

Crafton Hills College

ETC Meeting Minutes

Date: October 12th, 2016
Next Regular Meeting: Oct 26th, 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; Bales, 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,

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:10 pm	

Agenda Items

Approval of Minutes	Reviewed minutes of September 28, 2016 meeting.	Kelly moved to approve the minutes. Jeff seconded. Approved by consensus.
Approval Froms	1a - Intent to teach 2a – Readiness quiz 2b – Hands on skills 3a – Course content 3b – Course syllabus	Reviewed and finalized the Intent to Teach form.
Courses needing Approval	Phil 107 and Phil 109 Market 100	These courses have already been approved by ETC in a prior meeting.
Instructors Needing Approval (Intent to teach – Step 1)	Ben Gamboa – Econ (Docs are posted – is signed up for the Accessibility course – has completed Step2a & b) (will complete Intent to teach once at conclusion of Accessibility course). Kenneth George (Docs are posted – is taking the intro course and is signed up for the Accessibility course – has completed Step2a doc. - will complete Intent to teach once at conclusion of Accessibility course) Jeff Burke Was informed about all requirements that must be completed to be approved to teach online at CHC. He will work on completing all of the requirements for step 1 certification and will notify ETC once he gets this done. David Kelsey (setting up a time to meet online)	

Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Theresa Herrick – Psych She has submitted a course N. Chhuon (Soc 105) – Sociology 100 - 72 15FA	Theresa Herrick (Psych) - Approved to teach online by consensus. N. Chhuon (Soc) - Approved to teach online by consensus.
Online General Education Pattern	Science department is not yet ready to offer a fully online lab.	
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 Minimum qualifications for online teaching	
Adjourn	2:34 pm	