

# 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; Pfahler, Diane; 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**

## 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/94436366702">https://cccconfer.zoom.us/j/94436366702</a> Meeting called to order at 1:02pm	
Announcements from the Public (2 min)	None.	
Approval of 9/08/2021 Minutes (2 min)	<a href="#">ETC Minutes 4/13/22</a> Robert motioned and Jeff seconds the minutes as written. Diane abstained.	

### Reports

Item	Report	Action
DE Lead Report (3 min)	None.	
Technology Planning Committee Report (2 min)	None.	
Admin report (10 min)	Keith mentioned summer enrollment is starting to pick up. Keith won Jenga in the Library for the open house. Kay thanked the committee for their great work.	

## New Business

Item	Recommendation & Discussion	Action
Canva Demo (10 minutes)	Brandi reviewed Canva. Requesting Pro version which means everything being paid for in canva since there are some restrictions to things.	
SBCCD District Training needs survey (15 minutes)	The Committee separated into groups and are discussing questions that they think need to be on the survey.	

## Ongoing Business

Item	Recommendation & Discussion	Action
Considering Home College status/ resolution for AS? (30 minutes)	<p>Keith will present a CHC-specific version of the below information. Discussion to follow.</p> <p><a href="#">Home College Readiness Workshop (slides)</a></p> <p><a href="#">CVC: A Pathway Toward Equity &amp; Student Success</a></p> <p>This will stay a standing agenda item.</p>	
Courses in Review Process (1 min)	<a href="#">Courses currently under review and recently approved</a>	
Instructor Verification (1 min)	No instructors in queue	

## Concluding business

Item	Recommendation & Discussion	Action
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Announcements (2 min)		
Good of the Order (1 min)	<i>Future agenda items, colleague/program kudos, etc</i>	
Adjourn	2:34pm	

## 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
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>