

# Crafton Hills College

## ETC Meeting Minutes

**Date: November 18, 2015**  
**Next Regular Meeting: Dec 9<sup>th</sup>, 2015**  
**Time: 1:00pm – 2:30pm**  
**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, Snezana; Quach, Patricia, Word, Daniel; Yau, Margaret;**

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

| Items                                    | Recommendation/Discussion/Future Business  | Action   |
|--|--|--|
| Call Meeting To Order                    | 1:08 PM  |  |
| <b>Agenda Items</b>                      |  |  |
| <b>Approval of Minutes</b>               | 11-4-15  | Kelly motioned to approve. Jeff seconded. Approve by consensus.  |
| Courses needing Approval (Nov 18 agenda) | BUSAD 103 (new DE addendum – on hold)<br>PHIL 103 (course update)<br>ENGL 101 (course update)  |  |
| <b>Instructors Needing Approval</b>      | Consideration of DE certification for CHC Faculty<br><b>Step 1: Ny S. Chhuon – SOC (consider for step 1 approval)</b><br><b>Step 1: Suzanne Pantoja – BUS (consider for step 1 approval)</b><br><b>Step 2: Alta Vasquez – CIS (consider for step 2 approval)</b><br><b>Step 3: Todd Menzing – HISTORY (consider for step 3 approval) (Hist 101 section 71)</b> | Ny S. Chhuon is approved for step 1 and is moved her to step 2.<br>Suzanne Pantoja is approved for step 1 and is moved to step 2 and 3.<br>Todd Menzing is approved to teach online. |
| <b>Review of OEI</b>                     | Reviewed recommendation from Jeff Cervantes and made revisions.  |  |
| <b>DE Workshops</b>                      | <b>Recommendations for 2015-2016 DE workshops</b> <ul style="list-style-type: none"> <li>- Accessibility</li> <li>- Lynda.com training sessions</li> <li>- Brown bags</li> </ul>   | Review of accomplishments in this semester at the next meeting.  |
| <b>Statements from the public</b>        | None   |  |
| <b>Announcements</b>                     | None   |  |
| <b>Future Agenda items</b>               | Portal<br>Support (counseling, financial aide, etc).<br>Support for making instructor generated video's assessible   |  |

