

ETC Meeting Minutes



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, Rhiannon; **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	Called to order at 1:03pm
Announcements from the Public (1 min)	None.	
Approval of 9/08/2021 Minutes (3 min)	ETC Minutes 9/08/2021 Jeff motioned and Kelly seconded to approve minutes from 09/08/21.	Robert abstained. Minutes were approved.

Reports

Item	Report	Action
DE Lead Report (5 min)	None.	
Technology Planning Committee Report (5 min)	None.	
Admin report (10 min)	<p>Delmy reviewed the DSPS Student Survey. Students strongly agreed that DSPS was very responsive to questions online. 42% of students would prefer asynchronous format for 2021 FALL. 48% would prefer Online Instruction for 2022 Spring. Chris suggested including this in the Syllabi and providing a DSPS Clause.</p> <p>Keith reviewed that about 42% of students would prefer asynchronous format for 2021 FALL. 48% would prefer Online Instruction for 2022 Spring.</p>	

New Business

Item	Recommendation & Discussion	Action
State and Federal Regulations that guide our DE Addendum, training, and equivalency (15 min)	<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 <p>Committee reviewed and discussed documents.</p>	
CHC DE training content and verification equivalency (10 min)	CCC Training for DE Faculty (what other colleges are doing)	

	Committee reviewed and discussed document.	
Equivalency Rubric (15 min)	Training Equivalency Rubric draft document Committee reviewed and discussed document. Cynthia will edit and bring back to the next meeting.	
Revising our charge (10 min)	ETC Charge revision draft document Discussion of ETC charge deferred until the next meeting.	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review and recently approved ETC Curricunet DE Course Evaluators' Guide Kelly advised that there are new courses to be reviewed.	
Instructor Verification (5 min)	No instructors in queue CHC Certified/Verified Instructors	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)	None.	
Announcements (1 min)	None.	
Good of the Order (2 min)	None.	

Adjourn		Meeting adjourned 2:30pm
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Future Business

Item	Recommendation & Discussion	Action
Student-facing section for DE website		
CVC Consortium		
ETC & Curriculum (DE addendum)		
HyFlex		
Dual Enrollment		