




ONLINE TEACHING AND LEARNING COMMITTEE MEETING

-  Location: 70-173
-  Date: 9/13/2023
-  Time: 10-10:55 AM

AGENDA

- I. Approval of Minutes
- II. Approval of Agenda
- III. Introductions and Welcome Back
- IV. Review of Charge/Goals: Revisions and Reflections
- V. Planning-palooza
 - a. AUP
 - b. DE Plan
 - c. DE Handbook
 - d. Task Force: DE Recertification
- VI. POCR (Peer Online Course Review) status update—Jeanette
- VII. HyFlex Report – Elisabeth
- VIII. ID Report – Dawn
- IX. Newly Approved DE Addenda
- X. Additional Comments/Announcements

OTLC MEMBERSHIP

Name	Representation
Adelle Roe	OTLC Chair
Dawn Heuft	ID Tech Specialist

VACANT	CTE/WD (Career Technical Education/Workforce Development)
Virginia Young	ALH (Arts, Languages and Humanities)
Elisabeth Burke	ESBS (English, Social and Behavioral Sciences)
Tim Cliffe	MNSESW (Mathematics, Natural Sciences, Exercise Science and Wellness)
Felicia Kalker	LTR (Learning and Technology Resources)
VACANT	Counseling
Rebecca Handley	AHN (Allied Health and Nursing)
Carl Fielden	ARC (Accessibility Resource Center)
Bonnie Yoshida	OER (Open Education Resource Liaison)
Nancy Boskin-Mullen	Part-Time Faculty
Vacant	Part-Time Faculty
Vacant	Student
Vacant	Student
Tate Hurvitz	LTR Dean

ADVISORY/RESOURCE MEMBERS:

- Vice President of Academic Affairs or designee – Agustin Albarran
- Faculty Curriculum Co-Chair - Dee Aceves
- Information Systems Personnel
- Technology Support Personnel

ATTACHMENTS:

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.

RESPONSIBILITIES

- Maintain currency in both legal mandates and best practices for online teaching and learning.
- Collaborate with and serve as a resource for the Faculty Professional Development Committee and the college-wide Professional Development Coordinators in order to assist in assessing and projecting professional development needs and offerings.
- Consult with appropriate college staff and administration on the content and structures for student support in online instruction.
- Serve as primary body for the review of potential new technologies related to online teaching and learning.
- Maintain ongoing relationships with local, regional, state, and national institutions/organizations regarding online teaching and learning.
- Coordinate with and serve as a resource for the Curriculum Committee on policies and procedures related to online teaching and learning.
- Coordinate and serve as a resource for the Academic Program Review Committee on matters related to online teaching and learning.
- Continually work to help ensure that online teaching and learning materials meet and (where possible) exceed standards of accessibility.
- Provide updates to the Academic Senate at least once each primary term.

FOR DISCUSSION: OTLC GOALS FOR 2022:

- Recommend professional development activities for faculty and students. By doing this we can assist Dawn in workshop offerings. With additional classroom instructors on our committee we

can begin to identify areas students need assistance and create workshops and/or tutorials that are student focused. NFH

- Advocate for additional tech support for instructors. Especially for instructors/courses that were forced to online instruction due to pandemic, as well as instructors who may be teaching in person with a zoom component. Include establishing clear guidelines for expectations - NFH
- Advocate for curriculum design support to assist in class redesign with adoption of OER - NFH
- Address academic integrity in online courses; identify issues and develop guidance for faculty - NFH
- Need to get academic integrity conversations out of silos - FK
- Arrange for OTLC members to receive POCR training. - CF
- Review SDCCD DE doc - JH
- Parity of required technology tools (i.e. Canvas, WebAdvisor) for new and existing faculty
- Advocate for more support/personnel for Distance Education Team - DD - FK second!
- Advocate for budget for Distance Education - DD
- Utilize budget for professional development - DD
- Offer Accessibility trainings and workshops - DD
- Hire accessibility expert – DD
- Poll Chairs (others?) for identification of faculty needs / how we can best support them - DD
- Share common goals with Communities of Practice Leads (collaborate where appropriate / prevent duplication of work)
- Hear student voices. Keep what is best for our students at the forefront - DD
- Create sub-group of OTLC to review new DE Proposals each fall. Mid Aug - Mid Sept - DD
- Provide guidance for faculty on how to fill out the form; Create rubric for form - DD
- Refine equity/DEI language in OTLC charge. Include accountability. - DD
- Build positive culture - DD
- Software/training: Respondus, CidiLabs, Padlet - DD (& DH)

RESOURCES:

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

NEXT OTLC MEETING

September 27, 10-11am