

Educational Technology Committee
Minutes
1 October 2008

Members Present: Kelly Boebinger, TL Brink, John Gist, Denise Hoyt, Mark McConnell, Meridyth McLaren, Sandra Moore, Catherine Pace-Pequeno, Aaron Race, Kiran Razzak, Laurens Thurman

Members Absent: John Gist, Terry Koeper, Cheryl Marshall, Snezana Petrovic, Ted Phillips

1. Minutes approved by acclimation (with grammatical change)
2. Bb Training with Trelisa starts today Mon, Wed at 1:00.
2 bootcamp days – November 21st and January 8th.
3. A lot of tasks to be completed this semester. Have broken tasks down amongst people.

Laurens, Kelly and TL – telecourses – Laurens will be the keep DE Portal - discussion with Glen Kuck – no promise of a portal yet, may be security issues for the district.

Ted, Denise and Catherine – will work on building one on our own site.

Skill check approach for certification – Sandra, Mark, Aaron – Sandra is the keeper of documents

Come back to November meeting with beginning thoughts and ideas.

4. Religion 135 – will give her feedback. Keep Laurens updated on progress or lack there of, so he can keep the Deans in the loop. Offer to have her meet with us. Must be completed by Oct. 13th so it can be viewed by the committee, discussed via e-mail and voted on at the Oct. 15th meeting. Remind her she only needs to focus on the first 2 weeks, to be used as a template for the rest of the weeks.

2 other instructors still working on courses – waiting to see where they are.

5. Process for approving online instructors – paper load is becoming overwhelming. What is the role we will have in developing these pools of instructors? Doesn't seem to be clear to the instructors that there is more

to the process for being approved to teach a course then just sending in proof of qualification.

Potential adjuncts need to go through the hiring process before they can be considered to teach online.

What should the role of faculty chair be in creating this pool? Catherine gets requests from people, she isn't sure whether they are coming through the faculty chair or contacting her directly first.

Need to have the approval process distributed to all involved parts of the college and district. Needs to be clear that ETC only recommends *hired* faculty to teach online. Could become a catch 22 – can't hire if we don't have the courses, won't have the courses if we don't have the faculty to create them. Faculty in the approval process – first apply to the district, then the chair and the dean review the application and determine if they are approved – meets quals, then give them the info about being approved to teach online and submit online readiness, course is up then they would complete the hiring process (board approval).

Do we then have to give them a shell so we can see their course materials? Yes. Need to figure out how create a shell for people who are not under contract. Can we do temporary developmental shells? Laurens will draft an initial document of this process for the next meeting.

6. Issue with online courses being put into the schedule without the full approval process being completed.

The process will be presented at the next Faculty Chairs meeting. Need to review the DE info in the schedule for uniformity – review pages in the schedule and give Cheryl feedback. Catalog will now include instructions on how to log into Bb.

Suggestion to give draft to students for their feedback.

7. Next meeting – be ready for portal and schedule. Oct. 15th