

# 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"> <li>1. Reviewing DE addendums through the process approved and adopted by the Curriculum Committee,</li> <li>2. Making recommendations for professional development related to distance education,</li> <li>3. Reviewing and making recommendations for new and existing educational technologies and services,</li> <li>4. Making recommendations for DE pathways,</li> <li>5. Reviewing and making revisions and recommendations for the Introduction to Online Learning course for students,</li> <li>6. Reviewing and making revisions and recommendations for the Introduction to Online Teaching course for faculty,</li> </ol> | <ol style="list-style-type: none"> <li>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,</li> <li>8. Forwarding ETC training recommendations so that management may assign from a pool of eligible instructors,</li> <li>9. Reviewing the success of the of DE courses through the use of online student surveys,</li> <li>10. Serving as a liaison between campus needs and external entities,</li> <li>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,</li> <li>12. Conducting an annual review,</li> <li>13. Making revisions and recommendations for the CHC Distance Education (DE) Plan to ensure compliance with state and national DE standards, regulations, and guidelines,</li> <li>14. Making recommendations for CHC digital resources for online students and faculty,</li> <li>15. Other AS charges as requested/applicable.</li> </ol> |
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## Members (present in bold)

### Members

**Boebinger, Kelly; Brink, T.L.; Hamlett, Cynthia; McAtee, Robert; McLaren, Meridyth**

### 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)		1:07pm
Announcements from the Public (1 min)	None	
Approval of Minutes (3 min)	ETC Minutes <a href="#">2/8/2023</a>	Kelly motioned and T.L. seconded to approve the minutes as written. Robert Abstained.

### Reports

Item	Report	Action
DE Lead Report (10 min)	Plans for At One are ready. Responses from the CVC are still a little vege. CVC are working to find funds to keep Canvas studio going. T.L. will be doing a presentation trial on Chat GBT.	
Technology Planning Committee Report (2 min)	None.	
Admin report (10 min)	Payment processing is still a stumbling block for CVC.	

### New Business

Item	Recommendation & Discussion	Action
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Required DE training updates for faculty who took original training more than three years prior. (20 minutes)	<p>What do we think “required DE training updates” should look like on our campus? The goal is to find some mutual agreement with Valley so we can maintain training reciprocity. We will need to send our recommendation to AS.</p> <p>Committee had a discussion on the training being “required” updates. The updates will most likely include..accessibility, what's new in LMS, grade book training, New updates, how to use current features,and other tools. Possibly offering on Flex day as a training block. The word used instead of “required” could be “expected”.</p>	
Revisit catalog language for DE courses, w/ addition for “web-enhanced” courses (20 minutes)	<p>We are currently working with <a href="#">these definitions</a>, which could be improved, especially to better differentiate between asynchronous and synchronous. The following is a draft of the “web-enhanced” addition: “<i>Web-enhanced – An in-person, on-campus course requiring access to online content, assessments, and/or submissions as determined by the instructor.</i>”</p>	

### Concluding business

Item	Recommendation & Discussion	Action
Announcements (3 min)		
Adjourn		

### Future business

Item	Recommendation & Discussion	Action