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# ETC Meeting Agenda

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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.

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## 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

DiPonio, Gwen; Salt, Kim

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## Agenda Items

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### Preliminary Business

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

Approval of 9/08/2021 Minutes (3 min)	<a href="#">ETC Minutes 10/13/2021</a>	
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## Reports

Item	Report	Action
DE Lead Report (5 min)	Facilitation survey	
Technology Planning Committee Report (5 min)		
Admin report (10 min)		

## New Business

Item	Recommendation & Discussion	Action
DE Addendum in the new currIQūnet (20 min)	Gwen DiPonio and Kim Salt to answer the committee's questions about currIQūnet META and the course approval process	
DE Title 5 amendments (15 min)	<a href="#">PROPOSED Regulatory action: Distance Education (15 Day)</a> <a href="#">15-DAY NOTICE OF MODIFICATIONS TO TEXT OF PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS, TITLE 5 REGARDING DISTANCE EDUCATION</a>	
Replacement course for CHC 062 (15 min)	<a href="#">CHC 062 revision planning document</a>	

## Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<a href="#">Courses currently under review and recently approved</a>	
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		
Revising our charge	<a href="#">ETC Charge revision draft document</a>	
Revision & updates to CHC certification training	<a href="#">Current course - Intro to Online Teaching, Learning &amp; Accessibility</a> -demo	

	<a href="#">New course - Introduction to Asynchronous Online Teaching &amp; Learning</a> - demo (accessibility component not yet added)  <a href="#">New course - Introduction to LIVE Online Teaching &amp; Learning</a> - demo	
Equivalency Rubric	<a href="#">Training Equivalency Rubric draft document</a>	
Student-facing section for DE website		
CVC Exchange/Consortium		
HyFlex		

### Reference Documents

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