FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 06/18/14 **Time:** 1:00-2:30 p.m. **Location:** 5212

Attending

Judy Baker, Carolyn Brown, Brenda Davis, Hilary Gomes, Kate Jordahl, Paula Schales, Lisa Verissimo, Mimi Will

Discussion Items

1. Announcements
2. Approval of Minutes
3. Recap of past year accomplishments and successes
4. Plans for next year
5. Impact on Foothill College of being a "pilot college" for OEI (for details, go to http://ccconlineed.org/ and click on "Online Education Initiative FAQ for Pilot Colleges")

Discussion Detail

1. Announcements
   a. Kate showed a Wordle of the minutes collected over the past year
   b. The OEI says that they announce pilot colleges on June 20th.
   c. Andrea Hanstein, the new Director of Marketing and Public Relations says that she is looking into rolling out Omniupdate (http://omniupdate.com) as new tool for faculty at Foothill. This tool could be used by faculty to update their course information.
   d. Judy Baker is teaching CNSL 90 Intro to Online Learning in Fall 2014
      - 1 unit
      - Judy plans to design and deliver this course so it can be available to unenrolled students as well as enrolled students
         1. Enrolled students will take the class via Etudes
         2. Non-enrolled students can take the class on another website
      - Judy and Mimi will create questionnaire to get ideas for content
      - Brenda will make Judy's MOOC part of her online course
2. Approval of minutes (http://www.foothill.edu/fga/DEACmtg.php)

Mimi Will moved to approve the DEAC/COOL committee meeting minutes from June 18, 2014. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)

3. Recap of past year accomplishments and successes
   a. First Annual Showcase of Online Teaching received good feedback
   b. Created Etudes Foothill Global Access project site (FH PRJ FGA JB DEV) for distance learning instructors at Foothill College to share online tools and create discussion groups
   c. Started great discussions over the year spanning different groups. May not have resulted in any action but discussions were started
   d. Revised DE approval form
4. Plans for next year
   a. Grow the online Etudes FGA project site (FH PRJ FGA JB DEV)
   b. Add members to COOL/DEAC
      - How to get new members from all divisions; dean assigns, solicitations… online counselors…?
   c. Update/revisit online degrees
      - To create new degree some areas just need one more class
      - Courses must have been run within last 2 years
   d. Migrate online course descriptions from Wikispaces to Omniupdate
      - To improve marketing of online courses
      - Paula Schales to help
      - Andrea Hanstein, the new Director of Marketing and Public Relations, Public Info Director on board with change
   e. 2nd Annual Showcase
      - More pedagogical
      - New technologies, how faculty are using them, LINC, CUE, Mindcraft
      - Speakers from more disciplines
      - Flipped classrooms
      - ePortfolios
      - In-person meeting to plan and to share what will be presented
   f. Etudes discussion group or message board. COOL group in Etudes?
   g. Continue online equity discussion
      - How to help online students be better prepared before they enroll
   h. Ethics, integrity, verification of student
      - Onerous process
      - State OEI may pay for proctoring services
      - Biometrics not yet required by HEOA
      - Kevin Harral looks for patterns of fraud rings
   i. Get word out about online teaching
      - Online teaching starter kit
         - Kate's Online Teaching Certification class
         - Video in 10 steps for a Great Online Class (http://youtu.be/fSsRA8GEmDU)

- Negatives include:
    - Increase work load
    - Too few people to do the work
    - Staff hiring limited
j. Standardization of online course quality criteria
k. Bridge face-to-face with online; use online classes to drive innovation in pedagogy
l. Who should be responsible for policing copyright violations, captioning?
m. Attract more online students
    - Marketing – use Omniupdate
    - Complete online course profile, make proctored final obvious
    - Add online counseling
n. Address part-time faculty to increase participation
    - Survey part-time faculty to see what they need
    - Judy and Kate send info to both full time and part time faculty
    - Judy is point of contact and can get resources for them
    - Online resources, part time faculty handbook

5. Impact on Foothill College of being "pilot college" for OEI
   a. Original notification of pilot college selection was Wed, June 11th. New date is Friday, June 20th.
   b. The process of selecting a course management system will begin over the summer as well as selection of proctored testing services, faculty training, and online standards
   c. Expectations of pilot colleges:
      - In collaboration with the OEI Steering Committee, develop policies for governing the responsibilities of "Home" & "Teaching" colleges
      - Ensure academic senates of each college fully control their curricula
      - Use OEI web portal as a clearinghouse
      - Coordinate purchases of online product & services
      - Ensure accessibility & usability of shared resources
      - Utilize centralized, online student support services
      - Implement course design standards
      - Coordinate professional development activities & standards
   d. Tentative FC OEI Taskforce Membership
      - Representative from Academic Senate (Carolyn Holcroft)
      - Representatives from academic division (Lori Silverman, Michael Loceff) Hilary Gomes (?)
      - Representatives from Student Services including A&R (Laureen Balducci, Nazy Goloyan, Janet Weber, Thom Shepard)
      - Representatives from Administration (Judy Baker & Andrew LaManque)
      - Representative from COOL/DEAC (Kate Jordahl)