, Mimi Will

Discussion Items

1. Announcements
2. Updates: Social Media/Cloud Use Policy and ePortfolio Discussions
3. Review of Effective Practices for Online Courses - DRAFT
4. Work on Effective Practices Examples - DRAFT

Discussion Detail

1. Announcements
 - *Guidelines for Administrator and Peer Review of Online Courses* were emailed to the deans to share with their faculty. Faculty committee members may not have received these guidelines from their deans, so Judy Baker will email online faculty directly.
 - Committee members are to review the *Separate DE Approval Form*. It may be time to revise the form. There have been questions raised about wording on the form.
 - Please review the DEAC/COOL Meeting Minutes and email edits and/or approvals to Judy Baker.
2. Updates: Social Media/Cloud Use Policy and ePortfolio Discussions

Academic Senate approved administering a faculty needs assessment survey on use of social media and cloud services for instruction. A draft version of *Faculty Survey: Use of Internet Services for Instruction* was created to address this need. Please send any suggested edits to Judy Baker. Elaine Kuo, College Researcher, has also been asked to review the document for input.
3. Review of Effective Practices for Online Courses – DRAFT
 - The “Attendance documentation” (page 1) paragraph should be indented under “Adherence to Course Outline of Record”.
 - FA requested the “Check if present” column be eliminated to avoid any confusion with the checking off of official review documents. They want it to be clear that this document represents suggested effective practices only. The word “Suggested” will be added to the title.
 - FA also wanted clarification on “Contingency Plans” (page1, 1st bullet), but committee members felt the 2nd bullet did provide more detailed requirements. Also, the DE Approval form stipulates, in detail, the requirements. See link to “Regular and Effective Contact (REC)”. Meredith Heiser will come back with clearer feedback from FA.

- Under “Contingency Plans” (page 1, 1st bullet, 3rd sentence), “providing clear options” will be replaced with “providing clear instructions”.
 - There was discussion about reporting of online faculty absences and substitute online instructors. Online faculty are to file the same leave reports as their on campus counterparts, but enforcement may appear to be lenient due to the fact that the many online faculty still “attend” their online classes despite illness. There was also concern for online faculty working beyond contracted Monday through Friday, and working on college observed holidays, standards and having assignment due dates and tests on weekends and/or college holidays. As with on campus classes, it is the dean’s decision whether a substitute will be hired for an online course for prolonged absences. There was debate over the qualifications of a substitute instructor and if they need to be Etudes certified.
 - “Student authentication” (page 2), a recommendation to list examples was made.
 - “Compliance with FERPA” (page 2), a recommendation to provide the full title, “Family Educational Rights and Privacy Act” in addition to the acronym was made.
 - “Student Support” (page 3) a recommendation to add an entry addressing time conflicts for tests or due dates was made. Faculty should provide a flexible or wider window of time for students with genuine time conflicts. Add, “Have a side window for submission for work and/or offer alternatives for student time conflicts”, or similar.
 - “Policies and Procedures” (page 3) a recommendation to provide a drop policy for non-attendance was made. A recommendation was also made to include policy for when the course site will no longer be accessible to students (Unpublished Etudes course site) after the quarter ends.
 - “Course Content” (page 3, 2nd entry) a recommendation to add “when possible” to recommended file size limit was made.
 - “Course Content” (page 3, 2nd entry) it was recommended to add “as appropriate to discipline” to the rich media entry, but it was also pointed out that all recommendations should be “as appropriate to discipline”.
 - “Course Content” (page 3, 2nd entry) it was suggested the word “current” be incorporated in the rich media entry. It is important media be current and relevant to engage students. Use of VHS or other out dated materials can deter students’ interest.
 - “Communications” (page 3, 3rd entry) under “Welcome message” change “before term starts” to “before course starts”.
 - A revised version of Effective Practices for Online Courses will be sent out next week.
4. Work on Effective Practices Examples - DRAFT
This document will be reviewed at the next DEAC/COOL meeting on March 20th.

Handouts/Documents

- 1 DEAC/COOL Meeting Minutes, 01/16/13 - DRAFT
- 2 Effective Practices for Online Courses - DRAFT
- 3 Effective Practices Examples - DRAFT
- 4 Faculty Survey: Use of Internet Services for Instruction
- 5 Guidelines for Administrator and Peer Review of Online Courses
- 6 Separate DE Approval Form