

ONLINE TEACHING AND LEARNING COMMITTEE MEETING



Location: 70-173 or [via Zoom](#)



Date: 10/23/2024



Time: 10-10:55 AM

MINUTES

- I. Approved [Minutes](#) from 10/9/24
- II. Approved Agenda
- III. Announcements
- IV. Opportunity shared by Dr. Perla Lopez: [Academic Senate AI Conference: February 2025](#)
- V. Accessibility Workshops Report: Going well, though in small numbers.
- VI. IDTS Report: Canvas updates
- VII. RSI Action Plan Update

The group discussed the progress of the RSI Action Plan, which is a part of the college's accreditation cycle. The plan aims to improve the rate at which students engage with their instructors, a priority identified by the accreditation steering committee. Denise Schulmayer, a faculty member and co-chair of the accreditation committee, developed the action plan. The plan involved brainstorming sessions with various campus groups to identify contributions, including Academic Senate Officers Committee and Academic Affairs Council.

Online RSI/Accessibility Affirmation

Tate discussed the AAC plan to send an affirmation to all faculty members teaching online in the upcoming semester, asking them to review and affirm their understanding of accessibility and regular substantive interaction standards. Tate emphasized that these standards are not only legal requirements but also essential for student success. If a faculty member is unable to meet these standards, they should notify their chair and Dean to explore alternative teaching modalities. The proposed plan will be reviewed and possibly implemented in the upcoming semester. Tate emphasized the optional nature of a self-evaluation form and the availability of further support and resources. The group also highlighted the critical role of accessibility in

equitable online education and the need for instructors to acknowledge their understanding of accessibility standards. Tate concluded by discussing a signature as an affirmation of understanding and commitment to meeting legal standards. Tim proposed a revision to the affirmation content, suggesting to remove the introductory paragraph and directly state the purpose of compliance with Federal requirements.

Tate clarified that they cannot require faculty to complete the form as a condition of assignment, but can use it as a tool to encourage awareness and compliance. The committee also discussed the potential for a mock-up of the survey in Canvas to alleviate concerns about the legal document and suggested changing the signature line to a checkbox, more in line with the FERPA agreement instructors agree to when merging sections.

Self-Assessment for Online Instructors

Adelle shared a self-evaluation tool for online instructors to identify areas of need regarding RSI that may be included in the . The tool would be non-threatening and provide agency to instructors. Natalye suggested reaching out to instructors to offer the tool. Michelle proposed collecting data through the self-evaluation. It is slated to be included as a link in the online affirmation form, heading to Senate next.

Improving Evaluation Process in Online Courses

Adelle expressed concerns about the current evaluation process, particularly in online courses. She suggested that the evaluation process should be more interactive and trigger meaningful conversations between instructors and evaluators. Adelle also mentioned that the revision of the evaluation process is moving at a slow pace and that changes to the form are unlikely for years. Natalye agreed with Adelle's points and suggested that chairs could emphasize the importance of using the recommendation section in evaluations. Adelle also proposed that evaluations should be conducted over Zoom to facilitate real-time conversations and improvements. Adelle stressed the need for accountability in the evaluation process, and the importance of demonstrating improvement when necessary. Dawn highlighted the need for instructors to add value to the course and not just lead a correspondence course.

OTLC CHARGE

The Online Teaching and Learning Committee serves as a consultative body on matters of student success, academic policy, course and program development, course and instructor evaluation, as well as instructor training as they pertain to online education. It makes recommendations to the Academic Senate. Recognizing and appreciating the diverse collection of identities, experiences, perspectives, and abilities of the students, faculty, staff, and community partners with whom we collaborate, the Online Teaching and Learning Committee commits itself to enriching academic experiences through the advancement of inclusion, diversity, equity, anti-racist, and anti-oppressive practices.

RESPONSIBILITIES

- Maintain currency in both legal mandates and best practices for online teaching and learning.
- Collaborate with and serve as a resource for the Faculty Professional Development Committee and the college-wide Professional Development Coordinators in order to assist in assessing and projecting professional development needs and offerings.
- Consult with appropriate college staff and administration on the content and structures for student support in online instruction.
- Serve as primary body for the review of potential new technologies related to online teaching and learning.
- Maintain ongoing relationships with local, regional, state, and national institutions/organizations regarding online teaching and learning.
- Coordinate with and serve as a resource for the Curriculum Committee on policies and procedures related to online teaching and learning.
- Coordinate and serve as a resource for the Academic Program Review Committee on matters related to online teaching and learning.
- Continually work to help ensure that online teaching and learning materials meet and (where possible) exceed standards of accessibility.
- Provide updates to the Academic Senate at least once each primary term.

OTLC MEMBERSHIP

Ex Officio Members:

- ☐ Adelle Roe, OTLC Chair
- ☐ Dawn Heuft, Instructional Design Technology Specialist
- ☐ Elisabeth Burke, HyFlex Coordinator
- ☐ Jeanette Calo, POCR Lead
- ☐ Tate Hurvitz, LTR Dean

Senate Appointed Members:

- ☐ Peter Brooks, AHN (Allied Health and Nursing)
- ☐ Virginia Young, ALC (Arts, Languages and Communications)
- ☐ Carl Fielden, ARC (Accessibility Resource Center)
- ☐ Michelle Soltero, CTE/WD (Career Technical Education/Workforce Development)
- ☐ Natalye Harpin, ESBS (English, Social and Behavioral Sciences)
- ☐ Felicia Kalker, LTR (Learning and Technology Resources)
- ☐ Tim Cliffe, MNSESW (Mathematics, Natural Sciences, Exercise Science and Wellness)
- ☐ Zayden Tethong, OER (Open Education Resource Liaison)
- ☐ Jennifer Andrews, Part-time Faculty
- ☐ Nancy Boskin-Mullen, Part-time Faculty

Vacant (Counseling)

ADVISORY/RESOURCE MEMBERS:

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

RESOURCES:

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

NEXT OTLC MEETING

November 13, 10am