

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):

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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**

Non-Voting Members

Cabralles, 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)	None	
Approval of Minutes (3 min)	ETC Minutes 1/25/2023	<i>Meridyth motioned and T.L seconded to approve the minutes as written for 1/25.</i>

Reports

Item	Report	Action
DE Lead Report (10 min)	<i>Cynthia went to the CVC meeting on Monday. They are currently scheduling meetings on Wednesdays. Online Teaching Conference Deadline Feb. 21 contact Kashaunda Harris or Cynthia Hamlett.</i>	
Technology Planning Committee Report (2 min)	<i>Wifi issues on campus, not to wire computers. Wifi app is going away, Self service is now available.</i>	
Admin report (10 min)	<i>Kay: CVC is looking into the payment process for students Touch Net or PayPal. Working very closely with Admissions and Records to make sure students have a smooth transition into enrolling in our college from other colleges.</i>	

New Business

Item	Recommendation & Discussion	Action
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<p>QFE: DE Student Survey revisions and recommendations (30 minutes)</p>	<p>Here's the work document:</p> <p>DE Student Satisfaction Work Document 1/2023</p> <p>Here's the last version that was sent out:</p> <p>Fall 2022 DE Student Satisfaction Survey</p> <p><i>Recommended that the VPI orchestrate the survey due to the committee not agreeing to the surveys as their purview.</i></p>	
<p>Adding a page to the CHC DE (faculty) website regarding "Web-Enhanced" courses (15 minutes)</p>	<p>Discussion on including a web page on our site to inform faculty about the benefits of having and best practices for a web-enhanced Canvas aspect to face-to-face courses. Pasadena City College's About Web-Enhanced Courses page is a great model.</p> <p><i>Recommendation to add this information into the faculty handbook that will be housed online</i></p>	

Ongoing Business

Item	Recommendation & Discussion	Action
<p>Update of the ETC charge (15 minutes)</p>	<p>Review of the ETC charge revised to align with ETC's role as an Academic Senate subcommittee.</p> <p>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.</p> <p><i>Committee voted to take out 4, 5, and 6 on the committee charge under revision and recommended a shared governance DE committee be formed.</i></p>	<p><i>Meridyth motioned to remove 4, 5, and 6; T.L. seconded.</i></p>

Concluding business

Item	Recommendation & Discussion	Action
Announcements (3 min)		
Adjourn	2:31pm	

Future business

Item	Recommendation & Discussion	Action
CVC Consortium/POCR	<p>Discussion about assembling a POCR team. Discussion about getting volunteers to go through a) POCR training and b) the course review process.</p> <p>Supporting documents:</p> <ul style="list-style-type: none"> • 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
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