

# OTLC

## (Online Teaching and Learning Committee)

Meeting Minutes

Wednesday, May 25, 2022 10am-10:55am

Zoom: [Meeting Link](#)

*“Every person that does HyFlex has a unique way of doing it.”*

- David Rhoads

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

	Name	Representation
x	Dave Dillon	OTLC Chair
x	Dawn Heuft	ID Tech Specialist
	VACANT	CTE/WD
x	Virginia Young	ALH
x	Elisabeth Burke	ESBS
x	Tim Cliffe	MNSESW
x	Felicia Kalker	LTR
x	Nadine Elia	Counseling
x	Rhonda Morris	AHN
x	Carl Fielden	A.R.C.
	Bonnie Yoshida	OER
x	Lucy Holland	Part-Time

	Lisa Hutton	Part-Time
x	Tate Hurvitz	Interim LTR Dean

## Agenda

1. Approval of minutes from 5/11
  - a. Approved
2. Chair Report
  - a. [Online Teaching Conference - June 29-July 1, in person, Long Beach](#)
    - i. Dawn, Carl, and Tim will attend
  - b. End of year celebration 6/9 following commencement
  - c. [OTLC Subgroups, Goals, and Expectations for '22-'23](#)
    - i. Vision is for subgroups to meet in between OTLC meetings beginning Fall '22 and report back to OTLC
  - d. [Fall '22 Meeting Schedule](#)
    - i. Meeting calendar invites for members will be sent next week
3. Discussion: HyFlex
  - a. Background, updates, definition
    - i. College is working on providing support for HyFlex
    - ii. HyFlex courses must be DE approved for minimum Partial Online for Curriculum (cannot only have Emergency Online); OTLC encourages Fully Online but Partial Online is sufficient
    - iii. Instructors must have DE certification (includes asynchronous instruction training) and HyFlex certification to teach HyFlex
    - iv. Some faculty may want to require in person attendance for specific class sessions (i.e. for assessments/exams)
    - v. What is the goal for HyFlex?
  - b. Side Letter status
    - i. Still waiting on HyFlex definition clarity (including attendance policy), which will help with categorizing of modality and scheduling
    - ii. Consideration for what Cuyamaca is doing; alignment and consistency
  - c. Recommendations
    - i. OTLC recognizes value in offering flexibility to instructors interested in teaching HyFlex
    - ii. Recommendation is to have all faculty wanting to require in person attendance to include specifics in the class schedule prior to registration
      - a. Recommendation to communicate a deadline to faculty to provide this information (June 13<sup>th</sup>?)
    - iii. Reminder that it is a pilot and we will improve
  - d. Reminder: Ingrid Greenberg HyFlex presentation 5/25 (will be recorded)
4. Thank you for serving Rhonda!
- 5 Rumors

## 6. Announcements

Resources:

[OEI Course Design Rubric](#)

[Peralta Equity Rubric](#)

### Next OTLC Meeting

September 14, 2022, 10am-10:55am

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

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