



FOOTHILL COLLEGE

## DEAC/COOL Meeting

Distance Education Advisory Committee and Committee On Online Learning

### MINUTES

**Date:** 10/05/16

**Time:** 11:00 a.m. - 12:00 p.m.

**Location:** Library Conf Rm 3533

#### Attending

Judy Baker, Carolyn Brown, Karen Erickson, Akemi Ishikawa, Kate Jordahl, Nicole Kerbey, Kathryn Maurer, Allison Meezan, Jennifer Price, Katy Ripp, Kerri Ryer, Paula Schales, Anan Sturgess, Mary Sunseri, Mary Thomas, Lisa Verissimo, Mimi Will, Benett Zussman

#### Discussion Items

1. Welcome and introductions
2. Announcements
3. Permission for faculty and students to change "screen names" in Canvas account
4. Distance Education Plan discussion
5. Selection of priorities for this year

#### Discussion Detail

1. Welcome and introductions  
Committee members went around the room and through Zoom for introductions.
2. Announcements  
The most recent Foothill Online Learning Report for 2016 Fall Quarter was reviewed. This information is updated on a regular basis and reported out to the Vice President of Instruction & Institutional Research. If committee members or their dean's wish to receive these reports they can contact Judy Baker (bakerjudy@fhda.edu) to be included in the emails.  
Highlighted information included the following:
  - a. 56% of all sections at Foothill are using either Canvas or Etudes. Although the data reflects a steady increase in the use of technology, staffing has not increased.
  - b. 27% of all sections are fully online in the Fall Quarter.
  - c. A majority (54%) of sections are using Canvas in the Fall Quarter. By the end of spring the college will need to be at 100%.
  - d. 154 faculty are using Canvas in the Fall Quarter.

- e. 116 faculty are using Etudes in the Fall Quarter.
  - f. 235 faculty and staff are now eligible to use Canvas. The numbers are on target to successfully migrate Etudes course sites to Canvas by the end of this academic year.
3. Permission for faculty and students to change "screen names" in Canvas account
- a. Concern was raised for students' ability to change their screen names/preferred names in Canvas. Students can currently change both their first and last names. This can cause confusion for the instructor when grading and create the problem of students choosing an inappropriate screen name. The gradebook in Canvas will always reflect the registered name and it was suggested that faculty manually keep track of changed names.
  - b. Students and faculty are now in control of any preferred name change. If it is determined that they should not be allowed to make that change, both first and last names will be affected. First and last names cannot be controlled separately.
  - c. Those in favor of allowing students to change their name emphasized equity for LGBT students and international students wishing to be identified by westernized names.
  - d. It was suggested that allowing students to change their screen name should be left up to the individual faculty member, but it was pointed out that students with multiple Canvas courses would be confused if each of their professors had differing sets of rules for their classes.
  - e. Formation of an ad hoc subcommittee to further discuss this issue was recommended. Soliciting input from others across campus was also supported. Kate Jordahl will send out her notes on the topic and email committee members.
4. Distance Education Plan discussion
- a. The committee discussed whether to develop a new Distance Education Plan that is based on maintaining the status quo or based on innovation and changes. It was agreed that maintaining the status quo was not adequate and the college would become less competitive with others. The plan should include cutting edge change and innovation, which requires additional staffing and resources we do not have.
  - b. Priorities included increasing faculty engagement, closing the achievement gap, and correlation with accreditation review. The group was reassured that quality versus enrollment numbers was a concern shared by the Academic Senate.
  - c. Support for updating the plan every two years was discussed. The more frequent reviews would be beneficial to stave off obsolescence. The reviews would also be a "refresh" to keep current instead of a complete rewrite every two years.
  - d. Drafts of the new plan may be shared on Office 365.

- e. Committee members were welcomed to volunteer to focus on parts of the plan and share their input with the group.
5. Selection of priorities for this year
- a. Academic Integrity in online classes  
The group expressed their support of the restoration of the Academic Integrity Committee and the mutual interest in working together. It was reinforced that when students are aware that the college community cares about academic integrity, there is less cheating. The group wants to help balance enforcement by upholding the consequences, but also create a positive atmosphere to let students know and understand what is expected and considered “normal” for the college.
  - b. Follow up on academic division work on Online Class Quality  
This will be a critical piece for accreditation. The group will follow up with the divisions.
  - c. Discussion about J1 evaluations for online faculty  
The Faculty Association (FA) will be looking for feedback from the group and would like them to review the J1 as it stands and align it for online faculty. Equity for online curriculum will need to be carefully observed, as well as acknowledgement of the different challenges online faculty face.
  - d. Examination policy for remotely proctored exams  
In the past, the faculty steered away from a centralized set of policies, but now some are seeking guidelines and standards to share with their students. One example is the need to decide on what type of student identification is acceptable when using Proctorio remote proctoring services.
  - e. Ongoing progress of Online Education Initiative (OEI) and Foothill College Role  
Judy Baker has been serving as the single point of contact for the OEI and then reports out to the committee. Kate Jordahl is our faculty representative on the OEI Consortium. Please let Judy and Kate know if you are interested in becoming more involved or feel this process should be changed.
  - f. Continued discussion of “Regular and Substantive Interaction”
  - g. Progress and faculty support in online accessibility
  - h. Transition to Canvas – What are faculty and student needs in next phases  
Kate Jordahl will send a survey to the committee to help prioritize topics for future meetings. Development of the new DE Plan will remain a priority for DEAC/COOL until completed. A Doodle poll will be used to schedule future meetings.