

Crafton Hills College

ETC Minutes

Date: November 5th, 2014
 Next Meeting: November 19th, 2014
 Time: 1:00 – 2:00 p.m.
 Location: LADM 220

The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revises as necessary the Intro to online learning course(s) (CHC 062), as well as the process by which online instructors and courses are evaluated. The committee reviews and approves eLearning instructors and courses. The committee reviews the success of the eLearning program and makes recommendations for professional development to address identified deficiencies. Develops and provides content for the CHC eLearning portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's eLearning program to instructional support services, student services and the curriculum committee for eLearning programs and students.

Members:

**Boebinger, Kelly; Brink, T. L.; Hendrickson, Catherine; Petrovic, Snezana; Spencer, Emily, Urbanovich, James*;
 Word, Daniel; Yau, Margaret;**

Non Voting Members: Hogrefe, Rick; Reece, Bryan

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order		
Agenda Items		
Approval of Minutes		Motion by Catherine Hendrickson, Seconded by Snezana Petrovic. Approved by all.
Course Approval Process	Review doc outlining steps and process Updated the doc – will include on the next agenda for approval.	
Instructor Approval Process	Reviewed and revised doc	Motion by Catherine Hendrickson, Seconded by Snezana Petrovic. Approved by all.
Courses Needing Approval	Ruiz, Sandra	
Instructors Needing Approval	Hawkins, DJ (step 1) Burke, Jeff (step 1) Leon, Juan (step 1) Piluso (step 2 & 3) Ruiz (step 2 & 3)	Motion by Kelly Boebinger seconded by Catherine Hendrickson to approve DJ Hawkins step 1 and forward for Step 2, Refer Jeff Burke to TL for recommendation for Step 1, Juan Leon for online methods courses (conveyed by M Yau) to complete Step 1, Piluso for approval to Step 2, and Ruiz for approval to step 3.
Distributed Ed Plan	Form a task force to review/revise plan – move to next agenda Will bring back to Nov 19 th ETC agenda	
Planning for 2014-2015		

- CHC 062
- Recommendations for Professional Development
- Online course evaluation process
- Elearning portal
- Growth of the CHC eLearning program
- eLearning instructional support services and student services

Statements from the public	
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Announcements	
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Adjourn	
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Future Business

- Re cert – or recurrency issue