

ONLINE TEACHING AND LEARNING COMMITTEE MEETING



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



Date: 3/13/2024



Time: 10-10:55 AM

MINUTES

I. Approved [Minutes](#) from February 28

II. Approved Agenda

III. [Generative AI survey draft](#) (25 minutes)

The group discussed the survey but didn't get too far. Suggestion to change #1 to "Do you use GAI in your teaching methods?" and then branch to frequency from there.

Via email, Perla Lopez requested adding a direct question about equity.

IV. Distance Education and ACCJC (25 minutes)—Joan Ahrens

Joan introduced Denise Schulmeyer, her accreditation faculty co-chair for the steering committee, and asked that OTLC work with Denise to complete a Substantive Change Application for the ACCJC. They discussed the concept of substantive change and the need to report to the accrediting commission for community and junior colleges when 50% or more of a program's courses can be offered via distance education. Joan shared that they have been manually tracking and reporting this.

Joan presented data on the shift in enrollment between campus and online sections for the years 2023 and 2024. She explained that due to a new rule, if the online enrollment reaches or exceeds 51%, it must be reported to ACCJC. Currently, the enrollment stands at 51% online (students enrolled in fully online sections, excluding HyFlex and hybrid courses). Adelle emphasized the importance of honesty and credibility in their reporting. The group's discussion touched on the importance of regular evaluations and improvements to maintain quality.

The group discussed the upward trend in retention and success rates. They acknowledged the need to address some negative experiences associated with online classes, and stressed the importance of providing the best possible services and learning environments for students. The conversation also touched upon the accreditation process, where the team sets their own standards and targets for continuous improvement, rather than being dictated by external bodies.

Joan discussed the upcoming deadline for their report, which is due at the end of March, but could potentially be extended a week if needed. She highlighted the importance of focusing on their current actions, addressing any shortcomings, and consulting with Tate

on the content of the report. Joan announced the upcoming annual planning forum in April and stressed the need to protect their Federal financial aid status.

Meeting adjourned, 10:55am.

OTLC ATTENDANCE (HIGHLIGHTED)

Name	Representation
Adelle Roe	OTLC Chair
Dawn Heuft	ID Tech Specialist
Michelle Soltero	CTE/WD (Career Technical Education/Workforce Development)
Virginia Young	ALC (Arts, Languages and Communications)
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
Jennifer Andrews	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

April 10, 10am