Crafton Hills College

ETC Minutes

Date: December 3rd , 2014
Next Meeting: December 17th, 2014
Time: 1:00 – 2:30 p.m.
Location: LADM 220

The Educational Technology Committee is authorized by the Academic Senate to develop and recommends policies involving the use of technology for education. Reviews and revises as necessary 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 eLearning instructors and courses. The committee reviews the success of the eLearning program and makes recommendations for professional development to address identified deficiencies. Develops and provides content for the CHC eLearning portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's eLearning program to instructional support services, student services and the curriculum committee for eLearning programs and students.

Members:

Boebinger, Kelly; Brink, T. L.; **Hendrickson, Catherine**; Petrovic, Snezana; **Spencer, Emily**, Urbanovich, James*; Word, Daniel; **Yau, Margaret**;

Non Voting Members: Hogrefe, Rick; Reece, Bryan; **Lares, Rhiannon**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order		
Agenda Items		
Approval of Minutes	Nov 19th meeting minutes	Motion by Kelly B, 2nd by Catherine H. Approved all in attendance.
Courses Needing Approval *(CurricuNet Step)*	**No course in our queue:** *Notes:* • *LIBR 100 & 110 moved on by ETC Chair 11-27-14 (ETC committee needed to review once more before chair moved on).* This course is fine – moving forward • *Art 102: Moved on by ETC Chair (11-27-14) without requested ETC changes made by origunator. No longer in ETC hands.* This course needs dept modification, ETC chair will discuss with J McCambly to input the request changes – moving forward • *COUN 110 & 111 Moved on by chair 11-27-14* This course if fine – moving forward • *PSYCH 101 moved on by c*hair 11-19-14 This course if fine – moving forward Google Doc Link:	

Instructors Needing Approval	**Hawkins, DJ** (step 3) – Devolping an online course She has been given the course readiness checklist sheet – and will be completing for ETC approval prior to the end of the fall term. Denise will contact her to get the completed checklist to distribute to all Burke, Jeff (step 1 - needs to complete Bb training or @One online teaching cert)) TL will contact Jeff Burke and let him know what options are available for DE training. **Leon, Juan** (step 1 – needs to complete Bb training or @One online teaching cert) Forwarded to step 2 a developmental shell will be created for her for English **Piluso, Robert** (Step 3) – blackboard shell needs to be approved by ETC. **Menchaca, Patricia –** No new info on P Menchaca **Winokur, Robert** (Step 2) Forwarded to step 2 and a developmental shell will be created for him for Art	Motion by Margaret Yau to move Juan Leon forward to step 2 – seconded by TL. Approved by all present. Motion by TL Brink toadd Rober Winokur approval consideration to this agenda an an emergency item – seconded by Catherine H. Approved by all present.
Distributed Ed Plan	Review and update plan – Plans were reviewed and a recommendation was made to hire someone to coordinate the CHC DE initiative.	Motion by Kelly B for TL to draft a resolution in support of a .6 release position for a CHC DE coordinator. To be forwarded to AS when ready seconded by Emily S. Approved by all present.

Planning for 2014-2015

- CHC 062
- Recommendations for Professional Development
- Online course evaluation process
- Elearning portal
- Growth of the CHC eLearning program
- eLearning instructional support services and student services

Statements from the public	
Announcements	
Adjourn	

Future Business
- **Re cert – or recurrency issue**