



# FOOTHILL COLLEGE DEAC/COOL Meeting

## MINUTES

**Date:** 5/12/15      **Time:** 1:00-2:45 p.m.      **Location:** Biology Conference Room (5212)

### Attending

Judy Baker, Brenda Davis, Konnilyn Feig, Hilary Gomes, Kate Jordahl, Allison Lenkeit-Meezan, Michael Loceff, Kathryn Maurer, Nicole Ramsey, Mimi Will

### Discussion Items

1. Approval of minutes: <http://www.foothill.edu/fga/DEACmtg.php>
2. Announcements
3. Continued discussions on Course Management System Selection to bring recommendations to the Senate. (Latest Draft Attached)
4. Information from Judy Baker about current Canvas negotiations
5. Information from Kate Jordahl and Judy Baker about Town Halls and Survey Results
6. Review of current draft of recommendations and options
7. Discussion of procedures for voting on recommendations
8. Begin Review guidelines for Hybrid Hours  
([http://www.foothill.edu/fga/faculty\\_responsibilities.php#hybrid](http://www.foothill.edu/fga/faculty_responsibilities.php#hybrid))  
at request of Kimberlee Messina

### Discussion Detail

1. **Approval of minutes:** <http://www.foothill.edu/fga/DEACmtg.php>
  - a. Minutes have been approved for past two months.
2. **Announcements**
  - a. Kate Jordahl will be teaching in Florence this Fall and has requested a volunteer to lead COOL meetings in her absence. The person who takes this position temporarily will also be communicating with the Academic Senate on some issues.
  - b. Several DEAC & COOL members have been compiling research and findings about the CMS issues with Etudes vs. Canvas and a summary of their lists have been reviewed by the committee chairs, as well as with some representatives of OEI. Following that, these

lists will be referenced in today's meeting, as well as the feedback that the chairs have received from OEI.

**3. Continued discussions on Course Management System Selection to bring recommendations to the Senate. (Latest Draft Below)**

- a. It was highlighted that it is a key time to discuss issues with both OEI and Canvas, as Foothill College is very present on their agenda and it's advised that we act promptly with communications at this time.
- b. There is also an opportunity for Foothill faculty to communicate directly with the Canvas community through their users group. Faculty who are interested can contact Judy Baker for details.

**4. Information from Judy Baker about current Canvas negotiations**

- a. Some of the differences between the two CMS options are related to how different faculty teach their classes. Teaching philosophies and styles as well as course content/structure are important variables to consider when making CMS comparisons.
- b. Mobile device compatibility is another CMS concern, which was addressed during today's meeting.

**5. Information from Kate Jordahl and Judy Baker about Town Halls and Survey Results**

- a. Kate and Judy have been conducting Canvas Demo Town Hall meetings and have compiled survey results about CMS questions into slides and charts of information that were presented today.
- b. There are variables in the survey responses that correspond to whether faculty have used either or both of the two CMS systems. Responses also vary on the degree of experience faculty have had with each of the systems.

- **Results of online Faculty Survey about CMS Options**

- Launched on May 5 and results collected on May 11
- Total responses = 68
- **Which CMS is best for students?**
  - Etudes = 17.7%
  - Canvas = 47.1%
  - Not Sure = 35.3%

**6. Review of current draft of recommendations and options**

- a. The wording of the current draft was reviewed in detail by the committee members and editing suggestions were adapted into the draft throughout the meeting.
- b. The members contributed a broad range of ideas for the draft so that it represents a large voice of faculty, including instructors who may be very hesitant to adopt a new CMS in the time frame that is being proposed. The clarity and strength of language in the draft was stated as a high priority so that it communicates a concise and effective message.

- c. It was reiterated however that the ultimate decisions will be made by Foothill College administrators. The goal of the Academic Senate is to make sure that a consensus of faculty have participated in voicing, discussing and collaborating on a combined document of recommendations for the administrators to consider when they reach a decision point.
- d. It was suggested by members that there is also a goal of leadership implied in the committee's draft. As one of very few colleges participating in the OEI pilot program, Foothill's recommendations could provide some leadership to other schools when they are ready to participate with a new CMS.

**7. Discussion of procedures for voting on recommendations**

- a. Kate Jordahl requested that the members assist in getting a vote completed on the draft recommendations. This document needs to be presented to the Senate by May 27<sup>th</sup>, 2015.
- b. Kate closed the meeting, with a summary of the following:
  - i. She will send out documents listing priorities that have been gathered today and integrated into the draft.
  - ii. Members are asked to vote yes or no on Canvas. The results will be reviewed at a later meeting.

**8. Begin Review guidelines for Hybrid Hours**

**([http://www.foothill.edu/fga/faculty\\_responsibilities.php#hybrid](http://www.foothill.edu/fga/faculty_responsibilities.php#hybrid))**

**at request of Kimberlee Messina**

- a. Per Kate, this discussion to be re-scheduled for a future agenda.

**9. The meeting is adjourned.**