
ETC Meeting Agenda



The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommend policies for CHC Distance Education (DE). The committee makes recommendations for DE pathways, reviews and makes revision and recommendations for the Intro to Online Learning course(s) (CHC 062), as well as the process by which online instructors and courses are evaluated. The committee reviews and approves DE instructors and courses.

The committee reviews the success of the DE program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC online portal. Develops recommendations related to the continued growth, quality and success of the college's DE program to instructional support services, student services, and the curriculum committee. Conducts an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.

Members (present in bold)

Boebinger, Kelly; Brink, T.L.; Cervantez, Jeff; Gend, Peter; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert; Mello, Brandice; Olivera, Christopher; Reichert, Nicholas; Simonson, Kristi

Non-Voting Members

Alexander, Robert; Bailes, Brandi; Delahanty, Suzanne; Lares, Coats, Cherishea; Spencer, Delmy; Weiss, Kay; Wurtz, Keith

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	
Announcements from the Public (1 min)		

Approval of 9/08/2021 Minutes (3 min)	ETC Minutes 9/29/2021	
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Reports

Item	Report	Action
DE Lead Report (5 min)	<ul style="list-style-type: none"> • DECC report • Update on transfer of verification/certification process 	
Technology Planning Committee Report (5 min)		
Admin report (10 min)		

New Business

Item	Recommendation & Discussion	Action
Equivalency Rubric (20 min)	Training Equivalency Rubric draft document	
Revising our charge (20 min)	ETC Charge revision draft document	
Revision & updates to CHC certification training (10 min)	Current course - Intro to Online Teaching, Learning & Accessibility -demo New course - Introduction to Asynchronous Online Teaching & Learning - demo (accessibility component not yet added) New course - Introduction to LIVE Online Teaching & Learning - demo	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review and recently approved	
Instructor Verification (5 min)	No instructors in queue	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)		
Announcements (1 min)		
Good of the Order (2 min)		
Adjourn		

Future Business

Item		
Student-facing section for DE website		
CVC Consortium		

ETC & Curriculum (DE addendum)		
HyFlex		
Dual Enrollment		

Reference Documents

Topic	Documents
State and Federal Regulations that guide our DE Addendum, training, and equivalency	<ul style="list-style-type: none">• Proposed Regulatory Action: Distance Education• Federal DE regulations that went into effect 7/1/2021• Code of Federal Regulations Title 34• Updating local DE policies/procedures to match updated federal/state definitions
DE Addendum Course Review	ETC Curricunet DE Course Evaluators' Guide
Instructor verification/certification	CHC Certified/Verified Instructors