



FOOTHILL COLLEGE

COOL/DEAC Meeting

Committee On Online Learning and Distance Education Advisory Committee

MINUTES

Date: 04/20/18

Time: 12:00 p.m. – 12:30 p.m.

Location: Library Conf Rm 3533

Attending

Judy Baker, Steve Batham, Patricia Crespo-Martin, Heather Garcia, Hilary Gomes, Akemi Ishikawa, Natalie Kellner, Kristy Lisle, Allison Lenkeit Meezan, Kathryn Maurer, Kerri Ryer, Paula Schales, Anan Sturgess, Mary Sunseri, Shirley Treanor, Lisa Verissimo, Sarah Williams

Discussion Items

1. Welcome and introductions
2. Review and approve minutes from March meeting
3. Vice President Kristy Lisle and faculty questions about quality standards
4. Building a Local Peer Online Course Review Process @One course.

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 March meeting
(https://foothill.edu/onlinelearning/pdf/DEACCOOL_Minutes_030918_DRAFT.pdf)
The COOL/DEAC meeting minutes from March 9, 2018 were approved.
3. Vice President Kristy Lisle and faculty questions about quality standards
 - a. Vice President Kristy Lisle would like to work with COOL, the academic deans, Academic Senate and the Faculty Association to develop and formalize a consistent set of online course quality standards across the institution. The belief in academic freedom and individuality is supported, but there is a need for a college-wide template for consistency to:
 - Improve the student experience.
 - Consistency in course navigation/menu, color scheme, etc.
 - First steps for consistency takes place within departments, then divisions and then college wide.

- Improve quality of online instruction for both part-time and full-time faculty.
 - Provide equity to faculty during the evaluation process.
 - Evaluate from a perspective of consistency, faculty fairness and interrater reality for the online version of J1.
 - Simplify the peer review process.
 - Establish a standard for the campus of Regular and Effective Contact (REC) to ensure reliability, fairness, and a campus-wide norm for effective evaluation of faculty and consistency in educational practice.
 - Avoid legal problems that may arise as related to tenure review aspects of interrater reliability and fair processes for all faculty regardless of division or Tenure Committee Members.
 - Ease the onboarding process for faculty, particularly for part-time faculty while ensuring high-quality practice immediately.
- b. The committee was reminded that the current division standards never moved forward to instill a process for review and follow-up. Faculty wanted assurance that if time were to be dedicated to the development of college-wide standards, then there would need to be follow through on the application of these standards. There will need to be an action plan to address seeing the process to completion.
 - c. Committee members agreed that if there were more conversations with the deans and with colleagues across disciplines it would help to develop a college standard.
 - d. Vice President Kristy Lisle would also like to have strategic conversations about how much online instruction to offer through Foothill. Points of consideration included:
 - Spring on-campus enrollment numbers are lower than predicted.
 - Online COMM classes are already full for 2nd spring.
 - Focus on OEI first recognition courses for FTEs and saving low enrolled programs.
 - Continue to promote online GE courses to students at 4-year institutions.
 - Tap into OEI students for ENGR, upper level SPAN classes and other traditionally low enrollment courses that need to run, but get cancelled because they are not cost effective to run otherwise.
 - e. The division deans, Carolyn Holcroft, Faculty Professional Development Coordinator, will be invited to the next COOL meeting to continue discussion about standards for online course quality.
4. Building a Local Peer Online Course Review Process @One course. (This conversation may continue to the next meeting).
This item was tabled for a future meeting.