

Crafton Hills College
Educational Technology Committee
September 16, 2009
Minutes

Members:

Catherine Pace-Pequeno, Faculty Chair
 Kelly Boebinger
 T.L. Brink
 Ruth Greyraven
 Rick Hogrefe, Administrative Co-Chair
 Denise Hoyt
 Terry Koeper
 Mark McConnell
 Meridyth McLaren
 Snezana Petrovic
 Aaron Race

I. Approval of Minutes

Approved by consensus

II. Approvals

A. DE Course Approval Update

Need to get clarification on the English class. Seems to be an issue with the DE component.
Tabling Econ 200 & 201 until the next meeting. Catherine will meet with Farhad about suggestions.
Doesn't seem to be much change from the Spring document.

B. Instructor Readiness Approvals

Appears that the instructor list online is accurate. There are changes.
Add McCambly and Downey to list

Add Psych 111 to TL and Sandra

Art 102 – Jessica

Psych 100 – Jennifer Downey

Karla Franko – Religion 135

TL- Psych 117/ Math 117

ETC members should review list and send any corrections to Rick.

C. Course Readiness Approvals

None

III. Updates

A. Faculty Co-Chair

Reminder that Catherine will not be here after this year and possibly not after this semester, need to be thinking about her replacement.

B. Administrative Co-Chair

IV. Action Items

A. Finalize Documents

1. DE Course Approval

Approved current edition by consensus

2. Intent to Teach

Add discipline under the line for 'teaching in'

Add approved date to form

Approved by consensus

3. Instructor Readiness
 - a. Online Certification Quiz
Online Readiness quiz – approved by consensus
 - b. Skills Observation
Hands on Skill Checklist – approved by consensus
4. Course Readiness
Matching the instructor to the course – 2 weeks of content, etc. – add that this evaluation will be based on at least 2 weeks of course content.
Are all of these things mandatory – Yes – needs to be consistency amongst classes
Things not mandatory:
 - Section number
 - URL of associated website (if applicable)
 - Prerequisite needed
 - Skills – recommended
 - Office location – if applicable
 - Office hours – if app
 - Add/drop – (change)
 - Drop policies – remove add
 - Add expectations to Grading policiesSeparate things in the course and additional things ETC will be looking for.
Add SLOs and objectives

Approved by consensus

Final, approved packet (including DE addendum) will go will go out to all Deans and Chairs.

- B. Approved Instructor List
- C. Online Portal www.craftonhills.edu/online
Hoping to have this available in Spring
Would like to be able to send an e-mail to all students registered in an online class at the beginning of the semester directing them to the portal.
Search for current online classes – take out register
Need to look at numbering course sections – can then pull information from each type – hybrid and online
If we have any suggestions – FAQs – send to Catherine – Ideas for branding, colors also send to Catherine
Need to get the written descriptions
Testimonials
Look at other schools – bring copies to share
- D. Course Evaluation Process – move to future meeting. ETC has said that evals will be done – now up to Deans and VPs to figure out details
 1. How to deliver
 2. How to use results

V. Future Agenda Items

- A. E-mail to faculty from deans about DE and telecourse conversion
- B. Retention/Success/SLO comparison between face-to-face and DE courses
- C. DE Program SLOs
- D. Portal -

VI. Adjournment

Next meeting: Wednesday, October 7, 2009

1:00-2:30

LADM 217