ONLINE TEACHING AND LEARNING COMMITTEE MEETING

🏠 Location: Zoom

▦ Date: 3/12/2025

⏱ Time: 10-10:55 AM

MINUTES

I. Approved Minutes

II. Approved Agenda

III. Canvas discussion board update

Dawn discussed the default settings for the most recent Canvas update on discussion boards, including the default of expanded view and the ability to lock settings for consistency. The group discussed the potential for confusion if different professors set different defaults. Jeanette asked about a video for students on how to use smart search, which Dawn agreed to look for. Adelle and Jeanette reported issues with modules not staying collapsed, which Dawn encouraged them to report to Canvas.

IV. Review and discuss current draft of online faculty evaluation

The group discussed the challenges of updating the online faculty evaluation process. They reviewed proposed criteria for evaluating the student experience, including validation, inclusivity, and transparency. Concerns were raised about the clarity and measurability of some criteria, such as demonstrating care for students as whole persons. The discussion touched on whether specific practices like allowing late work could be mandated through the evaluation tool, with uncertainty about the extent to which such requirements can be enforced.

The team discussed the challenges of developing an evaluation instrument that balances academic freedom with the need for humanizing courses. They expressed concerns about the prescriptiveness of the current language, the difficulty of measuring intangible aspects like student feelings, and the potential for ambiguity in evaluations. The team agreed that the evaluation should be separate from training and that the language needs to be more concise and clearer. They also discussed the challenges of building community in online courses and the need for more concrete examples. The team acknowledged the complexity of the issue and the need for further discussion and development.

They agreed that the document should be aspirational but measurable, with concrete examples and multiple methods for reaching goals. The group also discussed the

importance of self-evaluation and having conversations between evaluators and faculty during the process.

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.

OTLC ATTENDANCE (MARKED WITH X)

Ex Officio Members:

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

Senate Appointed Members:

- ☐ X Peter Brooks, AHN (Allied Health and Nursing)
- ☐ X Virginia Young, ALC (Arts, Languages and Communications)
- ☐ X Carl Fielden, ARC (Accessibility Resource Center)
- ☐ X Michelle Soltero, CTE/WD (Career Technical Education/Workforce Development)
- ☐ X 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)
- ☐ X Zayden Tethong, OER (Open Education Resource Liaison)
- ☐ X Jennifer Andrews, Part-time Faculty
- ☐ X 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

March 26, 2025, 10am