

## ONLINE TEACHING AND LEARNING COMMITTEE MEETING

---



Location: 70-173 or Zoom



Date: 5/14/2025



Time: 10-10:55 AM

---

### MINUTES

---

- I. Approved Minutes
- II. Approved Agenda
- III. Announcements

- a. Accessibility Updates

Adelle discussed the improvements in accessibility for their online courses. The accessibility score increased from 70.9 to 74.2 in Ally, and the average errors per course decreased from 35.5 to 28.1 in Pope Tech. Adelle emphasized the importance of continuous improvement and sharing resources to enhance accessibility. She also suggested that folks should share their remediated documents with others in their departments. Adelle also recommended using the accessibility series as a resource for tips and more information about accessibility.

Adelle highlighted the problem of importing the same content repeatedly without deleting old materials. She suggested a clean import of modules, which could significantly improve accessibility scores. Peter shared his plan to work with a colleague to clean up old course materials, which he believed would lead to a significant improvement in their department's accessibility scores.

- b. OE/HyFlex Coordinators' backfill updates

Adelle will be on 50% reassigned time next year, with interviews for her replacement already conducted. The HyFlex coordinator position, which Elisabeth currently holds, has not yet been backfilled. Elisabeth will continue to fulfill this position until a suitable replacement is found. The challenges with the HyFlex program are largely due to understaffing in the IT department.

- IV. Professional Development Planning

Adelle shared the results of the fictional Generative AI course trial that the OTLC participated in this month, which will serve as a model for future trainings on RSI evaluation. The trial involved participant engagement and evaluation of course content. Adelle proposed using this model for future professional development trainings, potentially granting participants evaluator access to the course.

The group discussed two new modules in Canvas Commons designed for instructors who struggle to incorporate RSI into their courses. These modules offer various types of assignments, including plain and DesignPlussed versions to help instructors personalize their courses. Adelle encouraged sharing these resources with anyone who could benefit from them.

Nancy suggested reminding faculty about the importance of accreditation and the issues they were dinged for in the past. Adelle agreed to send a reminder email before the semester ends. The team also discussed the importance of setting goals and recognizing improvements, with Peter's division being a notable example. The conversation ended with Adelle promising to send a draft of the RSI email for input.

---

### 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)
- ☐ Tim Cliffe, M&S (Mathematics, Natural Sciences, Exercise Science and Wellness)

☐ Zayden Tethong, OER (Open Education Resource Liaison)

☐ Nancy Boskin-Mullen, Part-time Faculty

Vacant (Counseling)

---

#### 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

See you in Fall!