

# Crafton Hills College

## ETC Meeting Minutes

**Date: October 14, 2015**  
**Next Regular Meeting: Oct. 28<sup>th</sup>, 2015**  
**Time: 1:30pm – 3:00pm**  
**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 (present in bold):

**Allen-Hoyt, Denise; Boebinger, Kelly; Brink, T. L.; Cervantez, Jeff; Hanley, J, Hendrickson, Catherine; Petrovic, Patty Quach, Snezana; Word, Daniel; Yau, Margaret**

Non Voting Members: **Reece, Bryan; Lares, Rhiannon, Elisya Incidis**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:05 pm	
<b>Agenda Items</b>		
Approval of Minutes	9-23-15	Motioned for approval by Kelly. Seconded by Jeff. Approved by consensus.
Distance Education Plan	<p>Review Mission, Vision and revisions to sections as assigned</p> <p><b>Mission:</b> In support of Crafton Hills College's Mission, Vision and Values, the CHC Distance Education program engages students through quality online instruction and support services as an alternative approach to advancing the educational, career, and personal goals of our students.</p> <p><b>Vision:</b> Students have access to a dynamic, high-quality and comprehensive education that advances student success in an engaging, student-centered online learning environment.</p> <p>Reviewed DE plan up to DE Initiative 5.</p>	Motioned to approve the DE mission statement by Jeff. Seconded by Snezana. Approved by all.
Canvas LMS	<p>The district is considering the Canvas LMS. Effort will be needed for conversion, which is the biggest issue.</p> <p>Bryan suggested a future agenda item: how cost savings can be used for professional development and other related opportunities.</p>	
Courses needing Approval	<p>We are out of compliance with ACCJC in terms of over 50% online offerings without submitting a substantial change report.</p> <p>Place DE addendum on hold at the last DE approval step until hearing back from ACCJC, except for courses up for six-year revision.</p>	Members are asked to review the DE course submissions on CurricuNet.

Instructors Needing Approval	<p>Consideration of Step 1 DE certification for CHC Faculty</p> <p>Step 1: Suzanne Pantoja – BUS (on hold)</p> <p>Step 2: Christie Firtha – Eng (approved step 1)</p> <p>Step 2: Todd Menzing – Soc (approved step 1)</p> <p>Step 2: Ralph Rabago (approved step 1)</p>	<p>Denise is working with Suzanne on the online approval process.</p> <p>Motioned by Catherine to recommend Christie, Ralph, and Todd to move to step 2. Seconded by TL.</p>
Intro to Online Learning Course	None	
DE Workshops	None	
<b>Statements from the public</b>	None	
<b>Announcements</b>	None	
<b>Future Agenda items</b>	<p>Review of Canvas LMS Portal</p> <p>Support (counseling, financial aide, etc).</p> <p>Recommendations for 2015-2016 DE workshops</p> <p>Update on Intro to Online Learning Course</p>	
<b>Adjourn</b>	3:00 PM	