

ETC Meeting Minutes



ETC Charge

Discussing and evaluating ways that technology can promote student learning and assist faculty in teaching.

The Educational Technology Committee (ETC) is authorized by the Academic Senate to use quantitative and qualitative data to develop and recommend policies, professional development, and curriculum for CHC Distance Education (DE) that are consistent with equity, diversity, inclusion, and accessibility.

The primary duties of the committee include (but are not limited to):

1. Reviewing DE addendums through the process approved and adopted by the Curriculum Committee,
2. Making recommendations for professional development related to distance education,
3. Reviewing and making recommendations for new and existing educational technologies and services,
4. Making recommendations for DE pathways,
5. Reviewing and making revisions and recommendations for the Introduction to Online Learning course for students,
6. Reviewing and making revisions and recommendations for the Introduction to Online Teaching course for faculty,
7. Developing a best-practices rubric which includes course design standards for distance education for the purpose of review and recommendation for instructors of online instruction,
8. Forwarding ETC training recommendations so that management may assign from a pool of eligible instructors,
9. Reviewing the success of the of DE courses through the use of online student surveys,
10. Serving as a liaison between campus needs and external entities,
11. Developing 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,
12. Conducting an annual review,
13. Making revisions and recommendations for the CHC Distance Education (DE) Plan to ensure compliance with state and national DE standards, regulations, and guidelines,
14. Making recommendations for CHC digital resources for online students and faculty,
15. Other AS charges as requested/applicable.

Members (present in bold)

Members

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

Non-Voting Members

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

Guests

Taylor, Alyssa; Sosa, Gio; Zuniga, Ruby

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Called to order at 1:04 Meeting held via Zoom: https://cccconfer.zoom.us/j/92377915849	
Announcements from the Public (1 min)	None.	
Approval of 9/08/2021 Minutes (2 min)	ETC Minutes 2/09/22	

Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Planning Committee Report (1 min)	None.	
Admin report (10 min)	2022 Fall schedule is 60% hybrid or in person and 40% is asynchronous/synchronous.	

New Business

Item	Recommendation & Discussion	Action
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Review of CHC Canvas homepage template (10 minutes)	After appropriate input from ETC and others, it is hoped that AS will approve this home page as a template that might be automatically added to CHC enrolled courses.	
DE/PD survey (10 minutes)	Gio Sosa & Ruby Zuniga in attendance to assist.	

Ongoing Business

Item	Recommendation & Discussion	Action
Review of Distance Ed Student Satisfaction Survey (15 minutes)	Distance Ed Student Satisfaction Survey Gio Sosa & Ruby Zuniga in attendance to assist. Gio suggests once ETC gets this where the committee thinks it needs to be, to share a rough draft with PDC.	
CHC 062 revision (15 minutes)	CHC 062 Course Outline (in progress) CHC 062 Content Ideas 2022	
Home College status/ resolution for AS? (10 minutes)	Home College Readiness Workshop (slides)	
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
Announcements (2 min)		
Good of the Order (3 min)	<i>Future agenda items, colleague/program kudos, etc</i>	
Adjourn	2:29pm	

Future Business

Item		
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	
CVC Exchange/Consortium	Home College Readiness slides	

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