# ETC Meeting Agenda

CRAFTON HILLS COLLEGE

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

## Agenda Items

### Preliminary Business

| Item | Recommendation & Discussion | Action |
|------|------------------------------|--------|
| Call Meeting To Order (1 min) | | |
| Announcements from the Public (1 min) | | |
| Approval of 9/25/19 & 10/09/2019 Minutes (5 min) | | |

## Reports

| Item | Report | Action |
|------|--------|--------|
| DE Lead Report (5 min) | In-house training to be offered in Spring, CVC-OEI Consortium opening up again in Spring, co-approval statement in the works | |
| Technology Committee Report (5 min) | | |
| Admin report/Self Study (20 minutes) | DE Course Evaluation Aggregated Summary | |

## Old Business

| Item | Recommendation & Discussion | Action |
|------|-----------------------------|--------|
| DE Course Evaluation Survey (15 min) | Revised DE course evaluation-in-progress | |
| Courses in Review Process (5 min) | Courses currently under review | |
| Instructors ready for Verification review [have finished all 3 steps] (10 minutes) | Jonathan Townsend<br>David Molloy<br>Reuben Antilla<br>Angelica Baccari<br>Miriam Saadeh<br>Elizabeth Johnson | |

## New Business

| Item | Recommendation & Discussion | Action |
|------|------------------------------|--------|
| Outcomes Assessment (10 min) | [Proposed Actions Online Documents](#) | |
| 3CMedia Demo (15 min) | Suzanne will explain 3C Media Captioning service (free to CCCs) | |

## Adjourn

## Future Agenda Items

| Category | Item |
|----------|------|
| Discussion and Action items | ✓ Adding accessibility check to Approval Process<br>✓ Update on the DE Plan objectives and action plan.<br>✓ Feedback on district support services<br>✓ Generic online A.S. showing GE requirements offered online.<br>✓ Sample Canvas Course: Resources, volunteers, and set up. |

## Approvals 19-20 Academic Year

| Courses Approved | Instructors Approved |
|------------------|----------------------|
| 1. [List of courses approved](#) | 1. Patricia Menchaca<br>2. John Commander<br>3. Kristin Alderson<br>4. Rene Urbanovich |

5. Jeff Verschell
6. Richard Graff

## Instructors in process for verification
## 19-20 Academic Year

1. Jon Gill - PHIL
2. Kimberly Salyer - COMMST
3. Elizabeth Johnson - KIN