

# 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		1:05
Announcements from the Public	None	
Approval of Minutes	<a href="#">ETC Minutes 8/23/2023</a>	Meridyth moved to approve; Robert seconded. Minutes were approved.

## Reports

Item	Report	Action
DE Lead	New DEP committee meets for the first time today	
Technology Planning Committee	None	
District DE Team	Impact will be installed soon but it will be several weeks until it is ready for general use. Demos of Hypothes.is (9/25) and Harmonize (10/2) have been scheduled. Preferred pronouns will be added to Canvas (“Ask me”)	
Administration	No administrators in attendance	

## New Business

Item	Recommendation & Discussion	Action
Losing DE Equivalency with RCCD	Reviewing the <a href="#">RCCD Equivalency Checklist</a> to understand where and why we do not align	Committee requests to mull this over and revisit at the next meeting

DE Verified Instructors list web location	The SharePoint spreadsheet is creating confusion for dept. chairs and generating too many help requests for Cynthia. Request to reconsider where to house the list.	Consider the options and bring back to next meeting
Live/Synchronous Training	Looking over the content of the 2-week course to determine the best time and way for PDC to offer the course.	Tabled until next meeting

### Concluding business

Item	Recommendation & Discussion	Action
Announcements	Meridyth offered kudos for the 10-Day Accessibility Challenge emails/videos being shared with faculty right now.	
Calls for future business	Process for software/Canvas LTI requests to District	
Adjourn		2:02

### Future business

Item	Recommendation & Discussion	Action