ETC Meeting Minutes

CRAFTON HILLS COLLEGE

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; **Hamlett, Cynthia;** Ivy, Krista;**McAtee, Robert; McLaren, Meridyth; Olivera, Christophe**r; **Simonson, Kristi** Southerland-Amsden, Frances

Non-Voting Members
Alexander, Robert; Delahanty, Suzanne; Coats, Cherishea; **Mello, Brandice; Spencer, Delmy; Weiss, Kay; Wurtz, Keith**

Guests
Taylor, Alyssa;

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	1:05pm	
Announcements from the Public (2 min)	None	
Approval of 4/27/22 Minutes (3 min)	ETC Minutes 4/27/22 Minutes approved as written.	Chris motioned and Kelly seconded to approve the minutes as written. Meridyth abstained.

Reports

Item	Report	Action
DE Lead Report (10 min)	4/11/2022 DECC Minutes OTC highlights DECO meeting highlights	
Technology Planning Committee Report (2 min)	No report.	
Admin report (10 min)	CHC current enrollment percentages are, 46% in-person, 48% Online, 6% hybrid	

New Business

Item	Recommendation & Discussion	Action

Student Satisfaction Survey Review (15 min)	[Student Satisfaction Survey Disaggregated Data](#) This survey was disaggregated by Age, Gender, Race and Ethnicity. Students found study guides and video lectures useful, and appreciated regular interactions between students. The committee discussed ways to assist faculty in making certain important information more visible on Canvas, how to help students understand Canvas notifications (whether not seeing them or getting too many). Keith suggested a **global email to DE faculty to address general course preparation. The committee** suggested discussing tips and tricks for such an email at the next meeting.	
Changes to DE Addendum review (10 min)	Kelly demonstrated how the DE Addendum approval process has changed after implementation of currIQūnet META in July 2022. There is a 99% reduction in workload for ETC members. The committee voted to remove this as a standing item and will be able to use the time to pursue other goals.	Kelly motioned and Meridyth seconded to remove DE Addendum review as a standing item on the ETC agenda with the understanding that it would come back as an annual review of the process. The motion was passed with 6 yes votes, no abstentions.

Ongoing Business

Item	Recommendation & Discussion	Action
Sending CVC process to AS for approval (10 min)	The committee voted to recommend that Academic Senate support Crafton Hills College's pursuit of full CVC Consortium membership as a Teaching College and that the campus explore potential faculty incentives for creating quality badged courses utilizing the POCR (Peer Online Course Review) through the CVC.	T.L. moved and Robert seconded to make the following recommendation to the Academic Senate. Motion passed with 6 yes votes, no abstentions. "The Educational Technology Committee,

		at its Aug 24, 2022 meeting, voted to recommend to the CHC Academic Senate to support joining the CVC (California Virtual Campus) Consortium as a Teaching College. Additionally, the ETC requested that the campus explore potential faculty incentives for creating quality badged courses utilizing the POCR (Peer Online Course Review) through the CVC."

Standing Items

Item	Recommendation & Discussion	Action
CVC Consortium concerns (15 minutes)	CVC has reached out to assist with POCR training. Discussion of how we want to approach this. Here is an infographic outlining the POCR process	Tabled until after Academic Senate reviews and accepts recommendation to join CVC Consortium.
Courses in Review Process (5 min)	None	
Instructor Verification (5 min)	Andrew Guevara

SQOT certificate
SQOT syllabus | Alex's training verification was approved. T.L. moved, Kelly seconded. The motion passed with 6 yes votes, no abstentions. |

Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)	Kay announced Run for the Hills 10/15/22 8am. $25	
Adjourn	2:26 p.m.	

Future Business

Item		

Reference Documents

Topic	Documents
CVC Consortium	Home College Readiness Workshop(slides) CVC: A Pathway Toward Equity & Student Success(slides) POCR process infographic
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
State and Federal Regulations that guide our DE Addendum, training, equivalency, and (sometimes) funding	● 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