



FOOTHILL COLLEGE  
DEAC/COOL Meeting

## MINUTES

**Date:** 10/06/14

**Time:** 2:00-3:30 p.m.

**Location:** Altos Room (2019)

### Attending

Judy Baker, Carolyn Brown, Meredith Heiser, Kurt Hweg, Akemi Ishikawa, Kate Jordahl, Kathryn Maurer, Allison Meezan, Paula Schales, Kyle Thomas, Mary Thomas, Shirley Treanor, Mimi Will

### Discussion Items

1. Welcome and introductions
2. Approval of minutes from last meeting (06/18/14)  
[http://www.foothill.edu/fga/pdf/DEAC\\_COOL\\_2014June18\\_minutes\\_draft.pdf](http://www.foothill.edu/fga/pdf/DEAC_COOL_2014June18_minutes_draft.pdf)
3. Past accomplishments - future goals
4. OEI Current activities and questions
5. Online Teaching Certification Course with Kate Jordahl, 10/20-12/5/14,  
<http://bit.ly/FCOTC>
6. 2nd Annual Showcase of Online Teaching

### Discussion Detail

1. Welcome and introductions
  - a. DEAC/COOL members went around the room and introduced themselves. Newest members were welcomed and thanked for their participation. Student Kyle Thomas was recognized for taking the initiative to become an active member. It was noted that Kyle is not a representative of ASFC (Associated Students of Foothill College), but expressed interest in attending DEAC/COOL independently.
  - b. Concern for broader representation across divisions was expressed. Although PSME has few online classes, the prospect for a part-time faculty representative in the near future looked promising. A Doodle survey will be sent out to find the most favorable time for committee members to meet during fall quarter.
2. Approval of minutes from last meeting  
(06/18/14) [http://www.foothill.edu/fga/pdf/DEAC\\_COOL\\_2014June18\\_minut](http://www.foothill.edu/fga/pdf/DEAC_COOL_2014June18_minut)

[es\\_draft.pdf](#)

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

3. Past accomplishments - future goals

a. The list of past accomplishments (see below for full list) was reviewed. For details on accomplishments from the past academic year, members were asked to refer to meeting minutes for 2013–2014 posted to the DEAC/COOL site: <http://www.foothill.edu/fga/DEACmtg.php>.

*ACCOMPLISHMENTS 2013–2014*

- I. First Annual Showcase of Online Teaching
- II. Establishment of FH PRJ FGA JB DEV for Foothill Faculty to share online teaching information
- III. Beginning of the discussion of a plan for addressing the achievement gap
- IV. Ongoing updates on Online Grant
- V. Beginning of Discussions on Clarification of "fully online," "hybrid," and "on-campus" classes
- VI. Continued discussion of Etudes vs. Course Studio vs. non-etudes online classes and Student authentication and use of alternatives to Etudes
- VII. Revised DE Approval form
- VIII. Online degrees and course substitution
- IX. Status of proposed online teaching certification program
- X. Input about email blast to enrolled students about Etudes login instructions
- XI. Senate Resolution: Resolved, that the Foothill Academic Senate calls for expanded services and funding for Foothill Global Access including consideration of the hiring of a full-time Instructional Designer to assist faculty in development of classes to serve our students and improve the training and preparation of faculty in the effective education of the large numbers of students enrolling in online classes not fully prepared for the demands of online learning.
- XII. Feedback about draft guidelines for remote proctoring for online courses
- XIII. Discuss development of an Online Teaching Starter Kit

An update on item "XI. Senate Resolution" from the above list was presented. Judy Baker discussed the urgency behind the need for a full-time Instructional Designer with Vice-President of Finance & Administrative Services, Bernata Slater. Vice-President Slater agreed to champion the request and would seek funding and move it forward to President's Cabinet. It was recommended that if at all possible, Judy Baker attend President's Cabinet to insure that this position proposal is effectively presented to the cabinet.

b. A list of past suggestions for the future goals of DEAC/COOL was reviewed. (See agenda for full list.) After much discussion, some of the agreed upon goals for the year included the following:

- I. Support work on top quality and minimum quality standards and provide examples for the divisions
  - Help structure, but not dictate to the divisions
  - Help determine how much to embrace the OEI standards and how much to create on our own
  - Support consistency of standards and REC (regular and effective contact), so students do not have wildly different experiences in their online classes, particularly during the first two weeks of the quarter
- II. Remind divisions there is a separate DE approval form
  - Specific outreach to adjunct faculty to inform them of the need to adhere to the course's DE approval form. Concern was raised for the amount of time it takes for a new hire to get processed. It also takes a long time for new hires to get listed in the directory in Banner. This issue will be broached at the next ETAC meeting. Adjunct faculty not using their FHDA email was also identified as problematic.
- III. Library online services
  - Update and work on homepage
  - Improve marketing of services
  - Provide adequate access to Films on Demand
  - Remiss in providing online equivalent tutorials on how to use library resources
- IV. Life/work balance
  - Faculty should not be online 24/7
  - Develop new, basic, quality online standards, not based on the old model, face-to-face standards

#### 4. OEI Current activities and questions

a. Background on the grant was reviewed for those unfamiliar with OEI (Online Education Initiative). Some points of discussion included the following:

- I. The grant will be administered out of the district, not out of Foothill College directly
- II. The misconception that Foothill Online Learning [formerly, FGA (Foothill Global Access)] is receiving money from the grant was dispelled
- III. Involvement from all areas across campus is supported and encouraged because all areas will ultimately be affected
- IV. Major decisions were made and steps were taken at inconvenient moments (late spring and during the summer) due to the aggressive timetable set by the state legislatures who want to see tangible results now

b. Current OEI activities discussed include:

- I. Selection of a CCMS (common course management system)
  - Blackboard is the most commonly used system among California community colleges, followed by Moodle and then Etudes. The final selection for the CCMS will most likely be announced during winter quarter.
  - A survey was conducted by OEI to help determine what features faculty, distance education coordinators and students would like in their course management system. A request to see the results of the surveys was made, but due to a non-disclosure agreement, the results are not available to share.
- II. Pilot classes for next summer
  - Pilot class proposals are due Wednesday, October 8<sup>th</sup>. Selected pilot courses, which will be offered in the summer, will be announced in February. Each proposed pilot class will have a specific instructor assigned to teach it.
  - Kate Jordahl has been selected as a pilot class reviewer. The Quality Matters Higher Education Rubric and other teaching rubrics will be the standards for review. Reviewers will be evaluating pilot classes using course management systems (Etudes, Moodle, Blackboard, etc.) with which they are familiar.
  - Allison Meezan was asked to share why she elected to submit an application to participate as a pilot class. Although there were concerns that it would be a summer course, having the early experience, with support from an instructional designer, and assistance migrating the course if a new CCMS is selected were some of the notable advantages.
  - An article, "OEI Updates: Creating Dangerously" by Pat James, posted Tuesday, September 30, 2014 was cited for information on what faculty would gain by submitting a course for review: <http://ccctechedge.org/opinion/11-oei-updates/469-oei-updates-creating-dangerously>
  - A request to address students who do not have access to consistent, reliable, up-to-date technology was made. Concern for those only using smartphones or with access only to a dial-up connection was voiced.
- III. Foothill Taskforce on Online Education Initiative
  - Due to the huge impact OEI will have across campus, a new Foothill Taskforce on OEI has been established. "This is an ad hoc group of our faculty, staff, and administrators who want to have a role in monitoring and/or addressing issues associated with the involvement of Foothill College in OEI. This group will meet on an as-needed basis and will receive regular updates about OEI developments." Areas on campus that should have representation on the taskforce include articulation, the bookstore, the library, and the BSS division who is submitting at

least three courses for consideration for the pilot program.

- Send the names of those who may want to/should be represented on the taskforce to Judy Baker [bakerjudy@foothill.edu](mailto:bakerjudy@foothill.edu). Also send emails for those who may just want email updates.

5. Online Teaching Certification Course with Kate Jordahl, 10/20-12/5/14,  
<http://bit.ly/FCOTC>

OEI will provide extensive and generic training for faculty, but it is uncertain when this training will be available to Foothill College faculty. In the meantime, Kate Jordahl will provide localized training for faculty to discuss issues specific to Foothill College. "Topics covered include: Universal design, Student engagement, Student learning, Authentic Assessment, Accessibility, Equity". There are currently 26 faculty enrolled in the Online Teaching Certification Course. Judy Baker is offering a \$100 stipend to adjunct faculty as an incentive to participate.

6. 2nd Annual Showcase of Online Teaching

Potential topics for the 2nd Annual Showcase of Online Teaching were discussed. It was agreed, "How to Humanize the Online Classroom" should be the focus. Use of video, Screencast and other rich multimedia, podcasting of on campus lectures, and incorporating iTunes U to increase student engagement and to close the achievement gap were among topics mentioned. The possibility of bringing a guest speaker (Jim Martini) was also discussed.