

ONLINE TEACHING AND LEARNING COMMITTEE MEETING



Location: 70-173 or [via Zoom](#)



Date: 10/9/2024



Time: 10-10:55 AM

MINUTES

I. Approved [Minutes](#) from 9/25/24

II. Approved Agenda

III. Announcements

Adelle expressed her gratitude for the team's efforts in improving their online accessibility, emphasizing the need for incremental progress. She acknowledged the contributions of committee members.

Dawn highlighted the need to manage Zoom storage, as all content created before July 2024 will be deleted by October 2025, and encouraged the team to move relevant content to platforms like YouTube, Studio, or OneDrive.

IV. Accessibility and Screen Readers

a. Demo of how screen readers work

b. Canvas tools to fix accessibility issues

Adelle discussed the importance of alt text for images in online content, particularly for students with visual impairments or those who prefer to use screen readers. She highlighted the issue of 65,000 images on their campus lacking alt text and emphasized the need for proper tagging and description of images. Adelle also demonstrated how a page with accessibility errors sounds when using a screen reader, including issues with borders and links. She concluded by emphasizing the need for proper design and tagging of online content to ensure accessibility for all users.

Adelle demonstrated how to use the built-in accessibility checker in Canvas to identify and correct issues such as incorrect heading levels, small text, and missing alt text for images.

Adelle emphasized the need for context in describing images and the importance of collaboration with instructors to ensure accurate descriptions. Peter shared his experience with using the auto checker in Microsoft documents, highlighting some limitations and the need for manual verification in certain cases.

Dawn shared her recent meeting with Pope Tech, discussing the strengths and limitations of the tool. She also provided tips on using Powerpoint, emphasizing the importance of using the tool's features as they are and adding text boxes judiciously to avoid issues with tag order. Dawn also mentioned the potential for sharing their work with departments and the possibility of using their content in a dramatic presentation at the Convocation.

OTLC ATTENDANCE (HIGHLIGHTED)

Ex Officio Members:

- Adelle Roe, OTLC Chair
- Dawn Heuft, Instructional Design Technology Specialist
- Elisabeth Burke, HyFlex Coordinator
- Jeanette Calo, POCR 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)
- Natalye Harpin, ESBS (English, Social and Behavioral Sciences)
- Felicia Kalker, LTR (Learning and Technology Resources)

Tim Cliffe, MNSESW (Mathematics, Natural Sciences, Exercise Science and Wellness)

Zayden Tethong, OER (Open Education Resource Liaison)

Jennifer Andrews, Part-time Faculty

Nancy Boskin-Mullen, Part-time Faculty

Vacant (Counseling)

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:

RESOURCES:

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