

# 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 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 Pfahler, Diane; Reichert, Nicholas Simonson, Kristi**

### Non-Voting Members

**Alexander, Robert Bailes, Brand; 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)	Meeting held via Zoom: <a href="https://cccconfer.zoom.us/j/91938281085">https://cccconfer.zoom.us/j/91938281085</a> Meeting called to order at 1:02pm	
Announcements from the Public (1 min)	None.	
Approval of 9/08/2021 Minutes (2 min)	<a href="#">ETC Minutes 2/23/22</a> Minutes approved as written for 02/23/22. Kelly moved and T.L seconded. Minutes approved as written for 02/09/22. Kelly motioned and T.L seconded.	Kelly motioned and T.L seconded to approve the minutes from 02/23/22 and 02/09/22 Jeff abstained for the 02/23/22 minutes.

### Reports

Item	Report	Action
DE Lead Report (5 min)	Webinar coming up for the CCCO if you are interested contact Cynthia.	
Technology Planning Committee Report (1 min)	None.	
Admin report (10 min)	None.	

## New Business

Item	Recommendation & Discussion	Action
SEAP Report (10 minutes)	Discussion of strategies to improve success and retention amongst African American and Latin X populations in DE courses.	Move to the next meeting. The committee will need at least 30mins. to complete.
PPR: DE Plan 2021-2022 (30 minutes)	<p>Keith to lead review of the 2021-2022 DE Plan The Rubric Items that the committee needs to focus on are:</p> <p><b>Learning Outcomes and Process</b></p> <p><b>(SA01)-</b> NetTutor faculty and students don't find this helpful, possibly having Instructors create an assignment around using NetTutor. Real need to train Instructors on how to utilize NetTutor and own Tutoring Center. NetTutor has more efficient hours available for students, nights and weekends. Get the Tutoring Center involved. Present at Adjunct Orientation.</p> <p><b>(SA02)-</b> Canvas syllabus section looks different and could be an issue. Students want a face to face meeting to discuss things with their instructor when it's 100% online.</p>	

## Ongoing Business

Item	Recommendation & Discussion	Action
CHC 062 revision (20 minutes)	<p>Brought back from 2/23 meeting. Edits have been made by the AS Workgroup and Robert McAtee since we last looked at it.</p> <p><a href="#">CHC 062 Course Outline (in progress)</a></p> <p><a href="#">CHC 062 Content Ideas 2022</a></p> <p>This is going to be sent to AS, so the committee could look it over and make changes if need be. Committee is good with</p>	<p><a href="https://docs.google.com/document/d/17jSYpxBjx2HhF_b3t2AuXUH1cZABPvCS/edit?usp=sharing&amp;ouid=115533472102468198623&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/17jSYpxBjx2HhF_b3t2AuXUH1cZABPvCS/edit?usp=sharing&amp;ouid=115533472102468198623&amp;rtpof=true&amp;sd=true</a></p> <p><a href="https://docs.google.com/document/d/1pU-hYKHZeYYj2H7YN3zQwc2k36i-TCYh-c0yNKOyd9I/edit?usp=sharing">https://docs.google.com/document/d/1pU-hYKHZeYYj2H7YN3zQwc2k36i-TCYh-c0yNKOyd9I/edit?usp=sharing</a></p>

	the changes that have been made to the document.	
Courses in Review Process (5 min)	<a href="#">Courses currently under review and recently approved</a>	
Instructor Verification (0 min)	No instructors in queue	

### Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)	Library task force is having an open house next thursday March 17th at noon.	
Good of the Order (3 min) <i>Future agenda items, colleague/program kudos, etc</i>	None.	
Adjourn	2:27pm	

### Future Business

Item		

## Reference Documents

Topic	Documents
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
CVC Exchange/Consortium	<a href="#">Home College Readiness slides</a>
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>