ETC Meeting Agenda

CRAFTON HILLS COLLEGE

The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommends 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; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; Hamlet, Ryan; Hendrickson, Catherine; McAtee, Robert; Petrovic, Snezana; **Bell, Eva.**

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:06
Announcements from the Public		n/a

Approval of Sept 26 & Oct 10 Minutes		Motion to approve minutes from 9/26/18 and 10/10/18 by Kelly. Seconded by Cheryl.

Old Business

Item	Recommendation & Discussion	Action
Approval Process (20 min)	Discussion on updates to instructor approval process Current step one Current step two part 1 Current step two part 2 Form 1.a creation: initial online questionnaire form.	Combine three forms (current 2a., current Step 2b. And DE Intent to Teach) into one online form called Form 1 (application form) at Step 1. Add to Form 1 a disclosure announcement that "completing this process does not guarantee you a section/class." A modified version of the checklist (verify hands on) will be Form 2 in Step 2. Create a Sandbox or shell in Canvas for those rare cases where the person needs it for Step 2. We will combine Step 2 and Step 3 having candidates create 2 weeks or so of content in the shell and use the checklist to develop it and check off items. Develop Form 3 for committee members to look at the course using the OEI Rubric. Candidates will not make it to the agenda until they complete the final step. **Motion**: Jeff made for DE leads or designated ETC members may complete the hands-on assessment for candidates. **Second:** Brandi. All in favor.

CurricUNET Guidelines for DE Addendums.	First draft of what ETC CurricUNET evaluators need to review - Boebinger	Gwen will ask Kim to fix hours on DE Addendum: should be 1 to 2 but says 1 to 3. The committee will use the document to evaluate courses in the next two weeks and report back on its effectiveness.
DE Plan Objective 2.2 – Online Pedagogy (10 min)	Hiring processes will include questions related to technical skills and the related impact on teaching and learning as part of the hiring process. Note: This needs to go to AS before it goes to Crafton Council and VPI Homework for committee	Discussion of Document Committee will continue to add questions over the next few weeks.
Courses Needing Approval	1. CIS 136 2. MUSIC 120 3. MUSIC 120H 4. MUSIC 134	Discussion.
Informational: Pre-step 1	1. Amy Niessen - Health 2. Daniel Sullivan - EMS 3. Melissa Sonico - English 4. Rose Urbanovich - Philosophy 5. Tanisha Flowers - Psychology 6. Tony Clerc - Poli Sci	Discussion.
Instructors Needing Approval (Intent to teach – Step 1) (4 min)		
Skills and Knowledge Assessment (Step 2) (2 min)	1. Heather Hammond - Child Dev 2. Anne Atkinson - English	Heather worked with Brandi. Anne worked with Jeff. Motion by Kelly to approve. Jeff seconded.

Instructor Course Review (Step 3) (10 min)	Volunteers needed to review the following instructors/courses: 　1.　Heather Hammond - Child Dev (course is ready) Update: 　1.　Patricia Menchaca - Environmental Science 　2.　John Grounds - CTE 　3.　Eddie Aguilar - CTE 　4.　Sabrina Jimenez - History 　5.　Kenyon Callahan - Poli Sci 　6.　Nader Gergis - Art	Cheryl and Andrew will review Sabrina Jimenez. Ryan and Kelly will review Heather.
Instructors on Hold		
Old Business on Hold	✓　Arc Media - Cervantez ✓　Course Arc - George ✓　Proposed DE/ETC Accessibility guidelines: https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit# ✓　Definition of "Regular and Effective Contact"	

New Business

Item	Recommendation & Discussion	Action
SIS Input	Discussion	Replacement of WebAdvisor: Motion from Kelly: ETC needs to ask vendors to come to a committee meeting so we can express our interest in being part of the discussion. Cheryl seconded.

Sample Canvas Course	Resources, volunteers, and set up.	Add to next agenda.
CurricUNET DE Addendum	DiBartolo update regarding auto-populating.	It's possible, tedious, and time consuming. We have to decide what Kim wants us to autocomplete. Instructors are locked in by drop down box menu choices. Will take between 6-12 months for Curricunet to finish the process. Therefore, we can ask Kim to add a link to a sample DE Addendum or list of suggestions to create a strong one. Gwen will create a training video instead for the time being that walks us through the DE Addendum creation process.

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ Update on the DE Plan objectives and action plan. ✓ Update documents for all three steps ✓ Wording on proctored exams in the DE addendum section 1.B.ii. ✓ DE Course Evaluation Survey ✓ Support for closed captioning of instructor generated videos ✓ Generic A.S. online 2-year pathway showing GE requirements offered online.

Courses Currently In Review For 18 - 19 Academic Year

Course	Step	Notes
Anthro 100	Step 4	
BUSAD 145	Step 4	Waiting on COMMST 145
CHEM 101	Step 10	Implementation
FIRE 101	Step 7	Curriculum Chair
PSYCH 100H	Step 9	Implementation
PSYCH 120	Step 9	Implementation
PSYCH 201	Step 7.75	Curriculum chair

Approvals 18-19 Academic Year

Courses Approved	Instructors Approved