



FOOTHILL COLLEGE

# DEAC/COOL Meeting

(Distance Education Advisory Committee and Committee On Online Learning)

## MINUTES

**Date:** 11/30/15

**Time:** 10:30-12:00 p.m.

**Location:** Altos Room 2019

### Attending

Judy Baker, Carolyn Brown, Allison Clark, Hilary Gomes, Akemi Ishikawa, Fatima Jinnah, Kate Jordahl, Rula Khayrallah, Allison Meezan, Jennifer Price, Paula Schales, Anan Sturgess, Mary Sunseri, Shirley Treanor

### Discussion Items

1. Welcome & Introductions
2. Agenda Modifications/Announcements
3. Approval of minutes from last meeting (11/2/15)
4. Update on Canvas Migration
5. Online Course Quality Standards
6. Hybrid Courses
7. Review of Action Items & Next Steps

### Discussion Detail

1. Welcome & Introductions  
In Katherine Maurer's absence, Allison Meezan co-chaired today's DEAC/COOL meeting. Introductions were made for Zoom participants.
2. Agenda Modifications/Announcements  
Comprehensive Program Review
  - a. COOL members were asked to provide input regarding the comprehensive program review for Foothill Online Learning. The first draft of the review will include basic content similar to the previous year's program review. Information regarding the Canvas Migration and a request for a multi-media specialist position will be added. This position may not be exclusively tied to Online Learning (FOL). Several entities throughout the campus may include a multi-media specialist position request in their program review.
  - b. It was recommended that workspace, equipment and tools to support the multi-media specialist position also be included in the request.
  - c. Members also suggested an accessibility specialist position be requested. The Disability Resource Center (DRC) will be encouraged to include this request in their program review as well.
  - d. Judy Baker will work on a draft over the holidays and then send it out to DEAC/COOL for review. Since the program review will include sections for professional development and the technology taskforce, DEAC/COOL was reminded to review the components pertaining to online learning only.
3. Approval of minutes from last meeting (11/2/15)  
Minutes from the previous DEAC/COOL meeting we approved.
4. Update on Canvas Migration
  - a. Updated from Online Learning Office

The migration is going as smoothly as possible. There are currently four faculty members signed up for the hands-on [Canvas Migration Workshop](#) that is scheduled for December 10 from 1-3 pm. An online course for migration will be offered also.

b. Next steps/Ways COOL can provide support

FOL would like volunteers to help test out the migration tool. Faculty who have completed or are near completion of Canvas Training are encouraged to participate. Please contact Judy Baker at BakerJudy@fhda.edu if you are interested. Allison Meezan will announce this opportunity to test the migration tool to the Business and Social Science faculty at their division meeting on Friday.

5. Online Course Quality Standards

a. Last spring, the Academic Senate approved the resolution asking the division curriculum committees to begin the conversation with their divisions about setting their own online course quality standards. DEAC/COOL can assist in the process by providing examples and a template if needed. Draft 1 of the Regulatory Requirement for Online and Hybrid Courses, Draft 7 of the Academic Senate Resolutions, Recommendations and Guidelines Related to Online Learning, Regulatory Requirements, and a document explaining the Higher Education Opportunity Act at Foothill College were shared.

b. Faculty representatives from Business and Social Sciences, Computer Science, Counseling, Fine Arts and Communication and Biological and Health Sciences were present. It was recommended that DEAC/COOL stop overwhelming faculty with regulatory documentation and for the committee to show its support by stepping back and presenting itself as a resource to help guide and provide input if requested. It was suggested that emphasis be placed on the quality of teaching instead of policy and regulation.

c. The February deadline is for a progress report only. A final formal document is not due at that time. It was recommended that DEAC/COOL reach out to the divisions who have not turned in a draft of their standards to let them know that the committee is available to them as a resource.

6. Hybrid Courses

a. Conducting hybrid hour(s) less than once a week is not allowed under the current hybrid guidelines. It was suggested that the wording be revisited. It is possible that the current guidelines do not stop the flexibility sought by some of the faculty. This opportunity to reimagine the classroom was discussed.

b. As a component not under DEAC/COOL's purview, clarification on weekly pay for faculty was requested.

c. In addition to meeting with Bernata Slater, Vice President of Finance & Admin Services, for clarification on auditor requirements, it was recommended that the goals of the auditors be clearly defined by the auditors themselves, and that the auditors provide documentation, a list of regulations, etc. on what they are looking for.

d. Mary Sunseri volunteered to serve, if a subcommittee to examine hybrid course requirements and guidelines was formed.

7. Review of Action Items & Next Steps

a. Katherine Maurer sent a doodle and scheduled the following Winter 2016 meetings:

- Friday, 1/22 at 10:30 am
- Wednesday, 2/17 at 1 pm
- Friday, 3/11 at 10:30 am

b. The Zoom videoconferencing tool is working well for DEAC/COOL. The committee will continue to use it winter quarter.

c. The committee reflected on their accomplishments for the quarter, which included revisiting previous resolutions, keeping informed with OEI and Canvas migration issues.