



FOOTHILL COLLEGE

DEAC/COOL Meeting

Distance Education Advisory Committee and Committee On Online Learning

MINUTES

Date: 01/22/16

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

Location: Altos Room 2019

Attending

Judy Baker, Carolyn Brown, Janet Davis, Meredith Heiser, Akemi Ishikawa, Kate Jordahl, Kathryn Maurer, Jennifer Price, Paula Schales, Mary Sunseri, Shirley Treanor, Lisa Verissimo, Mimi Will

Discussion Items

1. Announcements
2. Approval of minutes
3. Discussion of Hybrid Course requirements
4. Quality in online courses
5. Enforcement of accessibility compliance in online and hybrid course sites
6. Canvas update
7. OEl update

Discussion Detail

1. Announcements
Committee members went around the room and introduced themselves. Kate Jordahl has returned from her campus abroad program and will be co-chairing DEAC/COOL with Judy Baker for Winter Quarter. Kathryn Maurer was thanked for co-chairing the committee in Kate's absence.
2. Approval of minutes
Minutes from the November 30, 2015 meeting were approved.
3. Discussion of Hybrid Course requirements
 - a. Administration would like to accommodate flipped classrooms for scheduling as hybrid courses. Therefore, the committee was asked to review the requirements and discuss the possibilities.
 - b. The per-week requirement from the state has not changed. Local interpretation has changed.
 - c. Committee members would like to see the data and discussed the possibility of receiving a report of all hybrid courses each quarter. Currently hybrid courses are counted with on-campus courses in reports from Institutional Research.
 - d. DEAC/COOL will create a sub-committee to discuss the options and will meet with Kurt Hueg for help on the language of this new interpretation. Some points the sub-committee will cover include:
 - I. How classes are paid (weekly versus hourly)
 - II. Financial aid requirements
 - III. Good pedagogy

Agendas and minutes will be archived online through Foothill Global Access
<http://www.foothill.fhda.edu/fga/DEACmtg.php>

4. Quality in online courses
 - a. Kate Jordahl and Judy Baker will attend the Academic Senate meeting on Monday, January 25 to discuss the resolution on quality in online courses passed in Spring 2015 then revisited in memo from Kurt Hueg during Fall 2015.
 - b. Some concerns voiced included the following:
 - i. Adjunct faculty not provided with sufficient guidance to teach online courses
 - ii. Meeting state requirements
 - The OEI "gold standard" versus the rubric of minimum standards provided
 - iii. Use of the term "standard" implying its inclusion as an evaluative measure
 - FA would like it made clear to faculty that these standards are not statutory requirements
 - iv. The timeline for the divisions and possibly extending the deadline out to the end of the academic year
 - c. The topic of student retention was touched upon, but it was agreed that retention was "too large" of a discussion to have at this time. This issue will be tabled for another meeting.
5. Enforcement of accessibility compliance in online and hybrid course sites
 - a. Accessibility compliance will be a main topic of discussion during the Canvas Migration Planning Group (CMPG) meeting that will take place on January 27 from 12-1pm in the Altos Room and through Zoom. Everyone is encouraged to attend.
 - b. Migrating from Etudes to Canvas would be an ideal time for faculty to work on their course accessibility compliance.
 - c. Judy Baker is seeking permission to contact faculty who are using Canvas to review their course sites for compliance. The Canvas system does give her ability to do so, while Etudes does not. Foothill Online Learning (FHOL) currently has staff available to identify any accessibility issues in Canvas course sites. Therefore, now is the time for faculty to take advantage of the help that can be provided.
 - d. Faculty were reminded that they are not allowed to teach an online or hybrid course unless it meets accessibility compliance. Because of this requirement, the committee discussed the possibility of FHOL checking for compliance with or without the instructor's permission. Meredith Heiser will take this issue back to the Faculty Association (FA) to discuss. FA's main concern was the potential for misuse when administrators have complete access to faculty course sites. FA would like to find a way to get faculty to voluntarily open their courses for review. Meredith will try to get some feedback from FA before the Canvas Migration Meeting takes place on January 27.
 - e. Committee member, Mary Sunseri volunteered for a course accessibility check.
6. Canvas update
 - a. The migration tool is looking good for those who need to move courses from Etudes to Canvas. It was reported that faculty member Carolyn Brown was experiencing some complications in part of her migration process. When special characters are in Discussion posting, a problem occurs during the process.
 - b. "Canvas Usage in 2016 Winter Quarter" was shared and the data was reviewed. Faculty who have never used Etudes appear to be the early adopters of Canvas.
 - c. Faculty have observed that students who have Etudes experience do need some hand-holding if they are new to Canvas, but that in general the learning curve is easier for Canvas. It was predicted that once the students gain more experience with more courses that use Canvas, there will be far fewer problems.
 - d. Use with publishers' websites was discussed. Faculty were reminded they cannot adopt the publisher's materials if they are not accessible.
 - e. Trouble shooting with students is a longer process for FHOL now that two learning management systems are in use.
 - f. Faculty were encouraged to explore the FHOL website for information on how to get training, the timeline, how to request a live site, etc. See <http://www.foothill.edu/fga/>

canvas.php

- g. It was announced that FHOL has moved back to the 3500 building where the Tutorial Center was formerly located.
 - h. Faculty were reminded that possible issues users might be having with MyPortal, their browser, etc. are sometimes incorrectly attributed to Canvas. Committee members did not want the campus community to be unnecessarily discouraged against the use of Canvas based on false claims of usability issues.
 - i. Kate Jordahl volunteered to share her canvas site with colleagues at a "showcase."
7. OEI update
- a. The "Online Education Initiative for the California Community Colleges (OEI) Memorandum of Understanding (MOU) Between Foothill-De Anza Community College District and Selected Colleges Piloting the OEI Course Exchange" is currently under consideration for approval by the Academic Senate for Foothill College to participate.
 - b. Students will apply at a participating college, but can take classes from all colleges participating in the course exchange. There are many free services available to the OEI college students including proctoring, online counseling, tutoring, etc. Foothill College has opted not to use the counseling services at this time.
 - c. Long-term issues were discussed. Canvas is free through 2019. If at some point Foothill will need to pay for Canvas, it is anticipated that the total number of colleges using Canvas by that time will have increased to the point that the cost to each college will be low.