

Crafton Hills College

ETC Meeting Minutes

Date: September 14th, 2016

Next Regular Meeting: Sept 28th, 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; Bailes, Brandi; **Boebinger, Kelly**; **Brink, T. L.**; **Cervantez, Jeff**; Hendrickson, Catherine; **Petrovic, Snezana**; Quach, Patricia, Schoenfeld, Racquel; **Yau, Margaret**;

Non-Voting Members: Reece, Bryan; Lares, Rhiannon

Agenda Items	Recommendations/Discussion/Future Business	Action
Call Meeting To Order	Allen-Hoyt called the meeting to order at 1:05pm.	
Approval of Minutes	Minutes were reviewed for August 24, 2016.	Yau motioned to approve the minutes. Petrovic seconded. All present were in favor. The August 24, 2016 minutes were approved as presented.
Approval of Forms	1a - Intent to teach 2a – Readiness quiz 2b – Hands on skills 3a – Course content 3b – Course syllabus	Discussion ensued and changes were made to 1a – Intent to Teach, 2a – Readiness Quiz and 3a – Course Content. Members will continue to review documents until finalizing at the next meeting.
Courses Needing Approval	Phil 107 and Phil 109 Market 100	
Instructors Needing Approval (Intent to teach – Step 1)	Step 1? Rene Urbanovich - Humanities/Eng Step 1?: Ben Gamboa - Econ Ben was approved on 5/11/16 to teach the summer Econ fall is pending completion of the @one course.	Pending.

<p>Skills and Knowledge Assessment (Step 2)</p>	<p>Step 2: Guadalupe Alatorre – Comm Meeting on 9.8.16 at 11am – completed the Lynda training, signed up for the accessibility course.</p> <p>Step 2: Andrew Bridges – Philosophy Meeting on 9.8.16 at 12am – completed the Lynda training, signed up for the accessibility course.</p> <p>Step 2: John Ragan – History Has withdrawn application.</p> <p>Step 2: N. Chhuon - Soc 105 Meeting on 9.6.16 at 11am (at one certified) Completed.</p>	<p>Brink motioned, Boebinger seconded and all present approved. approved the following instructors to step 3:</p> <ul style="list-style-type: none"> • Guadalupe Alatorre (communications & Language) • Andrew Bridges (Philosophy) • Ny Chhuon (Sociology) <p>John Ragan has self-withdrawn.</p>
<p>Instructor Course Review (Step 3)</p>	<p>Theresa Herrick – Psych Alycia Granado – Child Development CD105 Section 71- Child Growth & Development, from SPRING 2016.</p> <p>Jacob Armstrong – Soc Intro to Sociology 100 70 16FA</p> <p>Jeremiah Bauer – Hist History of U.S. - 1865 to Prs 101 72 16SP</p> <p>Kristin Minter – Kinesology & Health C_16SM_HEALTH_102_71_0162: Biological Principles of Health 102 71 16SM</p> <p>Justin Mott – English ENGL 101 - 72</p> <p>Lisa Salvi – Anthro Biological Anthropology ANTHRO 106-70</p> <p>Felix A. Kalinski – BusAd <u>C_DVLP_BUSAD_Kalinski_16SP</u></p>	<p><i>Theresa Herrick –Psychology</i></p> <p>Waiting for course shell.</p> <p><i>Alycia Granado – CD 105-71- Child Growth & Development 16SP</i></p> <p>Members discussed and made minor changes and suggestions to the course. Cervantez motioned to approve. Brink seconded. All present approved CD 105-71 with changes.</p> <p><i>Jacob Armstrong – SOC 100-70 Intro to Sociology 16FA</i></p> <p>Members discussed the course. Brink motioned to approve. Boebinger seconded. All present approved <i>Sociology 100-70</i>.</p> <p><i>Jeremiah Bauer – HIST 101-72 History of U.S. - 1865 to Present 16SP</i></p> <p>Members discussed the course. Cervantez motioned to approve. Petrovic seconded. All present approved <i>History 101-72</i>.</p> <p><i>Kristin Minter – HEALTH 102-71 Biological Principals of Health 16SM</i></p> <p>Members discussed and made minor changes and suggestions to the course. Cervantez motioned to approve. Brink seconded. All present approved <i>Health 102-71</i> with changes.</p> <p>The remainder of the courses will be reviewed at the next meeting.</p>
<p>Statements from the Public</p>	<p>None</p>	

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. 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> <p>Minimum qualifications for online teaching</p>	
Adjourn	The meeting adjourned at 2:35pm.	
<p>Mission Statement</p> <p>The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p>	<p>Vision Statement</p> <p>Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p>	<p>Institutional Values</p> <p>Crafton Hills College values academic excellence, inclusiveness, creativity and the advancement of each individual.</p>