

# 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.; **Hamlett, Cynthia**; McAtee, Robert; **McLaren, Meridyth** Olivera, Christopher

### Non-Voting Members

**Cabral, Joe**; Coats, Cherishea; Delahanty, Suzanne; **Mello, Brandice** Milligan, Marty; Oshiro, Alan; **Simonson, Kristi**; Southerland, Frances; **Weiss, Kay** White, Anthony; 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 (1 min)	No comments from the public	
Approval of 4/27/22 Minutes (3 min)	<a href="#">ETC Minutes 10/26/22</a>	Quorum was not made so the 10/26 minutes will be brought back to the 1/25/23 meeting.

### Reports

Item	Report	Action
DE Lead Report (5 min)	<a href="#">11/18/22 DECO Meeting slides</a> <a href="#">Independent Course Alignment Program</a> <i>Reviewed CVC-OEI</i>	
Technology Planning Committee Report (2 min)	No report	
Admin report (10 min)	<i>Kay gave an update on CVC Consortium progress. CHC has submitted all documents for teaching college status.</i>	

### New Business

Item	Recommendation & Discussion	Action
DE Updates to Title 5 (15 minute)	<a href="#">Updated/Revised Title 5 regulations</a> : 55005, 55200, 55204, 55206, 55208  What recommendations (if any) do we want to make based on these revisions?	The pertinent sections will be forwarded to AS for review.

		Reach out to Brandi Bailes regarding student to student in Title 5 for the Curriculum Committee.
New CHC DE vs. In-person data analysis (15 minutes)	<a href="#">DE vs. In-person analysis spreadsheet</a> <i>Data was reviewed; no recommendations were made.</i>	
DE Training “Recertification” (10 minutes)	<a href="#">A limited poll done by CCC DECO on what other CCs around the state are doing regarding faculty training recertification.</a> This is an opportunity to think about what our own “recertification” process and expectations might look like.	Work with PD to compile a list of professional development options for achieving the goal of sustainable knowledge and skills updates for DE faculty. Then, a recommendation will need to be forwarded to AS.
Online LIVE training for synchronous courses (10 minutes)	Do we want to make a recommendation to AS regarding a 2-week training requirement for teaching online remote courses?	A recommendation will be drafted and forwarded to AS.

### Ongoing Business

Item	Recommendation & Discussion	Action
Update of the ETC charge (15 minutes)	Review of <a href="#">the ETC charge</a> revised to align with ETC’s role as an Academic Senate subcommittee.  The current ETC charge is still active and at the top of this agenda. We need to finalize our revision and recommend to AS for approval.	Deferred to 1/25/2023 meeting.

### Concluding business

Item	Recommendation & Discussion	Action
Announcements (3 min)	None	

Adjourn		2:30pm
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### Future business

Item	Recommendation & Discussion	Action
CVC Consortium/POCR	<p>Discussion of assembling a PCR team. Discussion about getting volunteers to go through a) PCR training and b) the course review process. Supporting documents:</p> <ul style="list-style-type: none"> <li>• <a href="#">Local PCR process flow</a>(infographic)</li> <li>• <a href="#">DECO 9/16/22 CVC Update</a> (slideshow)</li> </ul>	
Orientation Letter repository	Explore setting up a section of the campus website to house teachers' welcome/orientation letters (and potentially syllabi where available) for all courses, both DE and F2F.	

### Reference Documents

Topic	Documents
CVC Consortium	<a href="#">CVC: A Pathway Toward Equity &amp; Student Success</a> (slides)
State and Federal Regulations that guide our DE Addendum, training, equivalency, and (sometimes) funding	<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>
Instructor verification/certification	<a href="#">CHC Certified/Verified Instructors</a>