

Crafton Hills College

ETC Meeting Minutes

Date: April 27th, 2016
Next Regular Meeting: May 11th, 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		
Agenda Items		
Approval of Minutes		
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 – no hold needed) Anthro 106 (prior DE addendum – no hold needed) Phil 105 (prior DE addendum – no hold needed) Soc 130 (prior DE addendum – no hold needed)	
Instructors Needing Approval	Consideration of DE certification for CHC Faculty: Step 1?: Ben Gamboa - Econ Step 2?: Alycia Granado – Child Development (will complete this process in the fall) ----- Step 3?: Pablo Romero – BusAd Step 3?: Felix A. Kalinski – BusAd (moved from step 2)	
Instructors Needing Approval (Assigned to a spring 16 DE course)	J. Armstrong (Soc 100) J. Bauer (Hist 101) N. Chhuon (Soc 105) A. Granado (CD 105) J. Matley (CIS 140 & 141) K. Minter (Health 102) J. Mott (Eng 101 & 102) L. Salvi (Anthro 102)	
Summer ITOL CHC 062	3 sections? And who shall teach these?	

Instructor Approval Process	Continued review of current documents and recommendations for the Instructor Approval Process. Google doc for the revision of step 1-3 (online readiness quiz and hands-on skills demonstration). https://sites.google.com/site/coursedesignrubricoeifinal/	
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.	
Statements from the public		
Announcements		
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		

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