



FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 11/25/14
(5212)

Time: 2:00-3:30 p.m.

Location: Biology Conference Room

Attending

Judy Baker, Carolyn Brown, ~~Falk Cammin~~, Brenda Davis, Hilary Gomes, ~~Kurt Hueg~~, Kate Jordahl, Kathryn Maurer, ~~Paula Schales~~, ~~Kyle Thomas~~, ~~Shirley Treanor~~, Mimi Will, Allison Lenkeit Meezan, Nicole Ramsey, John Martinez (Student Representative)

Discussion Items

1. Approval of minutes from last Meeting
(<http://www.foothill.edu/fga/DEACmtg.php>)
2. Announcements
3. Update on designation of courses as "hybrid-only" on separate DE approval document (Report on Kate's meeting with the College Curriculum Committee.
4. Nurturing quality in online courses: Use of OEI Course Quality Rubric as guide for best practices and use of division standards for minimums
5. Equity grant proposals
 - a. To fund new Instructional Designer position
 - b. To fund college-wide license for VoiceThread
 - c. To fund development of "Intro to Online Learning" tutorial for open access to all students
6. Update on OTC
7. Update on OEI
8. Discussion on Online Teachers' Exchange (Friday December 5, 2014 from 8:00 AM to 9:30 AM, Rm 5502)

Discussion Detail

1. **Approval of minutes from last Meeting**
(<http://www.foothill.edu/fga/DEACmtg.php>)
Minutes moved to be approved by Judy, seconded by Brenda

2. Announcements

- YouTube training by Paula Schales to be offered, Judy Baker will send out details to all faculty.

3. Update on designation of courses as "hybrid-only" on separate DE approval document (Report on Kate's meeting with the College Curriculum Committee).

- a. Some departments would like restrictions on which classes may be offered as fully-online vs. hybrid. Examples of classes that need hybrid status include photography, drawing or music courses which require a student's physical presence at the campus or in a lab classroom with instructor involvement.
- b. Additional discussions at Curriculum Committee reviewed classes that should possibly be offered as not hybrid at all, only fully on campus or fully online. Concern on this point was that hybrid course structure was being used inappropriately.
- c. Faculty also reviewed faculty primacy issues during the Curriculum meeting, with requests for faculty to maintain input on how classes are offered. A point of clarification that arose is that many topics proposed by faculty during the meeting were not appropriate for the forum of the Curriculum Committee. Reminders were stated that faculty members need to refer back to their Deans for some matters rather than bringing outside issues into the Curriculum meeting.
- d. A recommendation was made to draft a resolution to require decisions on classes as hybrid vs fully-online, prior to hiring the adjunct faculty who commonly teach the classes.

4. Nurturing quality in online courses: Use of OEI Course Quality Rubric as guide for best practices and use of division standards for minimums

- a. A division standard was discussed to have the OEI rubric designated as the rubric for Best Practices guidelines. Another suggestion was made for each department to come up with their own individual standards.
- b. Concerns were discussed about faculty delays in to students their discussion postings. Some students have reported taking many online classes and seldom hearing feedback from the instructors.

- c. Suggestion made to have a VP send out recommendation on how to address quality. Another suggestion was to look at division standards rather than just best practices to examine response times in replies to students online. The percentage of original instructor content was also addressed, as some faculty are using 100% of publishers' content.
- d. Concerns were expressed about the "J1" (online form) and what it does or does not address for minimum standards of OEI and other rubrics.
- e. We discussed options for file sharing. DropBox or other online tools can be used for submitting rubric and standards proposals, which can then be sent to accessibility experts or others before approval.
- f. Concerns were raised about students' abilities to give feedback about online courses that can be done anonymously. An idea proposed was to have student surveys or weekly feedback that is possibly assignment-based.

5. Equity grant proposals

a. To fund new Instructional Designer position

Kimberlee Messina suggested using Equity Funds to cover the cost for a new Instructional Designer position. Committee members asked about the applicant pool for an Instructional Designer position. Ideas were discussed then about effects of a temporary vs. permanent applicant pool and whether the short time window for hiring the Instructional Designer might adversely affect the size and quality of the applicant pool.

b. To fund college-wide license for VoiceThread

- i. Comments were shared about use of VoiceThread between departments and that some departments are underrepresented, 10-20% lower than other departments which use the program more widely.
- ii. Hilary announced that she was submitting a proposal for Equity grant funding to purchase a 3-year college-wide license for VoiceThread. She offered to do a "train the trainer" service for the program and said she would volunteer her their time to do the training.

c. To fund development of "Intro to Online Learning" tutorial for open access to all students

6. Update on OTC (Online Teacher Certification course)

Discussion of OTC feedback peer reviews included sample videos made and how they could be embedded. Camtasia was also raised

as an option for use. Kate Jordahl's work was noted in use of Camtasia, her grouped sites at Etudes and her skills with instructional design.

7. Update on OEI

a. Selection of a common course management system is underway.

8. Online Teachers' Exchange (Friday December 5, 2014 from 8:00 AM to 9:30 AM, Rm 5502)

a. Committee members were reminded about the Online Teachers' Exchange session in December and encouraged to attend.