

ETC Meeting Agenda



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.; Hamlett, Cynthia; McAtee, Robert; McLaren, Meridyth; Oshiro, Alan; Olivera, Christopher; Simonson, Kristi Southerland, Frances

Non-Voting Members

Alexander, Robert; **Cabralles, Joe**; Coats, Cherishea; Delahanty, Suzanne; **Mello, Brandice; Milligan, Marty; Weiss, Kay; White, Anthony;**Wurtz, Keith

Guests

Taylor, Alyssa;

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting called to order at 1:00 p.m.	
Announcements from the Public (2 min)		
Approval of 4/27/22 Minutes (3 min)	ETC Minutes 8/24/22	Kelly moved to approve; Robert 2nd

Reports

Item	Report	Action
DE Lead Report (10 min)	CHC Academic Senate has approved our recommendation to pursue full CVC Consortium membership as a Teaching College. 🎉	
Technology Planning Committee Report (2 min)	There is a new marquee; USB solutions have been discussed regarding computers that do not have a USB outlet; future equipment replacement may be on an as-needed basis	
Admin report (10 min)	None	

New Business

Item	Recommendation & Discussion	Action
DE 4- Year Plan (45 minutes)	<p>The DE 4- Year Plan needs review and discussion of any changes that need to be made.</p> <ul style="list-style-type: none"> • DE 4- Year Plan PDF • Goals, Objectives, Resources, and Actions • Editable criteria documents 	The committee worked on editing the 4-Year DE Plan. Work was not finished but OIERP granted an extension. The

	<ul style="list-style-type: none"> • DE Student Satisfaction Survey • PPR Handbook 	plan will be revisited at the next meeting.
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Ongoing Business

Item	Recommendation & Discussion	Action
CVC Consortium concerns (15 minutes - if time permits - if not, tabled until next meeting)	<p>Discussion of how we want to approach assembling a PO CR team. Discussion about getting volunteers to go through a) PO CR training and b) going through the course review process. Here is an infographic outlining the PO CR process.</p> <p>Here is the most recent CVC Update slideshow (9/16/2022) - Worth a look!</p>	Tabled until a future meeting.
Course prep assistance for faculty (if time permits - if not, tabled until next meeting)	<p>Per previous discussion of the DE Student Satisfaction survey, ETC is in the process of crafting a global email to DE faculty to address tips and tricks for general course (and pre-course) preparation.</p> <p>Work document for this task</p>	Tabled until a future meeting.

Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)		
Adjourn	Adjourned at 2:32 p.m.	

Reference Documents

Topic	Documents
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CVC Consortium	Home College Readiness Workshop (slides) CVC: A Pathway Toward Equity & Student Success (slides) POCR process infographic
State and Federal Regulations that guide our DE Addendum, training, equivalency, and (sometimes) funding	<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
Instructor verification/certification	CHC Certified/Verified Instructors