
ETC Meeting Minutes



The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommend policies for CHC Distance Education (DE). The committee makes recommendations for DE pathways, reviews and makes revision recommendations for 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 DE instructors and courses.

The committee reviews the success of the DE program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC online portal. Develops recommendations related to the continued growth, quality and success of the college's DE program to instructional support services, student services, and the curriculum committee. Conducts an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.

Members (present in bold)

Bailes, Brandi; Boebinger, Kelly; Brink, T.L.; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; Hamlett, Cynthia; McAtee, Robert; Grounds, John; Robles, Josh

Non-Voting Members

Wurtz Keith; Lares, Rhiannon; Delahanty, Suzanne

Guests

Weiss, Kay

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)		1:02pm
Announcements from the Public (1 min)	None	

Approval of 12/11/2019 Minutes (2 min)	12-11-2019 minutes	Brandi motioned and Cheryl seconded to approve the minutes.
--	------------------------------------	---

Reports

Item	Report	Action
DE Lead Report (5 min)	Mark McConnell and Nick Reichert have been invited to February 2020 meeting(s)	Mark agreed to come to the Feb meeting, have not heard back from Nick. Cynthia will send out an email asking who is interested and looking at the link those who respond will get a follow up email with the link.
Technology Committee Report (1 min)		
Admin report/Self Study (20 minutes)	Keith - accreditation, R/P business	Keith reviewed 2a1, AP needs to include student to student and faculty and student. Add to 2nd paragraph Starfish component to receive grades and notifications. Keith will also send out other standard materials for committee to review ahead of meeting.

Old Business

Item	Recommendation & Discussion	Action
DE/ETC Regular, Effective Contact Guidelines revision (10 minutes)	Proposed Regular and Effective Communication Definition from January 2019	Keith will edit the document and bring to the next meeting so committee can review it.

DE/ETC Accessibility Guidelines revision (10 minutes)	Proposed DE/ETC Accessibility guidelines from February 2019	Committee edited the form and deleted some sections that are no longer necessary. Cynthia needs to change permissions on the document.
CHC 062 (10 minutes)	Staffing for summer and fall 2020; revisit concept of self-driven 062	This will be offered in 2020 Summer and 2020 Fall. John Grounds volunteered for second part of summer after June.

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review	Committee members need to participate more in the course approval process. Cynthia will link the guide in the ongoing business so committee can refer back if they need help with the process.
Instructors ready for Verification review [have finished all 3 steps] (0 minutes)	None in the approval queue at this time	

New Business

Item	Recommendation & Discussion	Action
------	-----------------------------	--------

Academic Integrity Online (10 minutes)	Review Guide to Supporting Academic Integrity Online on DE Resources Course. Revisions?	Committee went through the document and made small changes. Added presentation assignments, speeches, demonstrations and audio/visual. Changed the name to Strategies for supporting Academic Integrity Online.
DE Library services (10 minutes)	What are our DE library service needs? Online library orientation? Online library workshops? Embedded librarians?	Bring this back to the next meeting and invite Krista Ivy to discuss and clarify some things regarding the library.
IOTL revision (5 minutes)	Volunteers to review course prior to launch for institution specific content?	Brandi will go in and review Suzanne's course.

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ SI leader integration ✓ Adding accessibility check to Approval Process ✓ Update on the DE Plan objectives and action plan ✓ Feedback on district support services ✓ Generic online A.S. showing GE requirements offered online ✓ Sample Canvas Course: Resources, volunteers, and set up Add

Approvals 19-20 Academic Year

Courses Approved

1. [Approved courses](#)

Instructors Approved

1. Patricia Menchaca
2. John Commander
3. Kristin Alderson
4. Rene Urbanovich
5. Jeff Verschell
6. Richard Graff
7. Jonathan Townsend
8. David Molloy
9. Reuben Antilla
10. Angelica Baccari
11. Miriam Saadeh
12. Elizabeth Johnson
13. Elena Seager
14. Francis Houlihan
15. Monica Khalaj-LeCorre
16. Brandice Mello
17. Anne Pennington