

ONLINE TEACHING AND LEARNING COMMITTEE MEETING



Location: 70-173 or Zoom



Date: 4/23/2025



Time: 10-10:55 AM

MINUTES

I. Approved Minutes

II. Approved Agenda

III. IDTS Report—Dawn

Dawn shared the implementation of a new login screen and a potential summer/fall Canvas IMPACT campaign to promote effective Regular and Substantive Interaction (RSI).

IV. OTLC's help requested with a genuinely fun project!—Adelle

Adelle discussed her plans to use a mock course as a training tool for faculty evaluators and instructors. She proposed that some volunteers participate as students for a week, completing tasks such as discussion boards, quizzes, and assignments. The goal is to create a course artifact that provides a realistic and safe way to model the evaluation process for RSI specifically.

Adelle also mentioned creating a "dark side" course to demonstrate practices that need improving. The group looked at a sample page from the course, including excessive warnings, lack of trust, and poor user experience. Suggestions included adding more examples of practices needing improvement, such as using text headers for long paragraphs and linking to PDFs without explanation. Adelle agreed to incorporate these suggestions and worsen the layout.

The team also discussed the possibility of having one course with good and bad examples, but decided to keep them separate for now.

Adelle discussed the upcoming project that will start next week, involving grading and submitting assignments in the mock course.

Tate discussed the formation of an AI task force, which will have implications for online teaching and learning. The task force's draft membership includes the online education coordinator and the instructional design technology specialists from both colleges.

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

Ex Officio Members:

- ☐ Adelle Roe, OTLC Chair
- ☐ Dawn Heuft, Instructional Design Technology Specialist
- ☐ Elisabeth Burke, HyFlex Coordinator
- ☐ Jeanette Calo, POOR 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)
- ☐ Felicia Kalker, LTR (Learning and Technology Resources)
- ☐ Zayden Tethong, OER (Open Education Resource Liaison)
- ☐ Jennifer Andrews, Part-time Faculty
- ☐ Nancy Boskin-Mullen, Part-time Faculty

ADVISORY/RESOURCE MEMBERS:

- Vice President of Academic Affairs or designee – Agustin Albarran
- Information Systems Personnel
- Technology Support Personnel

RESOURCES:

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

NEXT OTLC MEETING

May 14, 2025