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DATE: October 4, 2010

TO: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

FROM: Foothill College

This *Substantive Change Proposal* is submitted in accordance with guide

SUBSIDIARY EXCHANGE PROPOSAL:
DISTANCED EDUCATION PROGRAMS

Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022
October 4, 2010

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Institutional Summary1

Institutional Overview2

List of Proposal Participan

Library
2009 2010

Institution: Foothill Colleg

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Foothill College stands out as a top choice for students in California's Bay Area. Foothill's re

Our Missi

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The following Foothill College campus community members participated i

A. Description of Proposed Change
Description

This Substantive Change Proposal is for appro

achievement of learning and to the success of our students. We affirm that ou

by taking

50 percent or more via distance education: Video Arts – Media Production and Video Arts – Media Studies

FGA completed a comprehensive program review in Fall 2009 (see <http://www.>

a maximum of three (3) quarter units of professional gr

Approval of Distance Education Courses; and conducted several presentations at district and college

FGA manages streaming video using services from EduStream at no cost to faculty or students.
Santa Barbara Communi

materials assigned by faculty is provided. In the Media Center, there are slide- and video-viewing stations, cassette players, and PC and Macintosh computers on which stu

Educational Technology Advisory Committee

The dean for FGA is a member of the Educational Technology Advisory Committee (ETAC). The Foothill-De Anza Educational Technology Advisory Committee (ETAC) has primary responsibility for developing an overall strategic plan for technology in the district and maintaining an ongoing implementation effort aimed at achieving the goals of this plan. ETAC is a participatory governance committee at the district level designed to be as inclusive as possible of all constit

(<http://www.foothill.edu/staff/irs/Articul>

Evaluation of Online Faculty and Courses

FGA provides division deans and faculty with guidelines, checklists, and consultation regarding evaluation of online faculty and courses. FGA recommends to faculty that they follow criteria outlined in the *Quality Matters Rubric* for assessing their online courses ([http://qminstitute.org/home/Public %20Library/About %20QM/RubricStandards2008-2010.pdf](http://qminstitute.org/home/Public%20Library/About%20QM/RubricStandards2008-2010.pdf)).

In the 2008–09 academic year, an ad hoc committee was formed to develop a district wide process for administration of student evaluation of online courses. This process was piloted during the Spring 2009, Fall 2009, Winter 2010 and Spring 2010 quarters. Efforts are underway to formalize this

Combined%20Distance %20Ed/FH %20College %20Distance.pdf). These report

authority to administer board policies for the college. Neither the college president nor the district chancellor serves as chair of the board.

5. Administrative Capacity

Administrative staff members at Foothill College support the services necessary to carry out the institution's mission and purpose. Their preparation and experience are scrutinized through an open and competitive employme

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16. Information and Learning Resources

21. Relations with the Accrediting Commission

Foothill College submitted a focused midterm report to the Accrediting

of learning styles and pedagogies. Specifically, working adults, single parents and stud

Foothill College Financial Aid Office will mail the student a postcard along with instructions to view their application status at the financial aid webpages. The student can the

Career

Basic career resources are currently available to distance education students via telephone, e-mail, and the Career Center's website (<http://www.foothill.edu/career>).

The Foothill College Career Center also provides an online job posting board (<http://www.foothill.edu/career/jobsearch.php>). The purpose is to provide internship, part- and full-time job searches for F

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Courses in **boldface** are offered via distance education.

Associate in Arts Degree or Associate in Science Degree/Gen

**Appendix C: J2 (ONLINE) STUDENT EVALUATION FORM
FOR INSTRUCTIONAL FACULTY — PART A (Articles 6 and 6A — Evaluation)**

Foothill-De Anza Community College District

Instructor _____

Course (department, number) _____

Quarter/Year _____

One of the major responsibilities of The district is to promote h

16. Communicated clearly.
17. Was accessible for individual communication.
18. Demonstrated sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, and physical and mental disabilities.
19. Provided course materials online regularly and on time.
20. I would recommend this instructor.

Appendix C: J2 (ONLINE) STUDENT EVALUATION FORM
STUDENT EVALUATION FORM: FOR INSTRUCTIONAL FACULTY — PART B

Foothill-De Anza Community College District

YOUR WRITTEN RESPONSES WILL BE FORWARDED TO YOUR INSTRUCTOR
AFTER THE END OF THE QUARTER

Instruc

**Foothill-De Anza Community College District
Board of Trustees**

Joan Barram; Betsy Bechtel; Pearl Cheng; Laura Casas Frier;
Bruce Swenson; Etienne R. Bowie, Foothill Student Trustee;
Thomasina Russaw, De Anza Student Trustee

Foothill College will not discriminate on the basis of race,
color, age, religion, gender, limited English proficiency, national
or ethnic origin, Text File 12 0 0 12 358.1528 557.6488 Tm (125Tj ET BT 12 0 0 12 237.72



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