

# Crafton Hills College

## ETC Meeting Minutes

**Date: October 26<sup>th</sup>, 2016**  
**Next Regular Meeting: Nov 9<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; 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; **Blain, Jennifer**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:10pm	
<b>Agenda Items</b>		
<b>Approval of Minutes</b>	Reviewed minutes from October 12 <sup>th</sup> meeting.	Kelly motioned to approve. Jeff seconded. All were in favor.
<b>Canvas Rollout</b>	Beta Testers for Spring: Margaret Yau, Denise Allen, Jeff Cervantes, Kelly Boebinger, Gwen DiPonio.	
<b>Approval Forms</b>	<b>1a - Intent to teach</b> <b>2a – Readiness quiz</b> <b>2b – Hands on skills</b> <b>3a – Course content</b> <b>3b – Course syllabus</b>	Reviewed, finalized and approved all documents (1a – 3b) by consenses.
<b>Courses Needing Approval</b>	<del>Art 102, BusAd 210, CIS 105, Phil 101, Phil 103, AH 101, Envs 101, Hist 171, Phil 107, Phil 109, BusAd 230, CIS 101</del> And Market 100	AH 101, Envs 101, BusAd 230, and CIS 101 will be reviwed at the next meeting.
<b>Instructors Needing Approval (Intent to teach – Step 1)</b>	<b>Ben Gamboa – Econ</b> (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). <b>Kenneth George</b> (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) <b>Jeff Burke</b> 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. <b>David Kelsey</b> (setting up a time to meet online)	

<b>Skills and Knowledge Assessment (Step 2)</b>		
<b>Instructor Course Review (Step 3)</b>		
<b>Online General Educaton Pattern</b>	Plan received from Mark McConnell. Will review at next meetitng.	
<b>Statements from the Public</b>		
<b>Announcements</b>		
<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>	2:33pm	