

# Crafton Hills College

## ETC Minutes

Date: November 19<sup>th</sup>, 2014  
 Next Meeting: November 3<sup>rd</sup>, 2014  
 Time: 1:00 – 2:30 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; Lares, Rhiannon

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order		
<b>Agenda Items</b>		
Approval of Minutes	Nov 5 <sup>th</sup> meeting minutes	Approved by concensues
Online Instructor approval process statement on the CHC website	Final Review and Approval. <b>Added one additional line of information.</b>	Motion by TL to adopt the approval process as ammended – seconded by Kelly B. Passed by all present.
Instructor Approval Process	Review pages 1 & 2 of the doc <b>Reviewed and revised both pages of the document.</b>	Motion by Catherine H to approve pages 1 & 2. Seconded by Emily S. Passed by all present.
<i>Tablet Initiative</i>	<i>Tablet Initiative</i> <b>Reviewed list of Spring 2015 participants and stated support for faculty as listed.</b>	Motion by Kelly B to add this item to the ETC agenda. Seconded by Catherine H. Passed by all present.
Courses Needing Approval <i>(CurricuNet Step)</i>	<b>COUN 110 (step 6) – Done</b> <b>COUN 111 (step 6) – Done</b> <b>PSYCH 101 (step 6) - Done</b> <b>LIBR 100 and 110 need to be reviewed.</b> <b>Art 102 is a carry over from last year. DE portion needs to be approved by ETC – will add it to the December agenda.</b>  Google Doc Link: <a href="https://docs.google.com/spreadsheets/d/1ifX-Ly-tp_gPbS7bJu4ikvIV2gBErST7WhaAu3o8cR8/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ifX-Ly-tp_gPbS7bJu4ikvIV2gBErST7WhaAu3o8cR8/edit?usp=sharing</a>	Psych 101 - Motion by Catherine H to add this item to the ETC agenda. Seconded by Margaret Y. Passed by all present. COUN 110 & 111 - Motion by Catherine H to add this item to the ETC agenda. Seconded by Margaret Y. Passed by all present.

Instructors Needing Approval	<p>Hawkins, DJ (step) – Referred back to her to develop an online course in a developmental shell.</p> <p>Burke, Jeff (step 1?)</p> <p>Leon, Juan (step 1 – needs to complete Bb training or AtOne online teaching cert)</p> <p>Piluso (step 2 &amp; 3) – blackboard shell?</p> <p><b>Ruiz (step 3) – approve 2 weeks of course content - approved.</b></p> <p><b>Menchaca, Patricia – added to December Agenda</b></p>	<p>Sandra Ruiz - Motion by Kelly B to approved Sandra Ruiz for online instruction. Seconded by TL.</p> <p>Passed by all present</p>
Distributed Ed Plan	Review and update plan	
<b>Planning for 2014-2015</b>		
<ul style="list-style-type: none"> <li>• CHC 062</li> <li>• Recommendations for Professional Development</li> <li>• Online course evaluation process</li> <li>• Elearning portal</li> <li>• Growth of the CHC eLearning program</li> <li>• eLearning instructional support services and student services</li> </ul>		
<b>Statements from the public</b>		
<b>Announcements</b>		
<b>Adjourn</b>		
<b>Future Business</b> <ul style="list-style-type: none"> <li>• Re cert – or recurrency issue</li> </ul>		