
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; Schoenfeld, Raquel; Simonson, Kristi

Non-Voting Members

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

Guests

Taylor, Alyssa

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Called to order at 1:03 pm Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	
Announcements from the Public (1 min)	None.	

Approval of 9/08/2021 Minutes (3 min)	ETC Minutes 11/10/2021 Kelly motioned and T.L seconded to approve the minutes as written.	Robert abstained.
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Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia finished a Humanizing 12 week course. Ungrading for Learning Equity Jan 25,2022 @ 10am https://cccconfer.zoom.us/webinar/register/WN_3UebrvB5T1uK7tlyGqYibA	
Technology Planning Committee Report (5 min)	None.	
Admin report (10 min)	Keith gave an update on the 22 Summer schedule and it runs right alongside the 21 Summer schedule. 10% of courses are remote but students are asking for more than 30% to be remote.	

New Business

Item	Recommendation & Discussion	Action
CVC Home College prep (10 minutes)	Discussion about who needs to be involved in this process going forward. Here is a presentation on the CVC Exchange that might be helpful in thinking about the long term goals of this process.	
Faculty survey on student needs (15 minutes)	Draft survey	

Ongoing Business

Item	Recommendation & Discussion	Action
Replacement course for CHC 062 (15 min)	Someone needs to revise or start a new COR for this course. DECC would like us to consider the role TESS will play in this kind of student training. CHC 062 revision planning document	
Revising our charge (10 min)	ETC Charge revision draft document The Committee reviewed and made changes to the Charge.	Robert motioned and Kelly seconded to take the revised charge to the Academic Senate for review and approval.
Work groups for currIQūnet and DE course catalog statements (5 min)	ETC currIQūnet META work group Course Catalog DE Statements work group	
Courses in Review Process (5 min)	Courses currently under review and recently approved	
Instructor Verification (0 min)	No instructors in queue	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)	None.	

Announcements (1 min)	None.	
Good of the Order (2 min)	None.	
Adjourn	2:28pm	

Future Business

Item		
Revising our charge	ETC Charge revision draft document	
Revision & updates to CHC certification training	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	
Equivalency Rubric	Training Equivalency Rubric draft document	
Student-facing section for DE website		
CVC Exchange/Consortium		
HyFlex		

Reference Documents

Topic	Documents
State and Federal Regulations that guide	<ul style="list-style-type: none"> • Proposed Regulatory Action: Distance Education • Federal DE regulations that went into effect 7/1/2021

our DE Addendum, training, and equivalency	<ul style="list-style-type: none">• 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