**FOOTHILL COLLEGE**
# DEAC/COOL Meeting

## MINUTES

**Date:** 11/15/13          **Time:** 12:00-1:00 p.m.          **Location:** Altos Room

## Attending

Judy Baker, Carolyn Brown, Falk Cammin, Konnilyn Feig, Carolyn Holcroft, Akemi Ishikawa, Kate Jordahl, Kathryn Maurer, Nas Ouliaei, Lisa Verissimo, Mimi Will

## Discussion Items

1. Welcome, Introductions, Announcements
2. Review DE course approval form
3. Discuss development of an Online Teaching Starter Kit
4. Discuss Spring Showcase for Online Classes
5. Discuss support and needs of online teachers
6. Final meeting

## Discussion Detail

1. Welcome, Introductions, Announcements
   o Committee members went around the room and introduced themselves.
   o The minutes from the October 2 meeting were approved.
   o A summary of the Etudes Summit was given. Attendees praised the conference for its presentations and support of simple, thoughtful multimedia. Foothill College faculty members Carolyn Brown and Hilary Gomes presented on Voicethread. Judy Baker was congratulated for receiving the Etudes Board of Excellence Award for 2013.
   o The Online Education Initiative Grant was discussed. Chancellor Linda Thor and Vice Chancellor of Technology Joe Moreau will present more detailed information and answer questions at town hall meetings next week at De Anza and Foothill. The grant will begin on December 1. A launch team is in place to hire permanent staff. Permanent staff should be selected by March 2014. Ten, twelve-member, task forces are each charged with addressing one aspect of the grant. There will be plenty of opportunity for staff and faculty to become involved in the process.

2. Review DE course approval form
   Curriculum Coordinator Cori Nunez requested that the DE Approval form be re-evaluated. The form is currently worded in such a way, that some faculty and deans are misinterpreting the asterisked notation under the "Selected Methods" box: *Note: if your method(s) are not already on the list of recommended methods, please also include a description of how the method(s) will be a mechanism of "Regular, Timely and Effective Methods of Student/Faculty Contact"*. Some faculty and deans are incorrectly reading this notation to mean that the box can be left blank, because their methods are "already on the list of recommended methods". The form was designed for the ease of the user in mind, but the committee overwhelmingly agreed that it should be made more rigorous if the faculty are to take it seriously and are to take the regular and

effective contact (REC) requirements seriously. It was recommended that the asterisked notation be removed to avoid further misinterpretation. It was also agreed that the form would be reformatted into a checklist so that faculty will be more accountable for the REC methods they select and agree to incorporate. There was also discussion around making the approved copies of the forms available on 3CMS, or posted to a public site, so that faculty can have access and can reference them when needed. The committee also discussed the possibility of a completely electronic approval process, which would include acceptance of an electronic signature.

3.  Discuss development of an Online Teaching Starter Kit
    The Outline Draft of the Online Teaching Starter Kit was reviewed. It was determined that faculty at various stages and levels of experience with online teaching would need different information and would need to be assisted in very different ways. A generic kit does not necessarily work. Some faculty would feel overwhelmed by the starter kit, as it now exists, while others might feel the information is too detailed. Each person would need a personalized starter kit, but this is a time consuming proposition. The creation of an online pedagogy kit was also suggested. A few models on how to approach this suggestion will be gathered and shared with the group at a later meeting. The committee brainstormed alternative methods to the starter kit, which led into discussions of the "Spring Showcase" and "support and needs of online teachers."

4.  Discuss Spring Showcase for Online Classes
    Planning for the Spring Showcase will be done in collaboration with the Professional Development Committee. The common thread of the showcase will be how faculty engage students using REC, with each workshop concentrating on use of one specific tool (CourseMap, Announcements, Assignments, Discussion, etc.) in Etudes. Faculty will share teaching styles, approaches, strategies and details on how they work with the various Etudes categories. The possibility of stipend money for colleagues to share their expertise at the showcase was also mentioned.

5.  Discuss support and needs of online teachers
    o   @ONE Standards for Quality Online Teaching were discussed and creation of a version specific to teaching online at Foothill College was suggested.
    o   Members voiced concern for the lack of experience of faculty new to teaching online, and a request for a "competency" requirement was also made. Members were hesitant with this suggestion, because barring someone from teaching online is an issue to discuss with the Faculty Association.
    o   Peer coaching was suggested and it was recommended to make this request through Program Review.
    o   Creation of an online clinic was discussed. When faculty have a similar issue to address regarding online teaching, they can work together in groups. Each person in the clinic can study and analyze other's sites. They can troubleshoot and exchange information in a way that can be useful and applied immediately.
    o   The need for an Instructional Designer in FGA was voiced. The committee agreed that the group should take action beyond making the request in Program Review. Members agreed that a formal request for support from the Academic Senate should be made. The growth of online courses and needs of online faculty should be presented to the senate.

6.  Final meeting
    Suggestions, for possible dates and times for a final meeting before the end of the Fall Quarter, will be sent out.