
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 and 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**; Grounds, John; ;**Hamlett, Cynthia; McAtee, Robert; Reichert, Nicholas**; Robles, Joshua; **Townsend, Jonathan**

Non-Voting Members

Wurtz, Keith; Lares, Rhiannon; **Delahanty, Suzanne; Weiss, Kay**

Guests

Ivy, Krista; McConnell, Mark; **Vasquez, Violeta**

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)	1:06pm	
Announcements from the Public (1 min)	Robert expressed concern about CoronaVirus and the possibility of having to close the campus if it spreads to our area. We need to plan ahead for instructional continuity in the event of a shutdown.	

Approval of 2/12/2020 Minutes (2 min)	2-12-2020 Minutes	Jeff motioned and Kelly seconded to approve minutes from 2-12-20.
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Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia attended a meeting with the SBVC DE co-leads, the union and vice chancellor of HR. Everything went well for our CHC DE program. Rhiannon will be coming to our next meeting; if you have any concerns and want to express them to Rhiannon, email Cynthia and she can give them to Rhiannon ahead of time.. Jonathan Townsend is a new member. Cynthia will be teaching CHC 062 in the fall. Cynthia met with DE Coordinators from RCC and Chaffey about a DE Summit with multiple colleges. RCC will be hosting the Summit near the end of March 2020.	
Technology Committee Report (2 min)		
Admin report/Self Study (20 minutes)	If faculty have courses on the 6-year revision list for curriculum, it is important to get them done. If there are any questions, contact your Deans. Revisions need to be submitted by the end of the semester.	

Old Business

Item	Recommendation & Discussion	Action
Academic Integrity Online (5 minutes)	<p>Review of suggestions regarding guidelines for A/V assignments</p> <p>Guide to Supporting Academic Integrity Online</p> <p>New suggestions from faculty</p> <p>Something to verify that students are who they say they are, possibly an ID card. Other possible</p>	

	options is to make an ID card required for online students. Breanna also mentioned that Starfish is capable of helping with this problem.	
CHC Online Teaching website (5 minutes)	<p>Cynthia has made some revisions to the CHC website (CHC-SBVC reciprocity, equivalency, training requirements, etc) and would like a quick review of the changes, suggestions from ETC on further revisions.</p> <p>Distance Education Training Instructor Verification Process</p> <p>Reference: SBVC Preparation for Online Teaching</p> <p>Committee made a few small changes to verbage, When possible Cynthia would like to offer 1 course a semester for @One training. SBVC is accepting our DE instructors but if SBVC want to come to CHC they would have to complete level 2 training since Valley only requires level 1.</p>	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<p>Courses currently under review</p> <p>ETC Curricunet DE Course Evaluators' Guide</p> <p>ASL is back in the queue; some wordage was changed but nothing specifically pertaining to DE. Committee needs to participate more in the course approval process.</p>	
Instructors ready for Verification review [have finished all 3 steps]	No instructors in the approval queue at this time	

New Business

Item	Recommendation & Discussion	Action
Clarification of Academic Senate expectations and policy boundaries for ETC (15 minutes)	Mark McConnell was out sick and unable to attend the meeting	
Library Services for Online Courses (10 minutes)	<p>Krista Ivy in attendance to begin this conversation</p> <p>What are our DE library service needs? Online library orientation? Online library workshops? Embedded librarians?</p> <p>Krista has created a Library resource page on Libguide and there will be one for every Program to have their own page. It is not published yet, but will be as soon as Krista is finished including all programs.</p>	
DE Professional Development Webinars (10 minutes)	Violeta Vasquez gave a presentation on Student Lingo and Go2Knowlege.	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ 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

Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)