

ONLINE TEACHING AND LEARNING COMMITTEE MEETING



Location: 70-173 or Zoom



Date: 9/24/2025



Time: 10-10:55 AM

MINUTES

I. Approved Minutes

II. Modified and Approved Agenda

- a. Scrapped intros and charge review

III. Union Contract

a. Contract Section 5.3.3.1 Technical Limitations

Adelle explained that certain contract requirements regarding evaluation responses are impossible to implement due to technical limitations with the Watermark system; Dawn explained it is linked to Canvas and sends surveys to students directly. Face-to-face instructors can direct students to check their email for survey links, though there is uncertainty about which email address the system will use after the recent GCCCD and Canvas email migration. Dawn to follow up.

b. Examples of Problematic Instructions

- i. **Embed the evaluation as an assignment in Canvas** – *Not possible*. Canvas cannot integrate the college's evaluation survey tool as a true assignment.
- ii. **Make the survey a prerequisite assignment** – *Not possible*. You can't make access to course content conditional on completing an external survey.
- iii. **Explain the importance of evaluations** – *Feasible*. Faculty can encourage students to participate through announcements or discussion.
- iv. **Send multiple reminders** – *Feasible*. Canvas announcements can be used for this.
- v. **Allocate in-class time to complete evaluations** – *Feasible for in-person courses, not for online*.
- vi. **Leave the room to ensure anonymity** – *Not applicable online*.
- vii. **Provide a QR code link** – *Not possible* because the evaluation system cannot generate secure, individual links.
- viii. **Conduct evaluations in every section, every semester** – *Policy decision*. This is controlled at the institutional level, not by individual faculty.
- ix. **Email links to absent students** – *Not possible* due to system and privacy constraints.

Some members of the group (Jeanette, Elisabeth, Felicia) agreed to present to Senate about these issues, questioning why the contract process excluded key interest holders.

IV. HyFlex

- a. Elisabeth expressed concerns about changes to the HyFlex component of the contract, particularly the reduction of compensation to only the first course preparation and no more mention of a codified HyFlex coordinator role. These changes were made without consultation and undermine the program's viability. Jeanette and Nancy discussed the lack of additional IT support and resources for HyFlex courses. They agreed that this feels like the nail in the coffin for the modality and Elisabeth agreed to ensure chairs and coordinators are aware of the changes. They expressed frustration that a significant investment of around half a million dollars in technology might be abandoned without proper consideration of its value and impact on student success. The discussion also touched on the need for the Academic Senate to have a greater role in contract negotiations, as they were not included in recent discussions about changes to HyFlex teaching.

V. Text Reader Function in Pope Tech

- a. The team discussed issues with Popetech Alt Media, a new tool replacing Ally for converting content to audio. Adelle explained that the audio quality is poor and not student-facing; Dawn suggested focusing on working with Popetech's vendor SensusAccess to improve it. Natalie learned how to access and use the tool, with Adelle advising her to create a brief video tutorial for student users due to the potentially confusing dropdown selection process.

VI. Next Steps

- Dawn – Follow up on Watermark/Canvas email integration for survey delivery and PopeTech request.
- Jeanette, Elisabeth, Felicia – Present evaluation concerns to Academic Senate.
- Elisabeth – Notify department chairs/coordinators about HyFlex contract changes.

OTLC Attendance:

Angela Feres	Online Education Co-Coordinator and Chair				
Ex Officio Members	Representing:		Senate Appointed Members	Representing:	
Adelle Roe	OTLC Co-Coordinator	X	Carl Fielden	ARC (Accessibility Resource Center)	

Thea Bachmann	OTLC Co-Coordinator		Peter Brooks	AHN (Allied Health and Nursing)	X
Dawn Heuft	Instructional Design Technology Specialist	X	Michelle Soltero	CTE/WD (Career Technical Education/Workforce Development)	X
Elisabeth Burke	HyFlex Coordinator	X	Natalye Harpin	Academic Senate, Grossmont	X
Jeanette Calo	POCR Lead	X	Felicia Kalker	LTR (Learning and Technology Resources)	X
Vacant	LTR Dean		Tim Cliffe	MNSESW (Mathematics, Natural Sciences, Exercise Science and Wellness)	
			Zayden Tethong	OER (Open Education Resource Liaison)	X
			Nancy Boskin-Mullen	Part-time Faculty	
Vacancies: PT Faculty, Counseling, Student reps					

ADVISORY/RESOURCE MEMBERS:

- Vice President of Academic Affairs or designee – Joan Ahrens
- 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

October 8, 2025, 10am