FOOTHILL COLLEGE
DEAC/COOL Meeting

MINUTES

Date: 10/02/13   **Time:** 12:30-1:30 p.m.   **Location:** Altos Room

Attending

Judy Baker, Falk Cammin, Konnilyn Feig, Hilary Gomes, Meredith Heiser, Akemi Ishikawa, Kate Jordahl, Michael Loceff, Nas Ouliaei, Lisa Verissimo, Mimi Will

Discussion Items

1. Welcome, Introductions, Announcements
2. Review and prioritize items for this year's goals/projects
3. Information and discussion on the California Virtual Campus and Foothill's role in this project

Discussion Detail

1. Welcome, Introductions, Announcements
    a. Welcome and Introductions: Committee members were welcomed to the first DEAC/COOL meeting of Fall Quarter. Kate Jordahl and Judy Baker will continue to lead the committee as co-chairs. Committee members went around the room and introduced themselves. A student representative will be appointed as soon as the Associated Students of Foothill College (ASFC) has their first meeting of the quarter. Kate Jordahl will be sending a list of official members of DEAC/COOL to the Academic Senate. Since it is difficult for some faculty to attend during scheduled meeting times, a Doodle will be sent to propose alternative days/times for future meetings. Distance education has experienced steady growth and represents 1/3 of our current enrollment. Because we represent a significant portion of the college, it is important for faculty, staff and administrators to participate in DEAC/COOL discussions; we have an impact on the campus. Therefore, there is need to reach out and increase the committee's active membership.
    b. Announcements:
        i. Distance education has doubled enrollment from 2,145 FTES in 2006 to 4,117 FTES in 2012. Foothill College has the highest number of FTES delivered as distance education among community colleges in California. For Fall 2013, there are 279 fully online course sections with 10,341 enrollments. This is a 13% increase from last year and represents 31% of all course enrollments for the quarter. Of the 279 fully online sections, 21 (8%) do not use Etudes. Although this percentage may appear small, it does impact work efficiency by negating any auto/streamlined processes for fully online courses. And despite the continued increase in enrollment for online education, there has been a steady decrease in staffing for this area. The college needs to be reminded that there are a significant number of students who never come to campus and it should be a priority to accommodate their

needs. With a staffing shortage, this becomes increasingly difficult as distance education continues to grow.

ii. Although Foothill Global Access cannot budget for additional staff, Student Affairs and Activities has enabled FGA to hire a new student worker, Jijun Cai. Jijun will create short videos for faculty to introduce their online courses, while student worker, Justin Dekom, continues his excellent job of captioning videos for online faculty.

iii. Reminder: Two announcements have been sent regarding requests for student evaluations for online courses. Please let Judy Baker (bakerjudy@foothill.edu) know as soon as possible if you would like to request a student online course evaluation.

iv. Turnitin is now available! Please contact Pam Wilkes (wilkespam@fhda.edu) to get an account. Committee members are encouraged to promote use of this invaluable plagiarism prevention service. Turnitin will not be renewed unless faculty use this service. A faculty member attested to its strength as a deterrent to cheating. When students were aware Turnitin was in use, plagiarism decreased significantly. Among the benefits of Turnitin, is the streamlining of grading papers. If enough faculty become interested, a training session can be easily scheduled.

v. Professional Development events scheduled for Fall Quarter were announced:

o Advanced Etudes
Friday, 10/4 from 12:00 to 1:00 PM at KCI – Room 4008
http://events.r20.constantcontact.com/register/event?oeidk=a07e7zsvc0v88e2381d&llr=pje5aedab

o Beyond the Textbook: Integrating Library Online Resources into Your Courses
Wednesday, 10/9 from 12:00 - 1:00 pm – Room 8401
http://events.r20.constantcontact.com/register/event?oeidk=a07e88jrfl6b237e339&llr=pje5aedab

o Etudes Refresher: What's New
Thursday, 10/10 from 12:00 to 1:00 PM at KCI – Room 4008
http://events.r20.constantcontact.com/register/event?oeidk=a07e7zsxn2pae795890&llr=pje5aedab

o Online Course Pedagogy: Effective Practices
Friday, 10/18 from 12:30 to 1:30PM at KCI – Room 4008
http://events.r20.constantcontact.com/register/event?oeidk=a07e7zsq3nj0210f8f5&llr=pje5aedab

o Online Accessibility or Bust!
Friday, 10/25 from 1:45 to 2:30pm at Foothill Campus
http://events.r20.constantcontact.com/register/event?oeidk=a07e86cbemqa821304a&llr=pje5aedab

o Web Conferencing for Instruction via CCC Confer
Thursday, 11/14 from 12:00 to 1:00 PM at KCI – Room 4008
http://events.r20.constantcontact.com/register/event?oeidk=a07e7zt94ftc9ea6df5&llr=pje5aedab

o Etudes Certification for Faculty
Monday, 11/18 & Tuesday, 11/19 & Wednesday, 11/20 from 8:30 AM to 12:00 PM –Room 6402
http://events.r20.constantcontact.com/register/event?oeidk=a07e7zt0sy06d655b15&llr=pje5aedab

o Etudes Certification for Faculty
Monday, 11/18 & Tuesday, 11/19 & Wednesday, 11/20 from 1:00 PM to 4:00 PM – Room 4008
http://events.r20.constantcontact.com/register/event?oeidk=a07e89w9vy85029ea57&llr=pje5aedab

o Etudes Quick: Certification for On-Campus Classes
Monday, 11/21 from 12:00 to 4:00 PM at KCI – Room 4008

http://events.r20.constantcontact.com/register/event?oeidk=a07e85tk7gi4c049160&llr=pje5aedab
- o Etudes Exchange: Teaching Tips and Ideas
  Friday, 11/22 from 12:00 PM to 1:00 PM at KCI – Room 4008
  http://events.r20.constantcontact.com/register/event?oeidk=a07e7zssze1a4209e19&llr=pje5aedab
- o Knowing Your Rights: Copyright and Fair Use
  Thursday, 12/5 from 12:00 PM to 1:00 PM at KCI – Room 4008
  http://events.r20.constantcontact.com/register/event?oeidk=a07e7zsrbuibb801136&llr=pje5aedab

 vi. Other exciting events this fall were also shared:
- o Professional Development Day for Faculty and Staff
  Friday, 10/18, 2013 from 8:30 AM to 12:30 PM
  Presentations on topics including Mindsets, Mental Health, Student Services, Heritage Months, and social networks for both faculty and staff. Presenters include John Fox, Melanie Hale, Erin Ortiz, Denise Swett, and Bryan Dickerson.
  http://events.r20.constantcontact.com/register/event?oeidk=a07e898b13259314215&llr=pje5aedab
- o Leveraging Technology to Support Students, Faculty & Staff
  Thursday, 10/24, 2013 from 12:00 PM to 4:00 PM – Smithwick Plaza &
  Friday, 10/25, 2013 from 7:30 AM to 4:00 PM – Smithwick Plaza
  Learn firsthand how inventive technology-based solutions can reduce staff overload, engage students, support innovative instruction, promote career opportunities and supplement services impacted by budgetary reductions. Presenters will focus on how to utilize technology to improve student support and staff development, so that you can (try to) do more with less.
  Details: http://www.foothill.edu/techconference/
  Registration:
  http://www.innovativeeducators.org/2013_Free_Tech_Conference_p/2013.htm
- o Etudes Summit
  Wednesday, 11/6 – Friday, 11/8 – Crown Plaza, San Francisco
  http://etudes.org/summit/
  Judy Baker, Hillary Gomes and Carolyn Brown will be among the presenters and 10 Foothill College faculty will be attending courtesy of FGA.

 vii. Join the Foothill Professional Development group via MyPortal to access announcements, news, links, documents, etc. https://myportal.fhda.edu/

2. Review and prioritize items for this year's goals/projects
   The committee readdressed priorities for the group, which included the following items from the June 13 meeting:
   - Equity in online and participating in the larger campus conversations.
   - Effective multimedia for exciting online courses.
   - Planning for a one-day conference on online learning with the use of multimedia.
   - Work on membership. Can we get divisional representation at our meetings?
   - How can we help create a culture where people pay attention to the opportunities to share information and positive teaching/learning experiences; create a greater sense of camaraderie on campus; help dispel the overwhelming low morale on campus?
   a. Committee members discussed equity in online learning at length. An article, from the September 2013 issue of The International Review of Research in Open and Distance Learning, "Distance and E-Learning, Social Justice, and Development: The Relevance of Capability Approaches to the Mission of Open Universities", which addresses social justice, was recommended: http://www.irrodl.org/index.php/irrodl/article/view/1526/2632.

b. Faculty members were impressed with the Foothill College Opening Day speaker, Dr. Felicia Friendly Thomas, and suggested the committee contact Erica Onugha to expand on the keynote speaker's ideas in relation to equity for distance learners.

c. The committee restated one of the core pieces of equity is accessibility and universal design that addresses accessibility for all, including those with invisible disabilities. A concern for the understaffing of student services, specifically for online students with disabilities, was voiced.

d. With regards to working on committee membership and creating a greater sense of camaraderie on campus, there was enthusiasm for outreach to adjunct faculty. If part time faculty participate and contribute more to college committees, they make themselves more vital and indispensible to the functionality of campus. Many new instructors are unaware of the opportunities for participating on committees.

e. Reaching out to hybrid instructors for committee membership was also recommended. The discussion then turned to providing more specific instructions for hybrid instructors concerning student access to the online component of their courses.

f. Kate Jordahl (jordahlkate@fhda.edu) requested members to email suggestions for committee prioritizations for the quarter. She will then create a Doodle for the committee to review.

3. Information and discussion on the California Virtual Campus and Foothill's role in this project
    Foothill College is working with Butte College on its submission of the California Community College Online Education Initiative $16.9M grant proposal. Due to the time constraints, only a few of the main objectives of the grant were addressed. Creation of master online transferable courses and a single universal online learning management system were among the topics of discussion for the remainder of the meeting.