
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)

Allen-Hoyt, Denise; Boebinger, Kelly; Bailes, Brandi; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; **DiBartolo, Cheryl; McAtee, Robert; Petrovic, Snezana;** Schoenfeld, Racquel; **Yau, Margaret;**

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:04 pm	
Announcements from the Public	SBVC has begun the process of participating the OEI. Feedback from faculty who completed the accessibility course is not positive.	Brandi/Jeff will agendize how to improve accessibility training and doing non-credit online courses for future meetings in the Fall.

Approval of April 25 Minutes	Members reviewed minutes.	Kelly moved to approve the minutes. Cheryl seconded. Approved by consensus.
Item	Recommendation & Discussion	Action
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	None.	
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen 2. Anne Atkinson 3. Daniel Sullivan 4. Heather Hammond 5. Rose Urbanovich 	
Instructors Needing Approval (Intent to teach – Step 1)	<ol style="list-style-type: none"> 1. John Grounds 2. Eddie Aguilar 3. Sabrina Jimenez 	<p>The disciplines of the instructors in the approval process will be included in future agendas.</p> <p>T.L. moved to advance John Grounds and Eddie Aguilar (CTE) to step 2. Robert seconded. Approved by consensus.</p> <p>T.L. moved to advance Sabrina Jimenez (History) to step 2. Kelly seconded. Approved by consensus.</p>
Skills and Knowledge Assessment (Step 2)	<ol style="list-style-type: none"> 1. Trinetta Barrie 2. Patricia Menchaca 3. Troy Tureau (moving to fall) 	<p>Jeff moved to advance Trinetta Barrie to step 3. Kelly seconded. Approved by consensus.</p> <p>T.L. moved to advance Patricia Menchaca to step 3. Kelly seconded. Approved by consensus.</p>

Instructor Course Review (Step 3)	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> 1. None <p>Update:</p> <ol style="list-style-type: none"> 1. Angela Cranon-Charles <p>Committee Feedback on the syllabus: Include grading scale. Consider changing the language on attendance/participation policy.</p>	Kelly moved to approve Angela Cranon-Charles to teach online. Cheryl seconded. Approved by consensus.
Online Degree & related pathways	<p>A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.</p> <p>Update on pathways for degrees that are >=80% from Robert and Racquel</p> <p>Need online options to complete speech and lab requirements in order to have fully online degrees.</p>	
Instructors on Hold	None.	
Step 2 checklist	<ol style="list-style-type: none"> 1. Reformatted step 2 checklist <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1Lsu6E3jBeTxDPILDwFuYyTHhMPYNdDuz17z-DtGJqw/edit?usp=sharing 	Kelly moved to approve the step 2 checklist. T.L. seconded. Approved by consensus.
Discussion	<ol style="list-style-type: none"> 1. Definition of “Regular and Effective Contact” <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr 2. Proposed DE/ETC Accessibility guidelines: <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit# 	The committee will revisit these in the Fall.

Adjourn	2:17 pm	<p>Add to future meeting agenda: Revisit the DE Plan objectives and action plan.</p> <p>Brandi/Jeff will update the catalog and degree requirement documents that show online courses.</p>
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Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ Clarify first step ✓ Wording on proctored exams in the DE addendum section 1.B.ii. ✓ Online Course Caps - Dec meeting ✓ DE Course Evaluation Survey ✓ Support for closed captioning of instructor generated videos

Courses Currently In Review For 17-18 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 17-18 Academic Year

Courses Approved	Instructors Approved
1. BusAd 105	1. Brandi Bailes (10.25.17)
2. BusAd 200	2. Ryan Bartlett (11.8.17)
3. CSCI 110	3. Patrick Bungard (Fall 2017)
4. CSCI 230	4. Jeffrey Burke (Fall 2017)

5. Health 102
 6. Hist 135
 7. MARKET 106
 8. MATH 110
 9. Philosophy 103
 10. Philosophy 110
 11. POLIT 100
 12. Religion 100
 13. Religion 101
 14. Religion 135,
 15. Soc 130
 16. EMS 066
 17. EMS 067
 18. EMS 068
 19. EMS 921
5. Cheryl DiBartolo (Fall 2017)
 6. Cynthia Hamlet (Fall 2017)
 7. Rodolfo Hanson-Jaravata (Fall 2017)
 8. Laurie Green (Spring 2018)