
ETC Meeting Minutes



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; Bell, Eva; Boebinger, Kelly; Brink, T.L.; Bridges, Andrew; **Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; Hendrickson, Catherine;** McAtee, Robert; Petrovic, Snezana;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Preliminary Business

| Item | Recommendation & Discussion | Action |
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| Call Meeting To Order | | 1:03 pm |
| Announcements from the Public | | None |

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| Approval of 02/13/19 and 3/27/2019 Minutes | Minutes from 02/13/19 members present were not in bold. | Gwen moved to approve. Cheryl seconded. |
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Reports

| Item | Recommendation & Discussion | Action |
|------------------------|--|---|
| DE Lead Report (5 min) | Jeff and Brandi | @ One Training is having a hard time finding facilitators. Met with DEC talked about work flow chart to identify responsibilities between DE coordinators, the colleges and the district. If anyone is interested sub committee will be meeting on campus 04.22.19 at 12:30-2:30. |
| Admin report (10 min) | Keith: Accreditation requirements for DE | Motion to reorder the agenda. Kenny motioned. Kelly seconded. |

Old Business

| Item | Recommendation & Discussion | Action |
|--|---|--|
| Courses Needing Approval | <ul style="list-style-type: none"> ● ASL 101, 102, 103, 104 ● ASL 115 ● HEALTH 102 | Health 102 with addition of 1 hour face to face for hybrid. Brandi will bring back ASL to Brianna. Catherine motioned. Kelly seconded. |
| Informational: Waiting for training availability | <ol style="list-style-type: none"> 1. Amy Niessen - English 2. Daniel Sullivan - EMS | Discussion |

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| | <ol style="list-style-type: none"> 3. Tanisha Flowers - Psychology 4. Jeff Vershell - Math 5. Josh Hidalgo - Math 6. Juan Gutierrez - Math 7. Rennard Piamonte - Math 8. Angelica Baccari - Math In training 9. Razvan Dinu - Math 10. Diana Aguirre - Math 11. Rosa Davila - Math 12. Shirley Juan - Math 13. Omar Moreno - Math 14. Breanna Andrews - ASL | |
| Instructors Needing Approval (Intent to teach – Step 1) (4 min) | | |
| Skills and Knowledge Assessment (Step 2) (2 min) | <ol style="list-style-type: none"> 1. Anthony Loera 2. Jose (Joe) Guzman - Phil | Move Jose to step 3. Kelly motioned. Gwendolyn seconded. |
| Instructor Course Review (Step 3) (10 min) | <p>Volunteers needed to review the following instructors/courses:</p> <p>Volunteers needed:</p> <ol style="list-style-type: none"> 1. Tony Clerc - Poli Sci 2. John Grounds - Fire Tech 3. Nader Gergis - Art 4. Jose (Joe) Guzman - Phil 5. Frank Madrid - CSCI <ol style="list-style-type: none"> a. 3A b. 3B 6. Schulz, Arianne - Anthro <ol style="list-style-type: none"> a. 3A b. 3B <p>Discussion</p> <p>Update:</p> | <p>Tony- Kelly John- Cheryl Nader- Gwendolyn Jose- Kenny Frank- Kenny Arianne- Cheryl</p> |
| Canvas Shell | Approval to “Go Live” with Canvas shell. | Changing documentation in Canvas shell and in the links. Gwendolyn motioned. |

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| | | Kelly seconded. |
| Instructors on Hold | none | |
| Old Business on Hold | <ul style="list-style-type: none"> ✓ Arc Media - Cervantez ✓ Definition of “Regular and Effective Contact” ✓ CurricUNET Guidelines for DE Addendums. <ul style="list-style-type: none"> ○ First draft of what ETC CurricUNET evaluators need to review to be used on English 101 - H ✓ Distance Education Lead: <ul style="list-style-type: none"> ○ Final Approval: New list of duties ○ List of Duties Job Posting | N/A |

New Business

| Item | Recommendation & Discussion | Action |
|---------------------|---|--|
| Instructor Process | <ul style="list-style-type: none"> ● Proposed new process with emphasis on training | |
| DE Addendum Updates | <p>Due to changes in Title 5, we recommend updating the DE Addendum in the following ways:</p> <ul style="list-style-type: none"> ● Regular effective contact section <ul style="list-style-type: none"> ○ Student-to-student ○ Instructor-to-student ● Build out accessibility section to auto-populate or opt out with ● Section for Honors | <p>Reorder the agenda to move this up. Gwendolyn motioned. Kenny seconded.</p> |

Adjourn

Future Agenda Items

| Category | Item |
|-----------------------------|---|
| Discussion and Action items | <ul style="list-style-type: none"> ✓ Update on the DE Plan objectives and action plan. ✓ Feedback on district support services ✓ Edit survey ✓ 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. <ul style="list-style-type: none"> ✓ Sample Canvas Course: Resources, volunteers, and set up. |

Approvals 18-19 Academic Year

| Courses Approved | Instructors Approved |
|------------------|--|
| | <ol style="list-style-type: none"> 1. Heather Hammond - CD 2. Sabrina Jimenez - History 3. Eddie Aguilar - CTE 4. John Grounds - CTE |