

Crafton Hills College

ETC Meeting Minutes

ate: April 13 ,th2016

Next Regular Meeting: Apr 27th, 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**; **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	Minutes were approved	TL motioned. Jeff seconded. Approved by all present.
Courses needing Approval	<p>Request has been forwarded for ETC to Discuss and Consider approving the first 4 courses as listed below for DE.</p> <p>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)</p> <p>-----</p> <p>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)</p>	

Instructors Needing Approval	<p>Consideration of DE certification for CHC Faculty:</p> <p>Step 2?: Ny S. Chhuon – SOC</p> <p>Step 2?: Alycia Granada – Child Development (will complete this process in the fall)</p> <p>-----</p> <p>Step 3?: Alta Vasquez – CIS</p> <p>Reviewed Alta’s CIS 101 Blackboard shell</p> <p>Step 3?: Pablo Romero – BusAd</p> <p>Step 3?: Felix A. Kalinski – BusAd (moved from step 2)</p> <p>Step 3?: Kerry McLoughlin – SOC (moved from step 2)</p> <p>Reviewed Kerry’s SOC 100 Blackboard course</p>	<p>TL motioned to approve Alta Vasquez and Kerry McLoughlin to teach online. Jeff seconded. Approved by all present.</p>
DE Addendum	<p>Update on where we are at</p>	
Regular and Effective Contact (REC)	<p>Recommendation to clearly define what REC means</p> <p>Reviewed ARC’s document on REC: “American River College Curriculum Committee Standards for or Regular Effective Contact and Regular and Substantive Interaction in Online Classes”</p>	<p>TL motioned to accept ARC’s document on REC as a starting point to develop our recommendation for REC. Jeff seconded. Approved by all present.</p>
Canvas	<p>No update on implementation</p>	
Instructor Approval Process	<p>Review of current process and revision recommendations</p> <p>Google doc for the revision of steps 1-3:</p> <ol style="list-style-type: none"> 1. application to teach online 2. online readiness quiz 3. hands-on skills demonstration 4. course evaluation <p>Reviewed and edited hands-on skills checklist on Google Docs.</p>	
OEI quality course standard rubric and CHC DE course design standards	<p>Review and make a recommendation concerning the adoption and use of the OEI quality course standard rubric, course evaluation, approval tools for CHC DE course design and approval processes.</p> <p>Draft of revised the course checklist based one the OEI course standard rubric.</p> <p>https://sites.google.com/site/coursedesignrubricoeifinal/</p>	

Statements from the public	None
Announcements	None
Future Agenda items	<p>Distance Education Plan - Implementing objective and annual plan progress Portal</p> <p>Online Education Initiative for the California Community Colleges – MOU and our recommendation for exchange participation</p> <p>Training on new Web management tool.</p> <p>OEI tools in ITOL course and on the CHC DE web portal</p> <p>Support (counseling, financial aide, etc).</p> <p>Support for closed captioning of instructor generated video's</p>
Adjourn	2:40 pm

