Faculty Committee on Online Education

Tuesday September 17, 2019 - Library Terrace Room (LL306); 12:00-1:00 PM

# **Agenda**

1. Call to Order at 12:05pm. Members present: Shelley Gaskin, Juan Leon, Kathy Green, Sergio Barron, Albert Shin, David Machen, Joseph Hwang, Dave Evans, Thea Alvarado.
2. Public comments- welcome to our guest Kristy Jones.
3. Approve agenda for 9/17/19- Albert motioned, Kathy second.
4. Approve minutes 9/3/19 (in calendar)- Shelley motioned, Kathy second.
5. Update on committee membership
   1. Adjunct member- Thea will reach out to Innocent on the Senate for an adjunct representative to join the FCOE, preferably from the math division.
   2. 3 approvals from Academic Senate- welcome to our new official members!
   3. Outcomes Assessment Standing Committee of College Council- no one yet interested.
   4. Zoom conferencing- Rhea Presiado requested to conference into meetings. The committee approved. Thea will check with Senate to ensure it’s permissible.
6. Update on Campus DE Committee (CDEC) activities- none.
7. Revising FDEC Recommendation 116- the committee began to revise this policy. It will be brought back to the next meeting. Changes include addition of language in I. to recommendation: “involved in the evaluation process” and V. to recommendation: “When possible, the evaluator should be a person who has taught online.” Other considerations: Should students be made aware that the evaluator is entering their online class? Can we incentivize students to complete the evaluations, with extra credit, or by making the link a prerequisite to move through a module? How do each of the divisions evaluate online faculty now? How can we better involve faculty in the process of evaluation? How are students in online classes made aware of the evaluation form/link? What is the response rate threshold that triggers the evaluation data release for a section? What list is used to populate the list of students evaluating the course (1st day/census/day of evaluation/etc.)? Additional considerations include: revising the sample rubric to include both effective contact and a content category (not applicable to model courses). Score categories should be changed to match current evaluation form. Faculty members should have the option to walk their evaluators through their courses (for how long?) face-to-face, through screen sharing, or through phone conferencing.
8. Old Business (with possible actions to follow each item)
   1. Change of Committee Name through Academic Senate-approved.
   2. Brainstorming DE Coordinator Duties- ongoing.
   3. Updates from Sharis (transfer of online courses, response posted in CANVAS site) and John Gillette (status of ongoing online tutoring).
9. Announcements
   1. CanInnovate- Friday, October 25, 2019 9am-5pm
   2. Next meeting October 15, 2019 12pm-1pm Library Terrace Room
10. Adjourn at 1pm