Crafton Hills College
ETC Meeting Minutes

Date: August 24th, 2016
Next Regular Meeting: Sept 14th, 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	1:05 pm	
Agenda Items		
Approval of Minutes	Reviewed minutes of 5/11/16	Motioned by Jeff to approve the minutes. Seconded by T.L. Approved by consenus.
Approval Froms	Form for Deans Intent to teach Hands-on skills demonstration Checklist of Criteria	Deans will provide the Intent to teach form to instructors interested in online teaching. T.L. will work with Denise on revising the online readiness quiz (2A). Jeff will work with Denise on the hands-on skills demonstration form (2B). Margaret will work with Denise on checklist of criteria and minimum qualifications for online teaching.
Courses needing Approval	New Courses (Phil 107 and Phil 109) Market 100 (on hold at step 6 until Fall 2016)	Members will review and discuss them at the next meeting.
Instuctor Course Review	None	

Instructors Needing Approval	Consideration of DE certification for step 1 completion for the following CHC Faculty members: **Step 1?: Guadalupe Alatorre - communications & Language** **Step 1? Rene Urbanovich - Humanities/Eng** **Step 1? Andrew Bridges - Philosophy** **Step 1? John Ragan - History** --- **Step 1?: Theresa Herrick – Psych** Need paperwork from TL for step 2. **Step 1?: Ben Gamboa - Econ** Was approved on 5/11/16 to teach the summer Econ fall is pending completion of the @one course. -- **Step 2?: Alycia Granado – Child Development** (will complete this process in the fall) -- Consideration of DE certification for step 2 completion for the following CHC Faculty members: **Step 2: Jacob Armstrong – Soc** D. Allen met with Jacob and he completed all tasks as required. **Step 2: Jeremiah Bauer – Hist** D. Allen met with Jeremiah and he completed all tasks as required. **Step 2: Kristin Minter – Kinesology & Health** D. Allen met with Kristin and she completed most tasks. May need some help with blackboard setup. **Step 2: Justin Mott – English** D. Allen met with Justin and he completed all tasks as required. **Step 2: Lisa Salvi – Anthro** D. Allen met with Lisa and she completed all tasks as required. -- **Step 3?: Felix A. Kalinski – BusAd (moved from step 2)** Need to contact and check on progress with course devlpment.	Approved the following instructors to move to step 2: • John Ragan (History) • Guadalupe Alatorre (communications & Language) • Andrew Bridges (Philosophy) Will send Rene Urbanovich recommendations to take online training (into to online tecahing, accessibility, Lynda Blackboard) in order get approved for step 1. Approved the following instructors to move to step 3: • Theresa Herrick (Psych) • Alycia Granado (Child Development) • Jacob Armstrong (Soc) • Jeremiah Bauer (Hist) • Kristin Minter (Kinesology & Health) • Justin Mott (English) • Lisa Salvi (Anthro)
Instructors Needing Approval (Assigned to a spring 16 DE course)	**N. Chhuon (Soc 105)** ~~**J. Matley (CIS 140 & 141)**~~	
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 Minimum qualifications for online teaching	
Adjourn	2:24 pm	