

Crafton Hills College

ETC Meeting Minutes

Date: February 24th, 2016
 Next Regular Meeting: Mar 9th, 2016
 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:

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	1:17pm	

Agenda Items

Approval of Minutes	2-10-16	Catherine moved to approve minutes, Patty seconded. Approved.
Courses needing Approval (Dec-9 agenda)	BUSAD 103 (new DE addendum – on hold) PHIL 103 (course update) ENGL 101 (course update)	BUSAD 103 – approved by consensus PHIL 103 – Kelly moved, Catherine seconded. ENGL 101 – “new DE addendum, on hold”
Instructors Needing Approval	Consideration of DE certification for CHC Faculty Step 2?: Felix A. Kalinski – BusAd (needs step 2 approval) Step 2?: Kerry McLoughlin – SOC (needs step 2 approval) Step 2?: Ny S. Chhuon – SOC (needs step 2 approval) Step 2?: Alta Vasquez – CIS (needs step 2 approval) Step 2?: Pablo Romero – BusAd (needs step 2 approval)	Kerry – paperwork needs to be reviewed by the committee Alta & Pablo – approved to move to Step 3 Felix – interview with Catherine on March 1 st
Online Tutoring Platforms (Patty Q)	Smarthinking presented on 1/27 NetTutor presented on 2/10 Need to discuss questions and provide direction to Academic Senate	See list of Questions for more information Make a proposal to Academic Senate for NetTutor for 600 hours. All subjects, limited to DE and Hybrid.
Substantive Change Report (Denise)	Final Draft to Review	On hold to possibly Fall 2016
Distance Education Plan	Implementing objective and annual plan progress	

@one Course on Accessibility	Open enrollment	
Statements from the public		
Announcements	Sign up for the accessibility course	
Future Agenda items	Portal Training on new Web management tool. OEI tools in ITOL course and on the CHC DE web portal Support (counseling, financial aide, etc). Support for closed captioning of instructor generated video's	
Adjourn	2:16	