Crafton Hills College
ETC Meeting Minutes

Date: September 23, 2015
Next Regular Meeting: Oct. 14th, 2015
Time: 1:30pm – 3:00pm
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:

Allen-Hoyt, Denise; Boebinger, Kelly; Brink, T. L.; Cervantez, Jeff; Hanley, J, Hendrickson, Catherine; Petrovic, Snezana; Word, Daniel; Yau, Margaret;

Non Voting Members: Reece, Bryan; Lares, Rhiannon

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:05 pm.	
Agenda Items		
Approval of Minutes	May 6th & May 20th meeting minutes	Motion by Kelly to approve the May 6th and May 20th minutes. Seconded by Dan. Approved by all present.
Membership and Charge	Reviewed and discussed revision of membership and charge. Modified meeting days & times: 2nd & 4th Wednesday at 1:30 pm. Added a student senate rep to non-voting members. Revised charge with minor grammatical corrections and applied consistent use of distance education (DE).	Motion by T.L. to send the revisions to the Academic Senate. Seconded by Catherine. Approved by consensus.
DE courses and Programs	Reviewed where we are at in terms of 50%. About 23 degrees can be completed 50% online/hybrid. Reviewed list of programs with DE courses. 100% of Crafton GE requirements can be done online/hybrid. Bryan suggested the discussion of whether CHC wants to offer 100% online as a future agenda item. Would need to be included in the DE plan as an action item under initiative #8.	
Courses needing Approval	None	

Instructors Needing Approval Consideration of Step 1 DE certification for CHC Faulty	Consideration of Step 1 DE certification for CHC Faculty Step 1: Suzanne Pantoja (Business) Step 1: Christie Firtha (English) Step 1: Todd Menzing (History) Discussed the use of emergency approval process and agreed that this topic needs to be revisited.	Denise will talk to Suzanne about her application. Motioned by T.L. and Snezana seconded to to move Christie Firtha to step 1. Approved by all. Motioned by T.L. and Dan seconded to to move Todd Menzing to step 1. Approved by all. Bryan will contact the instructors having emergency approval to teach online about the necessity of going through the online teaching certification process.
Intro to Online Learning Course	33 instructors have already signed up for the course.	
Distance Education Plan – First Read	Assigned sections of responsibility. Institutionalized DE Plan Processes and Standards: Catherine: 1 Curriculum Jeff: 2 DE Faculty Approval Margaret: 3 Instruction Design Snezana: 4 Online Student Resources Dan: 5 Institutional Support TL: 6 DE Research & Evaluations 2015 – 2020 DE Initiatives Margaret: 1 Program and Course Jeff: 2 Faculty Training Snezana: 3 Support Student Success Denise: 4 Online Student Services Kelly: 5 Policies Catherine: 6 Monitoring TL: 7 DE Program Growth Dan: 8 Institutional Support	Members are to review DE mission and vision.
Statements from the public		
Announcements		
Future Agenda items	Review of Canvas CMS Recommendations for 2015-2016 DE workshops Portal Support (counseling, financial aide, etc). Emergency approval process	
Adjourn	3 pm.	