
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)

Boebinger, Kelly; Brink, T.L.; Cervantez, Jeff; Gend, Peter; Hamlett, Cynthia Ivy, Krista McAtee, Robert Mello, Brandice; Olivera, Christopher; Reichert, Nicholas; Simonson, Kristi

Non-Voting Members

Alexander, Robert; Bailes, Brandi; Delahanty, Suzanne; Coats, Cherishea; Spencer, Delmy; Weiss, Kay; Wurtz, Keith

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting called to order at 1:03 Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	
Announcements from the Public (1 min)	None	

Approval of 9/08/2021 Minutes (3 min)	ETC Minutes 9/29/2021	Jeff motioned and Kelly seconded to approve minutes as written.
---------------------------------------	---------------------------------------	---

Reports

Item	Report	Action
DE Lead Report (5 min)	<ul style="list-style-type: none"> ● DECC report ● Update on transfer of verification/certification process 	
Technology Planning Committee Report (5 min)	None	
Admin report (10 min)	Keith- None Delmy- message for students to change face-to-face appointments to online appointments if experiencing any symptoms of illness. It will link students to the cranium cafe.	

New Business

Item	Recommendation & Discussion	Action
Equivalency Rubric (20 min)	Training Equivalency Rubric draft document Committee looked over the Training Equivalency Rubric. Keith can bring back a report from the Deans meeting when they review it.	
Revising our charge (20 min)	ETC Charge revision draft document The Committee reviewed and worked on revising/editing the Charge.	
Revision & updates to CHC certification training (10 min)	Current course - Intro to Online Teaching, Learning & Accessibility -demo New course - Introduction to Asynchronous Online Teaching & Learning - demo (accessibility component not yet added)	

	New course - Introduction to LIVE Online Teaching & Learning - demo	
--	---	--

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review and recently approved	
Instructor Verification (5 min)	No instructors in queue	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)		
Announcements (1 min)		
Good of the Order (2 min)		
Adjourn	Adjourned at 2:20	

Future Business

Item		
Student-facing section for DE website		

CVC Consortium		
ETC & Curriculum (DE addendum)		
HyFlex		
Dual Enrollment		

Reference Documents

Topic	Documents
State and Federal Regulations that guide our DE Addendum, training, and equivalency	<ul style="list-style-type: none"> ● Proposed Regulatory Action: Distance Education ● Federal DE regulations that went into effect 7/1/2021 ● Code of Federal Regulations Title 34 ● Updating local DE policies/procedures to match updated federal/state definitions
DE Addendum Course Review	ETC Curricunet DE Course Evaluators' Guide
Instructor verification/certification	CHC Certified/Verified Instructors