Crafton Hills College
ETC Meeting Minutes

Date: March 23rd, 2016
Next Regular Meeting: Apr 13th, 2016
Time: 1:00pm – 2:30pm
Location: CNTL 134

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**; Quach, Patricia, Word, Daniel; **Yau, Margaret**;

Non Voting Members: Reece, Bryan; **Lares, Rhiannon, Elisya Incidis**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:05 PM	
Agenda Items		
Approval of Minutes		Kelly moved to approve the minutes. Catherine seconded. Approved by consensus.
Courses needing Approval	BUSAD 103 (new DE addendum – on hold at step 6) ACCT 208 (new DE addendum – on hold at step 6) ACCT 209 (new DE addendum – on hold at step 6) CIS 161 (new DE addendum – on hold at step 6) -- Anthro 102 (prior DE addendum – need one reinstated – no hold needed) Anthro 106 (prior DE addendum – need one reinstated – no hold needed) Phil 105 (prior DE addendum – need one reinstated – no hold needed) Soc 130 (prior DE addendum – need one reinstated – no hold needed)	ACCT 208, ACCT 209, CIS 161 are on hold at step 6 after the originator moved them forward.
Instructors Needing Approval	Consideration of DE certification for CHC Faculty: --- **Step 2?: Ny S. Chhuon – SOC** **Step 2?: Alycia Granado – Child Development (moved from step 1)** --- **Step 3?: Alta Vasquez – CIS** **Step 3?:¨Pablo Romero – BusAd** **Step 3?: Felix A. Kalinski – BusAd (moved from step 2)** **Step 3?: Kerry McLoughlin – SOC (moved from step 2)**	Kelly moved to forward Felix Kalinski and Kerry McLoughlin to step 3. Seconded by Catherine. Approved by consensus. TL and Catherine will contact Alycia regarding step 2.

Instructor Approval Process	Review of current process and revision recommendations	Denise will make a Google doc for the revision of step 2 (online readiness quiz and hands-on skills demonstration).
OEI quality course standard rubric and CHC DE course design standards	Review and make a recommendation concerning the adoption and use of the OEI quality course standard rubric, course evaluation, approval tools fo CHC DE couse design and approval processes. **https://sites.google.com/site/coursedesignrubricoeifinal/**	Denise will make a draft of revising the course checklist based one the OEI course standard rubric.
Statements from the public	None	
Announcements	None	
Future Agenda items	Distance Education Plan - Implementing objective and annual plan progress Portal Online Education Initiative for the California Community Colleges – MOU and our recommendation for exchange participation Training on new Web management tool. OEI tools in ITOL course and on the CHC DE web portal Support (counseling, financial aide, etc). Support for closed captioning of instructor generated video's	
Adjourn	2:00 PM	