

OTLC

(Online Teaching and Learning Committee)

Meeting Minutes

Wednesday, December 7, 2022 10am-10:55am

Zoom: [Meeting Link](#)

“Strive for that greatness of spirit that measures life not by its disappointments but by its possibilities.”

— W.E.B. Du Bois

We acknowledge Grossmont College (and most of where we are zooming from) resides on Kumeyaay land. This land acknowledgment serves to honor and respect Indigenous peoples and their connections to the land.

Members

Yes/No if Present	Name	Representation
yes	Dave Dillon	OTLC Chair
yes	Dawn Heuft	ID Tech Specialist
n/	<i>VACANT</i>	CTE/WD
yes	Virginia Young	ALH
yes	Elisabeth Burke	ESBS
yes	Tim Cliffe	MNSESU
yes	Felicia Kalker	LTR
N/	<i>VACANT</i>	Counseling
yes	Rebecca Handley	AHN
yes	Carl Fielden	A.R.C.
yes	Bonnie Yoshida	OER
yes	Nancy Boskin-Mullen	Part-Time
yes	Lisa Hutton	Part-Time
yes	Tate Hurvitz	Interim LTR Dean

Agenda (reminder to record)

1. Approval of minutes from 11/9
 - a. Approved
2. HyFlex Report – Elisabeth
 - a. Have provided one training session for HyFlex with another 12/9
 - b. Student survey gleaned useful information
 - c. HyFlex student facing web page coming
 - d. HyFlex panel coming for flex week
 - e. Discussion and suggestions from the committee on the benefits of HyFlex
 - f. Enrollment in HyFlex will grow as the modality becomes more familiar
 - g. Tate mentions that 48 classrooms will be HyFlex outfitted
 - h. Dave mentions that HyFlex training would benefit most instructors who are using Canvas (not only online instructors)
3. Reports from [OTLC Subgroups](#):
 - a. Elisabeth: IDEAA (Inclusion, Diversity, Equity, Anti-Racism, Accessibility)
 - i. Approved for accessibility workshop for flex week
 - b. Dave: POCR (Peer Online Course Review)
 - i. Opportunity for faculty to be a POCR lead with compensation
 - ii. Dawn has developed a template and start here module to support all faculty
 - c. Dave: DE Addendum Course Proposal Review
 - i. Early Spring '23: Opportunity for feedback on improvement of the form and especially to clarify accessibility as a component
 - ii. For next DE Addendum Review: Goal to shift from small group of OLTC reviewers to a model where all OTLC members are reviewing
4. ID Report – Dawn
 - a. Computers are being upgraded and this benefits the entire campus community
 - b. HyFlex now as a face to face section and a HyFlex section which are cross listed thus boosting enrollment
 - c. Canvas now has an account calendar where campus deadlines can be listed
 - d. Canvas Speedgrader now allows multiple submissions for a single assignment
 - e. Canvas to improve inbox functionality and accessibility
 - f. Canvas quizzes will continue to support both classic (test bank) and new (item bank) modality
 - g. The flexibility provided in Canvas is supportive of all students
5. Chair Report – Dave
 - a. Winter Camp online teaching professional development is being offered pre-flex week: 1/17 and 1/18
 - b. Planning division meeting visits for flex week
 - c. Humanizing faculty panel for flex week
 - d. Thanks to all who participate on the OLTC committee
 - e. Cuyamaca's OLTC committee is discussing revising the online faculty evaluation form

6. DET/CHE (Drivers of Educational Technology/California Higher Education) Conference Report – Dawn and Dave
 - a. Our college is doing a lot of good things - especially compared to much larger institutions
7. Concentrations and Priorities for Spring '23
 - a. Please bring suggestions and ideas for improvement
 - b. POER (more information coming very soon)
 - c. Budget and support
 - d. Accessibility
8. OTC (Online Teaching Conference) June '23
 - a. In Long Beach – probable reduction in funding from last year
 - b. Some software licenses will not be fully funded and suggestion to have discussion about funding with OLTC
9. Rumors
10. Announcements

Resources:

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

Next OTLC Meeting

February 8, 2023, 10am-10:55am

['22-'23 OTLC Meeting Schedule](#)

[Grossmont College '22-'23 Academic Calendar](#)