

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 addenda through the process approved and adopted by the Curriculum Committee,

2. Reviewing and making recommendations for professional development related to distance education,
3. Reviewing and making recommendations for new and existing educational technologies and services,
4. Reviewing and making revisions and recommendations for the Introduction to Online Teaching course for faculty,
5. Forwarding ETC training recommendations so that management may assign from a pool of eligible instructors,
6. Gathering technology needs from faculty across the campus,
7. Other Academic Senate charges as requested/applicable.

Members (present in bold)

Members

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

Non-Voting Members

Coats, Cherishea; Delahanty, Suzanne; **Mello, Brandice**; Simonson, Kristi; Southerland, Frances; **Weiss, Kay**; **White, Anthony**; Wurtz, Keith

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
------	-----------------------------	--------

Call Meeting To Order (1 min)		1:08
Announcements from the Public (1 min)	None	
Approval of Minutes (3 min)	ETC Minutes 2/22/2023	Meridyth motioned to approve, T.L. seconded

Reports

Item	Report	Action
DE Lead Report (10 min)	<ul style="list-style-type: none"> T.L. had both OTC proposals accepted! 🎉 CVC Exchange implementation is coming along swimmingly, especially at our District's end. The Distance Education Program "DEP" shared governance committee is, so far, on track to begin meeting some time in Fall '23 semester. Still many details to work out, though, including contacting stakeholders who will be on the committee. There is a draft charge in progress. 	
Technology Planning Committee Report (2 min)	None	
Admin report (10 min)	Kay discussed the progress of the CVC exchange implementation	

New Business

Item	Recommendation & Discussion	Action
2023-2026 Campus Technology Plan Draft (30 minutes)	Anthony White to discuss and ask for feedback regarding the Draft 2023-2026 Campus Technology Plan	

AP 4105, addition of language regarding training and preparation for online teaching (25 minutes)	Discussion regarding adding necessary additional language to AP 4105 regarding training and preparedness for teaching online. This is something that will need to be taken to the Academic Senate. Here's a document with sample language from several other colleges .	This will be sent out for comment by the committee before sending to AS for comment.
Meeting frequency (5 minutes)	DE Lead would like to recommend meeting once a month rather than 2nd and 4th Wednesdays due to the diminished charge.	Committee suggested adjusting the 2x monthly schedule, with the 2nd Wednesday being scheduled as FIRM and the 4th Wednesday being scheduled as HOLD in the event that an additional monthly meeting is needed.

Concluding business

Item	Recommendation & Discussion	Action
Announcements and calls for future business (3 min)		
Adjourn		2:23

Future business

Item	Recommendation & Discussion	Action