ONLINE TEACHING AND LEARNING COMMITTEE MEETING

🏠   Location: 70-173 or via Zoom

📅   Date: 9/11/2024

⏱   Time: 10-10:55 AM

MINUTES

I.   Approved: Minutes from 5/22/24

II.   Approved: Agenda

III.   Announcements

IV.   Welcome Zayden, Peter, and Natalye!

V.   Review of Committee Charge and Semester Foci

ADDRESSING FRAUDULENT ENROLLMENTS AND RESOURCE NEEDS

Adelle expressed enthusiasm about the new committee members. She then discussed the growing concern of fraudulent student enrollments in online education. She suggested reviewing the notes from the last meeting, particularly regarding fraudulent enrollments, as it is becoming a more pressing issue. Adelle discussed the need for increased accessibility in online content and the submission of a request for resources. Adelle thanked Tate for his support and encouraged the team to bring up these issues in their various spaces. The committee then introduced new members and reviewed its charge, emphasizing its consultative role in matters of student success and academic matters.

ONLINE EVALUATION FORM DEVELOPMENT AND RSI FOCUS

Adelle discussed the ongoing development of a revised online evaluation form, emphasizing its importance. She also highlighted the focus on two key areas this semester: Regular and Substantive Interaction (RSI) and Accessibility. Adelle explained that 5% of online courses will be evaluated for RSI by the ACCJC in Fall 2025, and the courses will be selected randomly. She

stressed the need for faculty to understand what RSI entails, including active engagement with students.

IMPROVING ACCESSIBILITY AND MANAGING COURSES

Adelle discussed a "Dear Colleague Letter" from the Office of Civil Rights, which warned of potential consequences if colleges don't improve accessibility. Adelle expressed her desire for the college to be proactive in resolving issues before they become major problems. She also addressed a question from Natalye about the Canvas shell, promising to send a link to the resource. Dawn further explained how to manage courses on the dashboard, suggesting that users should adjust their favorites every term.

COMMITTEE RESPONSIBILITIES AND COLLABORATION STRATEGIES

The group discussed the committee's responsibilities, including collaboration with the Faculty Professional Development Committee and the organization of workshops. Adelle also mentioned the committee's role in reviewing new technologies related to online teaching and learning, and the potential for a discussion on academic integrity issues. Lastly, she emphasized the importance of maintaining relationships with local, regional, state, and national institutions and organizations.

IMPROVING ACCESSIBILITY IN ONLINE COURSES

The group discussed the current district-wide faculty workshop series aimed at improving accessibility in online courses. Adelle shared the results of an anonymous survey of online instructors during August's division meetings, wherein 35% of respondents were unsure if their courses met accessibility requirements, 25% were certain they didn't, and 38% were certain they did. She emphasized the importance of developing content with accessibility in mind, using built-in checkers to support compliance.

Adelle offered to support the team by making herself available for appointments to address accessibility issues. She emphasized that she could work on simple PDF issues, and would even

handle the process of uploading and deleting files. She encouraged the team to take advantage of her offer to improve their courses' accessibility.

Adelle also addressed the issue of inaccessible PDFs, suggesting that faculty members could reach out to her for assistance. Zayden confirmed that all resources on LibreText should be accessible, but noted that this was not always the case.

The group discussed the challenges faced by students with visual impairments and other disabilities in accessing materials and navigating online courses. Adelle clarified the anonymous nature of the accreditation process and Elisabeth suggested hosting PDF parties or accessibility jams to encourage collaboration and learning. The conversation ended with a plan to continue these discussions and learn more about skills and techniques to share with their peers and departments.

OTLC ATTENDANCE

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

ATTACHMENTS:

RESOURCES:

- OEI (Online Education Initiative) Course Design Rubric
- Peralta Equity Rubric

NEXT OTLC MEETING

September 25, 10am