



# FOOTHILL COLLEGE DEAC Meeting

Distance Education Advisory Committee

## MINUTES

**Date:** 03/09/17

**Time:** 12:00 p.m. – 1:00 p.m.

**Location:** Altos Room

### Attending

Judy Baker, Rachelle Campbell, Moaty Fayek, Nazy Galoyan, Heather Garcia, Dawn Girardelli, Kurt Hueg, Akemi Ishikawa, Elaine Kuo, Allison Meezan, Teresa Ong, Simon Pennington, Paula Schales, Shirley Treanor

### Discussion Items

1. Welcome and introductions
2. Role of Distance Education Advisory Committee
3. Canvas migration
4. Accessibility compliance
5. Student retention and success in online courses
6. Foothill commitment to Online Education Initiative (OEI)
7. Orientation to Canvas, as needed
8. District email for students

### Discussion Detail

1. Welcome and introductions  
DEAC members went around the room and through Zoom for introductions.
2. Role of Distance Education Advisory Committee
  - a. In the past, DEAC was consolidated with the Committee of Online Learning (COOL) because much of the membership and information covered overlapped, and to also try and reduce the number of meetings required of two separate committees.
  - b. Judy Baker, with new co-chair, Allison Meezan, reassessed and determined that COOL and DEAC need to separate in order to speak to the original intent of each committee. COOL needs to remain focused on instruction and pedagogy, while DEAC needs to address administrative issues such as enrollment management, student services, state and federal regulations, budget, etc.
  - c. DEAC will meet once every quarter.
3. Canvas migration
  - a. Reminder, there will be no Etudes to use for teaching as of July 1, 2017.
  - b. The "Report on status of Canvas Use, Accessibility Reviews, and Canvas Training Spring Quarter 2017 (as of March 9, 2017)" was reviewed.
  - c. Work on pinpointing the faculty who are using Etudes and not yet making the effort to migrate to Canvas is the priority. For spring, there are 98 sections using Etudes, which represents approximately 70 instructors. 50 of which, still appear to show little or no sign of migrating to Canvas.

- d. Starting Canvas Certification, finishing certification and migrating a course are all very different and there are concerns for last minute completers and poor quality Canvas sites in the summer.
  - e. DEAC brainstormed suggestions on how to support and encourage faculty to complete certification and migrate to Canvas:
    - i. Deans will continue to benefit from receiving the "status" list of faculty who still need to complete certification training.
    - ii. Faculty will benefit from peer mentoring and if departments have a Canvas point person or expert.
    - iii. Division course quality standards, based on the OEI standards, need to be upheld. (<http://www.foothill.edu/senate/onlinecoursestandards.php>)
    - iv. The Fine Arts and Communication and Kinesiology and Athletics Division has scheduled Canvas/Online Equity Workshops on Friday, March 17 from 8-9 am in room 2831 and 12-1 pm in room 1401.
      - Simon Pennington, Interim Dean of Fine Arts and Communication and Kinesiology and Athletics, will extend invitations to all academic divisions.
      - Heather Garcia will be present at the 8-9 am workshop
      - Judy Baker and Paula Schales will be present at the 12-1 pm workshop.
    - v. Carolyn Holcroft sent out information about universal design and equity issues. Judy Baker will share it with the committee.
    - vi. Judy Baker will email blast information about up coming Canvas certification and migration sessions.
4. Accessibility compliance
- a. 70 course sites have been reviewed, which represents approximately 40 faculty.
  - b. Ally, software that creates reports on course sites and determines accessibility issues, will soon be available for faculty to evaluate their own sites.
  - c. DRC has been very helpful with captioning.
  - d. Publishers' ancillary materials for instructors are generally not accessible.
    - i. If faculty want to use publishers' materials, there is usually no support provided.
    - ii. Pearson has an accessibility division while Cengage does not.
    - iii. To meet expectations of accreditation review, the J1, Administrative and Peer Evaluation Form for Faculty, may be addressing the use of publishers' materials.
5. Student retention and success in online courses
- a. Some services currently in place to help address student retention and success in online courses include the following.
    - i. Lynda.com trainings
    - ii. @One trainings
    - iii. Links to webinars via "Tuesday Tech Tips"
    - iv. One on one meetings
    - v. Support service for the administering of student evaluations
    - vi. Development of a faculty handbook
  - b. Additional brainstorming for suggestions to increase student retention and success included the following.
    - i. Auto pop-up messages are sent to students when they enroll in an online section. Nazy Galoyan, Dean of Enrollment Services, will check with ETS to see if this is possible for hybrid courses as well.
    - ii. Faculty would benefit if they could see the data on success rates and persistence in online versus on campus sections of the courses they teach. Feedback can be provided in an aggregated way, but more specific, individual data is difficult to produce.
    - iii. Judy Baker will send the "Tips for Faculty Who Teach Online" handout electronically to the committee.
    - iv. Canvas can link to the online course readiness assessment.

- v. Starfish early alert system for math, English and ESLL will soon be available.
6. Foothill commitment to Online Education Initiative (OEI)
    - a. Foothill currently has one course that is being shared with the 8 other colleges participating in the pilot course exchange.
    - b. 5 enrollment slots are held open for students from the other colleges who may want to enroll in the Foothill College shared course.
    - c. Approximately 30 courses may be in the OEI Course Exchange by Fall.
    - d. This program will expand to all community colleges in the state.
    - e. When fully matriculated, Foothill College students who are unable to find an open section of a course at Foothill, and the same course is offered through the exchange, will be automatically taken to another portal and given the opportunity to enroll in an open section at another participating college.
    - f. Students are limited to two classes per term through the exchange.
    - g. This project helps students expedite completion of graduation requirements.
  7. Orientation to Canvas, as needed  
Due to time constraints, this item was tabled for future discussion.
  8. District email for students  
It was announced that ".edu" email address will soon be issued to all students. This contradicts information from ETAC who announced the Technology Committee meeting yesterday, March 9, 2017, that .edu addresses will only be created for students who request a college email through a system in MyPortal.