

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):

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| <ol style="list-style-type: none"> 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, | <ol style="list-style-type: none"> 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. |
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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; Cindy Griffith; John Spevak

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom: https://cccconfer.zoom.us/j/94436366702 Meeting called to Order at 1:02pm.	
Announcements from the Public (1 min)	None.	
Approval of 9/08/2021 Minutes (2 min)	ETC Minutes 3/09/22 T.L. motioned and Robert seconded to approve the minutes as written. Brandi Mello Abstained.	

Reports

Item	Report	Action
DE Lead Report (5 min)	<p>DECC continues to work on a revision of the DECC committee charge.</p> <p>TESS is beginning to develop an "eLearning Tool Rubric" for evaluating and determining what tools/software to adopt or not.</p> <p>Protorio/Labster - TESS is gathering data to see who/how many are using them and whether they are worth keeping. CHC is the top user of Pronto.</p> <p>Canvas Studio will remain available for the foreseeable future - CVC support for Canvas Studio will NOT sunset in June 2022 after all. TESS is looking into usage and needs data and tentatively committed to renewing the contract when/if that support ever does go away.</p>	-

	3/14/2022 DECC Minutes	
Technology Planning Committee Report (1 min)	None.	
Admin report (5 min)	Keith reviewed the proportion of sections we have for Fall 2022 33.7% online, 52.6% onsite, 8.7% remote, 2.1% Hybrid Async/F2F, 0.6% Hybrid Remote/ Async and 2.3% Hybrid Remote/ F2F.	

New Business

Item	Recommendation & Discussion	Action
Educational Master Plan (30 minutes)	Collaborative Brain Trust with us to discuss DE concerns for the Educational Master Plan	
SEAp Report (30 minutes)	Discussion of strategies to improve success and retention amongst African American and Latin X populations in DE courses. Committee broke into groups and discussed recommendations for the Student Equity Committee and the development of certain objectives.	
Canva Demo (10 minutes)	Will review at the next meeting.	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (1 min)	Courses currently under review and recently approved	

Instructor Verification (0 min)	No instructors in queue	
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Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)		
Good of the Order (1 min)	<i>Future agenda items, colleague/program kudos, etc</i>	
Adjourn	2:31pm	

Future Business

Item		
Home College status/ resolution for AS? (10 minutes)	Home College Readiness Workshop (slides)	From 2/23 agenda

Reference Documents

Topic	Documents
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
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