
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; Polson, Elizabeth; Reichert, Nicholas; Simonson, Kristi

Non-Voting Members

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

Guests

Taylor, Alyssa

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	
Announcements from the Public (1 min)		

Approval of 9/08/2021 Minutes (3 min)	ETC Minutes 12/08/21	Kelly 1st Jeff 2nd
---------------------------------------	--------------------------------------	-----------------------

Reports

Item	Report	Action
DE Lead Report (5 min)	<p>Welcome to Liz Polson, new committee member</p> <p>Home College progress - we're in the early process; stakeholders such as financial aid, counseling, A & R, etc, must sign agreements. TESS will have a small amount of work to do to get us up and running once those agreements have been signed and sent. Home College Readiness basic info slide deck: https://drive.google.com/file/d/1gwioSbO9k35WGvyiCfc3IltLwE82_QCb/view</p> <p>The Online Teaching Conference proposal deadline has been extended until Feb 13.</p> <p>CHC home page/syllabus template courtesy of Brandi: https://sbccd.instructure.com/courses/29601</p> <p>Suggested webinar: Preparing for the New Normal: Upskilling Faculty for Hybrid Learning: https://insidehighered.us2.list-manage.com/track/click?u=ed1d2ff123b6b83dd97022f88&id=cb34807a0a&e=e065c305ee</p> <p>Suggested Equitable Online Teaching series: https://onlinenetworkofeducators.org/sp22-equity-series/#Sched</p>	
Technology Planning Committee Report (5 min)	Technology Services will be making improvements in the student computer labs	
Admin report (10 min)	New Peer Evaluator Request form - faculty now completes a request form to have their peer evaluator placed into their Canvas shell	

New Business

Item	Recommendation & Discussion	Action
Review of Distance Ed Student Satisfaction Survey (10 minutes)	Distance Ed Student Satisfaction Survey	Tabled until 2-23-22 meeting
Mobile access to Canvas integrations (10 minutes)	Which Canvas integrations (that SBCCD allows) are either not compatible with mobile or need to be downloaded as a separate app? Do we want to do a survey?	
Peralta Equity Rubric (10 minutes)	Many CCCs are using the Peralta Equity Rubric alongside the CVC-OEI Course Design Rubric as part of their online course expectations. Peralta's Equity Rubric web page discusses and explains the equity rubric and the research behind it.	Cynthia will forward the Peralta Rubric to PD for consideration of appropriate training

Ongoing Business

Item	Recommendation & Discussion	Action
CHC 062 (15 min)	<p>We need to create:</p> <ul style="list-style-type: none"> ● CHC 062 Work Group ● Surveys for both faculty and students to determine the most important elements to be included in a new incarnation of 062 (Draft survey from last meeting) <p>CHC 062 revision planning document (a start for the 062 Work Group)</p>	AS Workgroup will handle the heavy lifting on this
Revising our charge (10 min)	<p>ETC Charge revision document</p> <p>Academic Senate approved our revised charge with only one requested change</p>	Wording changes made

Courses in Review Process (5 min)	Courses currently under review and recently approved	
Instructor Verification (0 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		

Future Business

Item		
Revision & updates to CHC certification training	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	
CVC Exchange/Consortium	Home College Readiness	

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