




ONLINE TEACHING AND LEARNING COMMITTEE MEETING

-  Location: 70-173
-  Date: 2/14/2023
-  Time: 10-10:55 AM

AGENDA

- I. Approval of Minutes from November
- II. Approval of Agenda
- III. Welcome Back
- IV. Committee Membership
- V. POCR (Peer Online Course Review) status update—Jeanette
- VI. HyFlex Report—Elisabeth
- VII. ID Report/Updates—Dawn
- VIII. DE Addendum Update—Adelle
 - a. Tracked changes version
 - b. Revised version
- IX. DE Recertification Update—Adelle
- X. Generative AI—Adelle
- XI. Additional Comments/Announcements

CURRENT CONTRACT LANGUAGE:

(Online Teaching Certification): All online instructors, prior to their first assignment, shall complete District provided training in online pedagogy, an online learning management system and accessibility standards or demonstrate mastery or competencies in these areas as approved by the appropriate Dean or designee. Such training, or any training needed to make the unit member proficient in a new online learning management system, shall be compensated either via the unit member's professional development obligation or at the unit member's non-classroom rate of pay, at the option of the unit member with approval of the dean. A unit member who, during employment with the District, is required to complete any of the aforementioned training in order to receive approval to instruct an online course shall be reimbursed for the cost of tuition, books or materials, and/or training fees, if any. The unit member shall first notify his/her dean of the anticipated costs and receive the approval of the dean for reimbursement before the training begins.

POTENTIAL CONTRACT ADDITION:

RECERTIFICATION: Additionally, every 3 academic years, instructors shall renew their DE Certification by completing 5 hours of training in online teaching methodologies, the District's current online learning management system, accessibility standards, and/or regulations as approved by the appropriate Dean or designee. Recertification hours that go beyond the unit member's FLEX obligation will be compensated at the unit member's non-classroom hourly rate of pay.

OTLC MEMBERSHIP

Name	Representation
Adelle Roe	OTLC Chair
Dawn Heuft	ID Tech Specialist
VACANT	CTE/WD (Career Technical Education/Workforce Development)
Virginia Young	ALH (Arts, Languages and Humanities)
Elisabeth Burke	ESBS (English, Social and Behavioral Sciences/HyFlex Lead)
Tim Cliffe	MNSESW (Mathematics, Natural Sciences, Exercise Science and Wellness)
Felicia Kalker	LTR (Learning and Technology Resources)
VACANT	Counseling
VACANT	AHN (Allied Health and Nursing)
Carl Fielden	ARC (Accessibility Resource Center)
Bonnie Yoshida	OER (Open Education Resource Liaison)
Nancy Boskin-Mullen (On leave Sp 2024)	Part-Time Faculty
Vacant	Part-Time Faculty
Vacant	Student (2)
Tate Hurvitz	LTR Dean

ADVISORY/RESOURCE MEMBERS:

- Vice President of Academic Affairs or designee – Agustin Albarran
- Faculty Curriculum Co-Chair—Dee Aceves
- POCR Coordinator—Jeanette Calo
- Information Systems Personnel
- Technology Support Personnel

ATTACHMENTS:

RESOURCES:

- [OEI \(Online Education Initiative\) Course Design Rubric](#)
- [Peralta Equity Rubric](#)

NEXT OTLC MEETING

February 28, 10-11am