

# COOL Meeting Minutes

Date: 12/8/2023

COOL Members by Division		Agenda			
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>APP:</b> vacant;</li> <li><input type="checkbox"/> <b>HSH:</b> <ul style="list-style-type: none"> <li>o Patti Chan; absent</li> <li>o Jenn Leicht absent</li> <li>o Pia Staana</li> </ul> </li> <li><input type="checkbox"/> <b>BSS:</b> <ul style="list-style-type: none"> <li>o Alexis Aguilar (Fall), absent</li> <li>o Julie Jenkins,</li> <li>o Brian Evans absent (round-robin);</li> </ul> </li> <li><input type="checkbox"/> <b>KA:</b> <ul style="list-style-type: none"> <li>o Katy Ripp; absent</li> <li>o Warren Voyce absent</li> </ul> </li> <li><input type="checkbox"/> <b>FA&amp;C:</b> <ul style="list-style-type: none"> <li>o Carolyn Brown,</li> <li>o Amy Shidler;</li> </ul> </li> <li><input type="checkbox"/> <b>Language Arts:</b> <ul style="list-style-type: none"> <li>o Kimberly Escamilla (Winter, Spring);</li> <li>o Stephanie King absent</li> </ul> </li> <li><input type="checkbox"/> <b>STEM:</b> <ul style="list-style-type: none"> <li>o Bita Mazloom, absent</li> <li>o Sarah Williams, absent</li> <li>o Mike Murphy, (as round robin) absent</li> </ul> </li> <li><input type="checkbox"/> <b>Library:</b> <ul style="list-style-type: none"> <li>o Laura Gamez;</li> </ul> </li> <li><input type="checkbox"/> <b>Counseling:</b> vacant.</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Co-chairs:</b> <ul style="list-style-type: none"> <li>o Allison Lenkeit Meezan,</li> <li>o Lené Whitley-Putz.</li> </ul> </li> <li><input type="checkbox"/> <b>FA Representative:</b> Steve Batham</li> <li><input type="checkbox"/> <b>ASFC Representative:</b> Haley M.</li> </ul> <p><b>Friends of COOL:</b></p> <ul style="list-style-type: none"> <li>• Sally Baldwin,</li> <li>• Cheyanne Cortez, absent</li> <li>• Stacy Gleixner, absent</li> <li>• Hilary Gomes, absent</li> <li>• Helen Graves,</li> <li>• Carolyn Holcroft, absent</li> <li>• Kurt Hueg, absent</li> <li>• Rick Martinez, absent</li> <li>• Kathryn Maurer, absent</li> <li>• Amy Sarver, absent</li> <li>• Paula Schales,</li> <li>• Voltaire Villanueva, absent</li> </ul>			
	<i>Item</i>	<i>Discussion lead</i>	<i>Item type</i>	<i>Links</i>	<i>Time</i>
1	Approval of minutes from 11/17/23	Allison	Action	<a href="#">Draft minutes from 11/17/2023</a>	11:00
2	Academic Senate updates	Allison	Information, Discussion	<a href="#">Amendments to RSI Documentation Model RSI Documentation Model</a>	11:05
3	Update from the proctoring work group	Brian E.	Information, Discussion	<a href="#">Survey results</a>	11:20
4	<i>Online Teaching with Canvas tour</i>	Helen, Paula			11:30
5	Online Learning updates	Online Learning team	Information		11:45

## **Present**

- Amy S
- Allison
- Rani Zhao
- Pia
- Steve
- Paula S
- Helen G
- Warren V
- Kate J
- Julie J
- Dolores
- Stephanie K
- Laura G
- Haley Moore
- Mike M
- Carolyn B
- Bitu
- Brian Evans

### [Item 1 - Previous Minutes](#)

Amended and approved

### [Item 2 – RSI documentation](#)

Discussion - J1 is revealing need for Accessibility refinements in courses

We're pushing for Part 1 to be offered on opening day.

Part 2 - faculty would be required to produce a "clean" accessibility audit. We need to define "clean."  
And we need training on it.

Feedback - STEM was concerned about the option to test out.

HSH have small one-unit courses, so recommended they would do just part 1 + documentation.

Dolores – raises the question if small course concessions are granted, is an instructor then "cleared" to teach bigger online courses? Will there be a need for oversight?

Allison is in discussions with James Caperso and Cathy Perino, with a meeting on Monday.

Documentation may fall on OL, which they'll have to ask for funds.

Brian - to clarify: each class has to provide documentation, but 1 round of training for instructors.

Allison - the cohorts in training can be a positive experience.

Julie - do we know for a fact we are more rigorous?

Kate - we are an earlier adopter, based on having CVC housed here. Faculty at different institutions have varying level of trainings.

Dolores - From a statewide perspective, we are definitely in the upper 20%. There are districts that require significantly more training to teach online

Helen - Perhaps some measurable criteria could be developed to allow instructors to “demonstrate” prior training.

Dolores - we don't evaluate our FT faculty as often as we do PT. The majority of the evals. are on PT faculty, so those are the faculty we're seeing the low quality. Also, our J1 is being used as a model for the state by both the Chancellor's Office and the ASCCC.

### Item 3 – Proctoring group

Mike - have we abandoned OL proctoring? Brian intended the survey to ask about in-person proctoring. Mike thought the survey was asking about OL proctoring.

Steve – Testing center is slammed and has no more opening for finals. Testing center is short staffed and not enough oversight. It's not an automatic check on academic integrity. Need more resources.

Allison - next steps, should we engage with proctoring network to see what it would cost. Brian thinks network was disbanded. Need to research and figure out costs, in order to make a request.

Helen - perhaps @ONE or CVC knows of an existing network.

Pia - To lessen the confusion, we probably want to call this face-to-face proctoring vs online proctoring (like Proctorio)

Allison proposes we continue this in January.

### Item 4 – Online Teaching with Canvas tour

Paula and Helen - present Online Teaching with Canvas

“We designed the course to combine a comprehensive PD experience, and a strong learning experience for students, through the process of learning Canvas.”

The work faculty do in the DEV site builds towards their actual teaching site.

If anyone in COOL wants to be added into the course, they can contact Paula or Helen.

Bitia - Can faculty from J1 have access to portions of this? Such as Communication? Paula - wants to put these components into Online Faculty Handbook, and can point faculty there.

Allison - can we cross-walk parts of the J1 to aspects of this OTwC resource.

Paula - we'd like to pull them out and put them in the Online Faculty Handbook, as a centralized place.

OL announcements

Activate your courses, wait up to 48 hours for Simple Syllabus to be active. If you have multiple stacked sections, first open the “parent” course and activate its Simple Syllabus. Then, add the “children” sections.