ONLINE TEACHING & LEARNING COMMITTEE

Charge

The Online Teaching and Learning Committee (OTLC), along with the Distance Education Coordinator, will work to align their efforts with the Title 5 code for online education and with Cuyamaca's mission, vision, and values in order to support faculty, classified professionals, administrators, and students both with online teaching and learning and with the use of our Learning Management System (LMS) in face-to-face courses.

As such, the OTLC:

1. Makes recommendations regarding online course plan components and criteria, online course evaluation requirements, online course Americans with Disabilities Act (ADA) compliance requirements, and other related issues.
2. Collaborates with the Peer Online Course Review (POCR) workgroup lead to oversee the online peer review process and recommend courses for Quality Reviewed badges.
3. Collaborates with the Distance Education coordinator to develop and host in-service training workshops, forums, activities, and resources related to equity-minded practices, including course design, interaction, assessment, accessibility, and use of the campus LMS.
4. Recommends criteria for initial online faculty certification and any continuing in-service training requirements.
5. Recommends online course standards of effective practices and quality control.
6. Recommends ADA compliance monitoring procedures and acts as a resource in the verification of online course material ADA compliance.
7. Recommends online instructional technology standards and implementation guidelines.
8. In collaboration with the Distance Education Coordinator, prepares a Distance Education Plan as needed.
9. With the support of the Institutional Effectiveness, Success, & Equity office, conducts student and faculty needs assessment surveys and tabulates student demographic and success data annually. Promotes student success in online courses by assessing the data to inform improvements for online learning policies and processes. Presents a summary to the College Technology Committee, Academic Senate, and other committees and councils when appropriate.
10. Reports to and submits recommendations for consideration and approval to the College Technology Committee, Curriculum Committee, and Academic Senate as appropriate; coordinates and communicates with other college committees as needed.

Meeting Schedule

Meeting dates determined by committee members, generally second Friday at 10:00 a.m. to noon, prior to the College Technology Committee (CTC) meetings. Committee workgroups meet as needed.

Co-Chairs

Distance Education Coordinator
Dean, Learning & Technology Resources

Composition
Members:
Administrator (appointed by Vice President of Instruction)
Faculty (8)
      Library Faculty Representative
      Student Services Faculty Representative
      Curriculum Committee Representative
      Instructional Faculty Representatives (4)
      Adjunct Faculty Representative
Instructional Design Technology Specialist
Disabled Student Programs & Services Accessibility ~~Faculty~~ Representative
Peer Online Course Review (POCR) Lead
Student Representative

Ex-Officio (Non-Voting)
IT Representative

Resources:
Teaching & Learning Coordinator (TLC)
Open Education Resources (OER) Coordinator

First Approved: March 2013
Last Revised: March 2019