

# Crafton Hills College

## ETC Meeting Minutes

**Date: April 27<sup>th</sup>, 2016**  
**Next Regular Meeting: May 11<sup>th</sup>, 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 (present in bold):**

**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	1:08 PM	

### Agenda Items

<b>Approval of Minutes</b>	Reviewed 4/13/16 minutes	T.L. moved to approve the minutes. Jeff seconded. Minutes were 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 – 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)	Kelly motioned to approve BUSAD 103, ACCT 208, ACCT 209, CIS 161, and Phil 105 DE addendum. T.L. seconded. Approved by consensus.
<b>Instructors Needing Approval</b>	Consideration of DE certification for CHC Faculty: <b>Step 1?: Ben Gamboa - Econ</b> <b>Step 2?: Alycia Granado – Child Development</b> (will complete this process in the fall) ----- <b>Step 3?: Pablo Romero – BusAd</b> <b>Members reviewed Pablo Romero's ACCT 209 Blackboard course.</b> <b>Step 3?: Felix A. Kalinski – BusAd (moved from step 2)</b>	Kelly moved to approve Pablo Romero for online teaching. Seconded by Snezana. Approved by consensus.  Members recommend Ben Gamboa to take the @One intro to online teaching course before proceeding in the online teaching approval process, to be completed at the start of Fall 2016.

<b>Instructors Needing Approval (Assigned to a spring 16 DE course)</b>	<b>J. Armstrong (Soc 100)</b> <b>J. Bauer (Hist 101)</b> <b>N. Chhuon (Soc 105)</b> <b>A. Granado (CD 105)</b> <b>J. Matley (CIS 140 &amp; 141)</b> <b>K. Minter (Health 102)</b> <b>J. Mott (Eng 101 &amp; 102)</b> <b>L. Salvi (Antrho 102)</b>	
<b>Summer ITOL CHC 062</b>	3 sections are scheduled for summer 2016. Current instructors are Denise Allen-Hoyt, Catherine Hendrickson, and Mark McConnell.	
<b>Instructor Approval Process</b>	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).  <a href="https://sites.google.com/site/coursedesignrubricofinal/">https://sites.google.com/site/coursedesignrubricofinal/</a>  <b>Finalized the revision of step 2 hands-on skills checklist.</b>	
<b>OEI quality course standard rubric and CHC DE course design standards</b>	Review and make a recommendation concerning the adoption and use of the OEI quality course standard rubric, course evaluation, approval tools fo CHC DE course design and approval processes.	
<b>Statements from the public</b>	None.	
<b>Announcements</b>	None.	
<b>Future Agenda items</b>	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	
<b>Adjourn</b>	2:30 PM	