

## ONLINE TEACHING AND LEARNING COMMITTEE MEETING

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



Date: 9/25/2024



Time: 10-10:55 AM

### MINUTES

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- I. Approval of [Minutes](#) from 9/11/24
- II. Approval of Agenda
- III. Announcements

As group members filtered in, Adelle shared some accessibility updates including integration with PopeTech dashboard. Michelle shared that her department is focusing on accessibility and RSI at their next department meeting and Adelle volunteered to pop in if desirable.

Regarding RSI, Adelle clarified that evaluators do not have access to the inbox. Tim expressed dissatisfaction with the accreditation process due in part to the inbox not being visible. Tate pointed out that it may be due to student privacy concerns, and Adelle stated that we have to work within the constraints of what is.

Adelle shared that another DE coordinator offered a potential solution: her college's instructors post a detailed document of their weekly RSI in their course containers. Adelle said that she can't imagine many faculty being willing to document this given what feels like bandwidth being at an all-time low. Jeanette expressed interest in a document template for doing this.

- IV. ARC Presentation: Carl Fielden

Due to Adelle's mismanagement of the meeting and conversation spillover, Carl was not given sufficient time to present. Adelle apologized and Carl agreed to demo screen readers at the next October meeting. Carl shared some of the fantastic work that ARC does to support students and described how accommodations can be made working in tandem with faculty. The group was able to share a dimensional model of a larynx for a music class complete with a braille key for the various structures in the model. The group was delighted by the experience. Carl added that providing transcripts for students in addition to video captioning is a much-needed layer of

accessibility. Studio videos allows for direct caption transcript downloads, though it was clarified that true descriptive captioning would include descriptions of tone, movement, backdrops, etc.

#### V. HyFlex Update

Elisabeth shared that some faculty have been very vocal about not using their own phones to fix the sound issues in HyFlex classrooms. Using a phone is something suggested to HyFlex instructors because it is an easy way to save the class if the Zoom students cannot see/hear them because of the equipment in the classroom. A HyFlex instructor asked if it would be possible to get devices issued to HyFlex instructors so that they don't have to use their own personal devices. Tate suggested requesting a handful of tablets that instructors could check out to resolve this.

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### OTLC CHARGE

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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 ATTENDANCE

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### *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:

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

ATTACHMENTS:

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RESOURCES:

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

NEXT OTLC MEETING

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October 9, 10am