



FOOTHILL COLLEGE

COOL/DEAC Meeting

Committee On Online Learning and Distance Education Advisory Committee

MINUTES

Date: 03/9/18

Time: 12:00 p.m. – 1:00 p.m.

Location: Library Conf Rm 3533

Attending

Judy Baker, Steve Batham, Carolyn Brown, Valerie Fong, Heather Garcia, Hilary Gomes, Akemi Ishikawa, Eleazar Jimenez, Kathryn Maurer, Bitia Mazloom, Amanda Pitts, Kerri Ryer, Paula Schales, Anan Sturgess, Mary Sunseri, Shirley Treanor, Sarah Williams

Discussion Items

1. Welcome and introductions
2. Review and approve minutes from February meeting
3. Discussion about a possible COOL recommendation for [divisions to review and update their standards](#) for online course quality annually
4. Discussion of plan for periodic review of [accessibility compliance](#) in Canvas course sites
5. Review of new content for inclusion in Faculty Handbook
6. Review of proposed revisions to "Recommended Guidelines for J1 Administrator and Peer Review of Online Courses"
7. Announcements

Discussion Detail

1. Welcome and introductions
COOL/DEAC members went around the room and through Zoom to make introductions.
2. Review and approve minutes from February meeting
(https://foothill.edu/onlinelearning/pdf/DEACCOOL_Minutes_020918_DRAFT.pdf)
The COOL/DEAC meeting minutes from February 9, 2018 were approved by consensus.
3. Discussion about a possible COOL recommendation for [divisions to review and update their standards](#) for online course quality annually
 - a. Distance Education (DE) Form
 - i. In the future, the DE form may be phased out. Until that time, it is currently required by state regulations to have a separate DE form on file. Therefore the DE form should match the J1, not the division quality standards.
 - ii. The language needs to be updated in the DE form to be more specific to Canvas. There is dated Etudes language in the current version.
 - iii. C3MS does not have the capability to house any forms, but new curriculum software will be available for testing in the fall.
 - iv. Judy Baker will send out a copy of the current DE form for COOL/DEAC to review.
 - b. Online Exam Times
 - i. Windows of time for exams was discussed. The opportunity for cheating versus accommodating students was weighed.

- ii. Some faculty ensure that they are available for part of or all of the exam time and clearly indicate availability to their students.
 - iii. Scheduling exams during periods of time when assistance is available from Proctorio, tech help, etc. was suggested.
 - c. Division Standards
 - i. Administrators would like to see college wide standards, and move away from individual division standards. Faculty voiced concern for standards that were not specific enough to be useful to some divisions or departments.
 - ii. It was noted that some of the standards were antiquated in the way they address Regular Effective Contact (REC).
 - iii. It needs to be made clear that the division standards are recommendations. They are guidelines, and not for formal evaluations. Currently the Language Arts Division and the Physical Sciences, Mathematics & Engineering Division both clearly identify their standards as recommendations, but the Business & Social Sciences Division does not.
 - iv. COOL/DEAC discussed whether to make a formal recommendation to the Academic Senate regarding if the divisions should review the standards annually, biannually or on some regular basis and for the divisions to more clearly define who is responsible to review and monitor adherence to the quality standards.
 - v. DEAC/COOL agreed that a separate agenda item would be discussion of the integration of the division standards with the J1.
- 4. Discussion of plan for periodic review of [accessibility compliance](https://foothill.edu/onlinelearning/accessibility.php) in Canvas course sites (<https://foothill.edu/onlinelearning/accessibility.php>)
 - a. Judy Baker will send out a draft document for COOL/DEAC to review.
 - b. This item was tabled for a future meeting.
- 5. Review of new content for inclusion in Faculty Handbook
This item was tabled for a future meeting.
- 6. Review of proposed revisions to "Recommended Guidelines for J1 Administrator and Peer Review of Online Courses"
This item was tabled for a future meeting.
- 7. Announcements
This item was tabled for a future meeting.