

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

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

Non-Voting Members

Coats, Cherishea; **Mello, Brandice**; Simonson, Kristi; Weiss, Kay; Wurtz, Keith

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
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Call Meeting To Order		1:03 p.m.
Announcements from the Public	None	
Approval of Minutes	ETC Minutes 4/12/2023	Meridyth moved to approve; T.L. seconded. Robert abstained. Minutes were approved.

Reports

Item	Report	Action
DE Lead	Online Teaching Conference Peer Online Course Review (POCR) committee Distance Education Program committee CVC Exchange	
Technology Planning Committee	None	
District DE Team	Honorlock Chromebook issues w/transition from Proctorio to Honorlock Turnitin (fancy version) Looking into Delphinium Impact	
Administration	CVC exchange is working; students are finding the courses.	

New Business

Item	Recommendation & Discussion	Action
Reviewing the ETC charge for future agenda items	Reviewing the charge at the top of this agenda to consider the committee agenda for the semester as a whole.	

ETC meeting frequency	At the 4/12/23 regular meeting, the Committee suggested adjusting the 2x monthly schedule to 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. Are we still good with that plan given ETC membership and charge, and can we get a formal vote?	Committee voted to make the 2nd Wednesday FIRM and the 4th Wednesday HOLD. Meridyth moved; T.L. second. All members voted yes.
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Concluding business

Item	Recommendation & Discussion	Action
Announcements		
Calls for future business		
Adjourn		2:16 p.m.

Future business

Item	Recommendation & Discussion	Action
Live/Synchronous Training Certification		