

Crafton Hills College
Educational Technology Committee
April 7, 2010
Minutes

Members:

☒ Catherine Pace-Pequeno, Faculty Chair
☒ Kelly Boebinger
☒ T.L. Brink
☐ Julie Davis
☐ Ruth Greyraven
☒ Rick Hogrefe, Administrative Co-Chair
☐ Denise Hoyt
☐ Terry Koeper
☒ Mark McConnell
☒ Meridyth McLaren
☐ Snezana Petrovic
☐ Aaron Race

- I. Approval of Minutes
 - A. February 17 – approved by consensus
 - B. March 3 – approved by consensus
 - C. March 24 – approved by consensus
 - D. March 31 – approved by consensus
- II. Approvals
 - A. DE Course Approval - none
 - B. Instructor Readiness Approvals - none
 - C. Course Readiness Approvals - none
- III. Updates
 - A. Faculty Co-Chair - request from Matthew Lee for additional information for accreditation report. Where are we on portal? Beginning of Fall 2010, will have an evaluation process – done. Results of eval – distributed to ETC members. Next meeting will look at overall summary of online effectiveness survey, how to increase response rate and retention. Annual review of DE classes.
 - B. Administrative Co-Chair -
- IV. Action Items
 - A. Online Portal www.craftonhills.edu/online
 - 1. Welcome (Hoyt) – reviewed content. Remove “exceptions” add “assignments/activities”, add prescribed period of time, under response time. What about clarifying that online courses are transferable? Need to add a paragraph about web enhanced courses – FTF classes where instructors require supplement course info with online material. Do we want this? Add a paragraph at the bottom about CHC instructors utilizing Bb.

Add one or more required FTF meetings to hybrid.

Anything we should add? Sentence about the district adopting the use of Blackboard as its course management systems (CMS).

When is the web master going to upload all of this info? This summer.

2. Approval Process (Hogrefe)- read through content. Change approval form to say – upon endorsement, rather than approve. Department recommends, rather than Faculty chair recommends.

3. FAQ for students (McConnell) - FAQ s have been refined

4. Faculty FAQ (Brink)

5. Other (Boebinger)

V. Future Agenda Items

A. Online Effectiveness Report

B. Comparison of Retention in Online and Face-to-Face Classes

VI. Other

A. Issues with workload – when you take time off, if you are still teaching your online courses, how does this work? If all online, it is one thing, if you still have FTF classes that you aren't on campus to meeting with, what happens? This is a conversation that needs to start with people who teach online. This is a district and union matter – issues of workload.

VII. Adjournment

Next meeting: Wednesday, April 21

1:00-2:30

LADM 217