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**

Non-Voting Members
Cabrales, Joe; Coats, Cherishea; Delahanty, Suzanne; Mello, Brandice; Milligan, Marty; Oshiro, Alan; Simonson, Kristi; **Southerland, Frances**; Weiss, Kay; White, Anthony; Wurtz, Keith

Guests
Taylor, Alyssa; Zuniga, Ruby

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)		1:03
Announcements from the Public (1 min)	None	
Approval of 4/27/22 Minutes (3 min)	ETC Minutes10/26/22 & 11/30/22	10/26 and 11/30 Minutes approved. Meridyth motioned and T.L seconded .

Reports

Item	Report	Action
DE Lead Report (5 min)	- CVC Kick off, Tuesday Jan. 31, 2023. - Valley and CHC at 8am - Deep Dive into the next 8 weeks at 12pm. - Chancellor's office defunding @One as it exists at the end of this Fiscal year, June 2023. It may be rolled into the Vision Center or other aspect of CCCCO professional development (or, it may not - updates to follow) - Online Teaching conference, Long Beach, CA on June 21-23.	
Technology Planning Committee Report (2 min)	None	
Admin report (10 min)		

New Business

Item	Recommendation & Discussion	Action

Krista Ivy - library Canvas updates (15 minutes)	Krista would like to share the Canvas pages and modules she's been working on and get some feedback from the committee. Krista presented her canvas page for students to visit to find different resources for the Library and on Campus.	
QFE: DE Student Survey revisions and recommendations (30 minutes)	Fall 2022 DE Student Satisfaction Survey Ruby reviewed 22SP survey, committee wants to revise some of the questions on the survey. Ruby will put together a google drive where the committee members can go in and edit the survey. The deadline is mid Feb so the changes will be ready for the survey that is going out in March.	

Ongoing Business

Item	Recommendation & Discussion	Action
Update of the ETC charge (15 minutes)	Review of the ETC charge 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.	Update charge at next meeting.
Instructor training verification (5 minutes)	Sarah DiSimone -Palomar Online Education Training 2015 POET certificate	Instructor needs more recent training to be approved.

Concluding business

Item	Recommendation & Discussion	Action
Announcements (3 min)		

Adjourn		2:34pm

Future business

Item	Recommendation & Discussion	Action
CVC Consortium/POCR	Discussion about assembling a POCR team. Discussion about getting volunteers to go through a) POCR training and b) the course review process. Supporting documents: ● Local POCR process flow(infographic) ● DECO 9/16/22 CVC Update (slideshow)	
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	CVC: A Pathway Toward Equity & Student Success(slides)
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
Instructor verification/certification	CHC Certified/Verified Instructors