



FOOTHILL COLLEGE DEAC/COOL Meeting

MINUTES

Date: 02/25/14

Time: 1:00-2:00 p.m.

Location: Chinese Heritage Room (3523)

Attending

Judy Baker, Carolyn Brown, Konnilyn Feig, Hilary Gomes, Akemi Ishikawa, Kate Jordahl, Kathryn Maurer, Eric Rosenthal, Janis Stevenson, Lisa Verissimo

Discussion Items

1. Introductions
2. Announcements
3. Input about email blast to enrolled students about Etudes login instructions
4. Feedback about draft guidelines for remote proctoring for online courses
5. Showcase event planning
6. Next meeting

Discussion Detail

1. Introductions
Committee members went around the room and introduced themselves.
2. Announcements
 - a. Card for Nas
Tech Trainer, Nas Ouliaei is out on medical leave. The committee passed around a card to sign, to wish her well and all the best for a speedy recovery.
 - b. Changes to Separate DE Approval form
Kate Jordahl had a very successful presentation to the Curriculum Committee. The Curriculum Committee is currently assessing the suggested changes and the form will be reviewed at a second read during their next meeting.
 - c. Caspio
For \$19/month, FGA is looking to Caspio as an online database platform to post all Separate DE Approval forms. The committee hopes to integrate this database into the college system in the near future.
 - d. Status of proposed online teaching certification program
Vice President Kimberlee Messina and Dean Mark Anderson have approved release time for Kate Jordahl in Spring Quarter to work on development of the online teaching certification program. Full backing by upper administration is encouraging and it appears the program may receive funding for faculty release time in Summer Quarter as well. 18 hours of participation (equal to 1 unit) was a proposed for PGA credit. It was agreed that the program would not be LMS specific. It would be generic enough to perhaps make into a MOOC in the future.
 - e. Upcoming professional development workshops

Email blasts have been sent out to promote online Etudes training courses. This month's Etudes on campus training and Etudes quick certification course have been cancelled due to Nas Ouliaci's unforeseen illness. These trainings will be rescheduled as soon as Nas' schedule is known.

f. Priority registration

Faculty were reminded that as of Fall 2014 students will need to create an educational plan with a counselor to receive priority registration. Students only interested in taking one class (not enrolled to complete a degree or transfer program) will not be affected. Judy Baker will forward information from Counseling, explaining components of The Student Success and Support Program (3SP).

g. Approval of minutes (<http://www.foothill.edu/fga/DEACmtg.php>)

Changes to the Brown Act will require a more stringent recording of meeting procedures in the future. More detailed information will be shared at the next DEAC/COOL meeting. For today's meeting, Konnilyn Feig moved to approve the DEAC/COOL committee meeting minutes from January 14, 2014. Lisa Verissimo seconded that motion. The committee then unanimously voted for approval of the meeting minutes.

3. Input about email blast to enrolled students about Etudes login instructions

The committee discussed the pros/cons and logistics of FGA sending out an email blast to enrolled students about Etudes login instructions. There are approximately 15,000 enrollments in Etudes, and 1,000 enrollments in other online courses that do not use Etudes, per quarter. Currently faculty are responsible for sending out a welcome message to their students, but some faculty decide not to, or forget to send out a message, consequently their students often fall through the cracks because they are never contacted about online course login. Having to service two campuses and district offices with a long list of programming projects, ETS cannot, at this time, create an auto-email to students who register for and late-add online courses. This project would be a low priority; therefore the email blast would have to be manually sent from FGA. Some challenges of an email blast include a 2-3% bounce-back, dealing with potentially hundreds/thousands of replies from students who receive the emails, the question of bandwidth for this many emails, technical issues with ETS, timing of when to send out the blast and missing those who add later, the email information being too generic. Although issues of timing and bounce-back would still exist, many agreed that the welcome message should come from the faculty directly. It provides an excellent opportunity for faculty to first connect with their students and to give them information specific to each course. Faculty did agree that receiving reminders from Judy Baker to send out the welcome message was very helpful.

4. Feedback about draft guidelines for remote proctoring for online courses

Some faculty prefer to have face-to-face proctored exams for their online courses. Although faculty have varying requirements for each of their disciplines or specific class, and are responsible for communicating their individual proctored exam requirements to their students, some have requested FGA to issue recommended guidelines on how to handle this process. Committee members were asked to review sample recommended guidelines and a sample agreement form created by Judy Baker. It was determined that the guidelines and form should appear less official and emphasize that they are just samples. The committee quickly turned its discussion to remote proctoring being an unreasonable request for an online course. Many agreed that any face-to-face requirement, including a remote proctored exam requirement, negated the term online course. Online should refer to courses which are 100% fully online so as not to create difficulties for students who cannot come to campus for any number of reasons, including residing outside of the area, are disabled, having limited transportation or funds to travel to campus, having a schedule conflict, etc. It was agreed that a sub-committee should look more deeply into the need by some faculty for remote proctoring for online courses. A meeting with faculty who incorporate this requirement into their online course, representatives from Academic Senate and the Testing Center has been scheduled for Monday, March 10, 12-1 pm in the Toyon Room 2020.

5. Showcase event planning
 - a. DATE: Friday, May 16, 9 am - 12 noon
 - b. THEME: *What is a lecture online? - - beyond the text box*
The theme is very open and offers many possibilities. Where are students doing their learning in your online class?
 - c. FORMAT: Roundtable discussion/breakouts on techniques/Closing discussion (?)
The committee continued to brainstorm ideas for event formatting. Some suggestions included 4-5 faculty to present their "lecture" style followed by breakout sessions to showcase incorporated techniques; a few faculty presentations with varying approaches (creative versus hands-on versus analysis based) with others sharing a short description/paragraph describing how they go beyond the text box.
 - d. THOUGHTS/VOLUNTEERS
Some additional considerations from the committee included thinking about how the presentation space is going to be used; archive the opening lecture on CCCConfer; consider student participation in round two of this showcase series; committee members should decide if they are willing to present; go out and promote and recruit peers; FGA will handle refreshments for this event day.

6. Next meeting
The next DEAC/COOL meeting will take place on Tuesday, March 11, 1-2pm, Toyon Room 2020 (tentative location).