



FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 03/11/14

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

Location: Toyon Room (2020)

Attending

Judy Baker, Carolyn Brown, Hilary Gomes, Akemi Ishikawa, Kate Jordahl, Janis Stevenson, Lisa Verissimo, Mimi Will

Discussion Items

1. Introductions
2. Announcements
 - a. Revised DE Approval form approved by Curriculum Committee
 - b. Invitation to meeting on Monday, March 17, noon - 1 in Hearthside Lounge to discuss proctored testing for online courses
 - c. New location for FGA starting in April is 5960 in Temporary Village (Lot 5)
3. Approval of minutes
4. Student authentication and use of alternatives to Etudes
5. Online degrees and course substitution
6. Planning for Showcase event
 - a. DATE: Friday, May 16, 9 am - 12 noon
 - b. THEME: What is a lecture online? - - beyond the text box
 - c. FORMAT: Roundtable discussion/breakouts on techniques/Closing discussion - Time to Volunteer!
7. Next meeting

Discussion Detail

1. Introductions
Committee members went around the room and introduced themselves.
2. Announcements
 - a. Revised DE Approval form approved by Curriculum Committee
The Curriculum Committee was very receptive to the proposed changes. Approval of the revised form validates DEAC/COOL's commitment and concern for correct use of the form. The electronic form is currently available to the deans via DropBox, but the goal is to have access for all.

- b. Invitation to meeting on Monday, March 17, noon - 1 in Hearthside Lounge to discuss proctored testing for online courses
Faculty across disciplines are invited to talk about the process they use for proctored testing. Math is well represented, but faculty from Language Arts and Business and Social Sciences are still being sought out to attend. The college does not currently have a policy in place regarding proctored exams. This meeting is not about setting policy. The meeting is intended to create dialog and to find out what the issues are surrounding the use of proctored testing, if any.
- c. New location for FGA starting in April is 5960A in Temporary Village (between Lots 5 and 6)
Due to the renovations of buildings 3500 and 3600, FGA will be moving offices on March 31 and April 1. During the transition, the availability of FGA staff may be sporadic. DEAC/COOL members were asked to spread the word about the move.

3. Approval of minutes

Lisa Verissimo moved to approve the DEAC/COOL committee meeting minutes from February 25, 2014. Judy Baker seconded that motion. The committee then unanimously voted for approval of the meeting minutes. (See above for full attendance.)

4. Student authentication and use of alternatives to Etudes

Among the various reasons faculty must adhere to student authentication policies, are the laws that guide financial aid. Financial Aid fraud is proliferating; therefore we need to verify that the person enrolled is the actual person receiving financial aid. Our current course management system's (Etudes') login covers the student authentication requirements by necessitating a user ID and password. The few faculty who teach online and hybrid courses and elect not to use Etudes are responsible for meeting this requirement. De Anza also does not limit their faculty to their course management system of choice (Catalyst). If use of the standard course management system (CMS) for each college were to become a requirement, FA may need to approve and add language to the contract. There was much debate over making a standard course management system mandatory for all online and hybrid courses. It may appear easy enough to use the CMS login as a gateway that will then allow faculty to link out to a system/website of their choosing, but there was concern for infringing on academic freedom and stifling creativity/individuality of online faculty; creating what may be seen as an undo burden for online faculty; mandatory use of the current CMS may be unnecessary if Foothill College opts to use the new state-wide CMS system that will be made available via the Online Education Initiative (OEI) in a couple of years. It was recommended that DEAC/COOL arrange a meeting with instructors who opt not to use the college-sponsored CMS and discuss how they are meeting the student authentication requirement and how they would feel about using

the current college CMS as a gateway if they are not currently meeting the requirement.

5. Online degrees and course substitution

Concern for how degrees are determined to be online was raised. Studio Art does not want to offer an online degree. It was reasoned that many of the courses required to complete a Studio Art degree online are simply no longer offered online and some faculty have been feeling pressured by students to approve course substitutions that are not equivalent to the courses required to complete the degree. More specifically, it was reported that students are demanding directly from faculty members that the course substitution be an online course and are refusing to substitute with an on campus equivalent local to the student. It was stressed that students should be consulting with counselors who can explain the caveats to completing online degrees and work with them to find appropriate course substitutions. It has been observed that students sometimes “shop around” and contact various counselors, faculty, or administrators until one is found who will support their substitution requests. It was suggested that faculty, with their annual submission of degrees to the Curriculum Committee, should at that time determine if an online degree will be offered.

6. Planning for Showcase event

a. DATE: Friday, May 16, 9 am - 12 noon

b. THEME: What is a lecture online? - - beyond the text box

Perhaps “lecture” is a misleading term or perhaps it needs to be redefined: Where is the content living? How are we getting this content to the student? How is the content being taught? Where is the processing going on? How are students processing the content? There are so many different approaches. A few possible scenarios will be the topics for discussion.

c. FORMAT: Roundtable discussion/breakouts on techniques/Closing discussion - Time to Volunteer!

It was suggested that the showcase incorporate a similar format to that of the 3CSN - Reading Apprenticeship workshop. The day was organized into 1-1.5 hour sessions, each consisting of a large group discussion that then divided into smaller group discussions. Proposed topics for the sessions included lecturing beyond the text box with Camtasia, VoiceThread, CCC Confer, Adobe Captivate, collaborative writing, online debate, simulations and student created content.

7. Next meeting

Kate Jordahl will send a Doodle for next quarter’s meeting schedule. DEAC/COOL members were asked to continue their good work on the Showcase and were thanked for their participation and contribution this quarter.