



FOOTHILL COLLEGE

# DEAC/COOL Meeting

Distance Education Advisory Committee and Committee On Online Learning

## MINUTES

**Date:** 11/09/16

**Time:** 10:00 a.m. – 11:30 p.m.

**Location:** Library Conf Rm 3533

## Attending

Judy Baker, Minxuan Dong, Akemi Ishikawa, Fatima Jinnah, Kate Jordahl, Lisa Markus, Allison Meezan, Jennifer Price, Katy Ripp, Kerri Ryer, Paula Schales, Mary Sunseri, Mary Thomas, Mimi Will

## Discussion Items

1. Welcome and introductions
2. Input about proposed changes to Faculty Agreement about J1 Administrative and Peer Evaluation
3. Announcements
4. Development of the new 2016 DE Plan
5. Priorities
  - a. Progress and faculty support in online accessibility -
    - i. Ally accessibility tool in Canvas
    - ii. Closed-Captioning
  - b. Follow up on Division work on Online Class Quality
6. Updates
  - a. Use of Canvas in Fall Quarter 2016 & OEI Exchange
  - b. New process for administration of J2W survey in Canvas course sites

## Discussion Detail

1. Welcome and introductions  
Committee members went around the room and through Zoom for introductions.
2. Input about proposed changes to Faculty Agreement about J1 Administrative and Peer Evaluation
  - a. Faculty Association (FA) representative Lisa Markus presented a draft of "Article 6 EVALUATION."
  - b. Articles 6.2.4.3.1 and 6.2.4.4.1 pertaining to online courses were reviewed by DEAC/COOL for feedback.
  - c. 6.2.4.3.1 – It was agreed that this article paralleled requirements for on campus classes.
  - d. 6.2.4.4.1 – Fairness to both faculty and evaluator were taken into consideration. Equitable measures for online versus on-campus evaluations for online faculty and equitable time allowance to observe and examine online courses for evaluators were examined, and the following suggestions were made by DEAC/COOL:
    - i. During a 1-week period, the evaluator could login for a minimum of 50 minutes and a maximum of 2 hours.
    - ii. Instructor and observer would negotiate the timeframe and when the 1-week

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- window would occur.
- iii. Judy Baker can create and customize the permission level of the observer for access to various components of the course site. The appropriate permission level should allow for viewing (read-only) access to all parts of the course without giving ability for the observer to make edits or changes.
  - iv. It was agreed that it was time to revisit the "Guidelines for J1 Administrative and Peer Evaluation of Online Courses", which were last updated in 2013.
- e. Section II, A.2. – A.1. and A.2. were compared to provide an equitable assessment for online faculty.
    - i. Item #6. – Addresses the guiding of students in a measured way. Faculty can either release course content throughout the quarter or have content open at all times and require participation throughout the quarter. Students would not have the ability to complete the course in a self-paced manner. It was suggested that the wording be changed to clarify its meaning. It was then suggested that pacing and scaffolding are completely different and perhaps A.1. and A.2. should be the same.
    - ii. Item #7. – It was suggested that the end of the sentence in #7, "clearly states and enforces course policies for frequency and tone of communication", should be moved to the end of #12.
    - iii. Item #11 – Combines two different measures for the evaluator.
    - iv. Item #13 – Also combines two different measures. It was questioned whether the evaluator could determine accessibility in accordance with ADA Section 508. ADA compliance is not evaluated in an on campus course. It was suggested that it should not be part of the online course evaluation.
  - f. FA will go to the Academic Senate to discuss the draft of Article 6 as well.
  - g. There would be more opportunity to provide feedback at the Senate meeting and by emailing Kate Jordahl at [jordahlkate@fhda.edu](mailto:jordahlkate@fhda.edu) or Lisa Markus at [markuslisa@fhda.edu](mailto:markuslisa@fhda.edu).
- 3. Minutes
    - a. Katy Ripp moved to approve the minutes from the October 5, 2016 meeting. Mary Thomas seconded her motion. The minutes were unanimously approved.
  - 4. Announcements
    - a. Kate Jordahl attended a retraining for OEI online course reviewers. A draft on how to evaluate classes will help streamline the approval process for potential OEI Exchange classes.
    - b. Paula Schales is creating accessibility guidelines for Canvas faculty that are based on the new OEI course review rubric.
  - 5. Development of the new 2016 DE Plan
    - a. To assist Judy baker with development of the DE Plan, program review and accreditation, Kate Jordahl and Judy Baker will break down the DE Plan into sections and send out them out to committee members to address.
    - b. A reasonable turnaround time will be determined.
    - c. Once the DE Plan is completed, information gathered for the plan can then be referenced for accreditation reporting.
  - 6. Priorities
    - a. Progress and faculty support in online accessibility -
      - i. Ally accessibility tool in Canvas  
Ally is software that creates reports on course sites and determines accessibility issues. There is still a lot of manual work required. Therefore, a part-time employee is currently working on reviews. Over the past 1-2 years, Online Learning (OL) has been asking faculty to volunteer for accessibility review, but very few volunteers

have come forward. Therefore, it was agreed that OL would run the Ally reviews and send the reports to faculty to let them know if there are any issues and how to address them. There was concern that this procedure might be perceived as invasive by some faculty, but committee members viewed the reporting as a service and agreed that this process for identifying sites with accessibility issues is supported.

ii. Closed-Captioning

- Faculty need to have all videos closed-captioned. It was suggested that OL target courses that are scheduled for the upcoming quarter(s).
- If a video is posted for one time viewing, and there is no student enrolled requiring accommodations that particular quarter, the video then does not have to be captioned.
- Faculty can contact Diane Sugimoto, Accommodations Coordinator, DRC at [sugimotodiane@fhda.edu](mailto:sugimotodiane@fhda.edu) for assistance with captioning videos. For details, visit <http://www.foothill.edu/fga/captioning.php#services>.
- A senate resolution specific to what needs to be done about closed captioning with more clarity on the recommendation to faculty may be drafted.

b. Follow up on Division work on Online Class Quality

- i. Links to the division drafts were posted at the Academic Senate site at one time but they are difficult to location now. The Senate will be asked to provide those links again.
- ii. New hires need more direct access to the DE approval forms so they are aware of what is expected when they teach an online course section. DE approval forms will be made available in One Drive.

7. Updates

a. Use of Canvas in Fall Quarter 2016 & OEI Exchange

- i. Currently 50% of online courses are Canvas and 50% are Etudes. The college needs to be at 100% for summer quarter of 2017.
- ii. There is one winter quarter course, SOC 001.01W taught by Patricia Gibbs, participating in the OEI exchange. Enrollment through the exchange is limited to 5 seats. In turn, Foothill College students can apply for seats at the other participating colleges.

b. New process for administration of J2W survey in Canvas course sites

In Etudes, the process for administering the J2W was automated. The process is being replicated in Canvas by adding a module titled "Feedback" to access the course evaluation. Results of the survey are sent to the designee.