

# Crafton Hills College

## ETC Meeting Minutes

Date: Jan 24, 2018  
 Next Meeting: Feb 2, 2018  
 Time: 1:00pm – 2:30pm  
 Location: CNTL 119

Charge: The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommends policies for CHC Distance Education (DE). The committee makes recommendations for DE pathways, reviews and makes revision recommendations for 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 DE instructors and courses. The committee reviews the success of the DE program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC online portal. Develops recommendations related to the continued growth, quality and success of the college's DE program to instructional support services, student services and the curriculum committee Conducts an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.

### Members (present in bold):

**Allen-Hoyt, Denise; Boebinger, Kelly; Bailes, Brandi; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; Petrovic, Snezana;** Schoenfeld, Racquel; **Yau, Margaret**

**Non Voting Members:** Bakhit, Kathy; Lares, Rhiannon;

**Guests: Cheryl DiBartolo, Robert McAtee**

### Agenda Items

Item	Recommendation/Discussion/Future Business	Action
<b>Call Meeting To Order</b>	11:05 pm	
<b>Approval of Dec 13th Minutes</b>	Reviewed minutes.	T.L. moved to approve the minutes. Catherine seconded. Approved by consensus.
<b>DE Prioritization</b>	Recommendation to the AS on DE pathways and the growth of DE programs	Members will review the DE pathway draft from counseling in the future.
<b>Online Course Caps</b>	Consideration of a resolution for CAPS <a href="https://docs.google.com/document/d/1Z9Hg_I2Q-o8RVViEscCnJcaSCxPcFy_ylpt9elmMZfc/edit?usp=sharing">https://docs.google.com/document/d/1Z9Hg_I2Q-o8RVViEscCnJcaSCxPcFy_ylpt9elmMZfc/edit?usp=sharing</a>	Snezana moved to forward the Academic Senate resolution regarding online course caps. Denise seconded. Approved by consensus.
<b>Courses Needing Approval</b>  Will review each and move forward when ready and add additional courses as they show up in Curricunet	<ul style="list-style-type: none"> <li>EMS 066 Introduction - Patient Care Documentation</li> <li>EMS 067 Electronic Patient Care Reporting</li> <li>EMS 068 Pharmacology for the EMT</li> <li>EMS 921 Emergency Medical Technician Refresher</li> </ul>	Modifications in these courses are needed before these courses can be reviewed and approved.
<b>Instructors Needing Approval (Intent to teach – Step 1)</b>	<ul style="list-style-type: none"> <li>Concepcion (Conchi) Sanford (Art)</li> </ul>	On hold
<b>Skills and Knowledge Assessment (Step 2)</b>		

<b>Instructor Course Review (Step 3)</b>	<ul style="list-style-type: none"> <li>• Angela Cranon-Charles (Political Science)</li> <li>• Troy Tureau (BusAd)</li> </ul>	On hold due to missing access
<b>Instructors on Hold</b>	Rene Urbanovich - Members reviewed her online Humanities 140 course on 11/22/17	Jeff will reach out.
<b>Online Degree &amp; related pathways</b>	A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.	Jeff will email Racquel
<b>Announcements</b>	<p>TL had statement on state level accessibility software and the level of accessibility checking, including videos and documents.</p> <p>TL had request to streamline the point of contact to new instructors. Kelly, can we add “Would you like to teach online?” link to main menu. Denise, the department chair must be included in the process and a part time position is available to apply to.</p> <p>Jeff, DECC meeting discussed the OEI and having our campus apply to join. Do we qualify? Valley has filled out application of intent to join the exchange. We need to have a conversation regarding the exchange: our qualifications and desire to join. Denise, requests to know student population of the 46 colleges who have joined. Do we risk losing students (FTES) to the exchange? Jeff, would you like to explore the possibility? Merit based is worrisome language that needs to be researched.</p> <p>Jeff, TESS discussing not coming to our campus. Denise, Mike Strong will meet with TESS to discuss details.</p>	Action item: Present research on current colleges in exchange.
<b>Statements from the Public</b>		
<b>Adjourn</b>	2:14PM	

<p><b>Future Agenda Items</b></p>	<ul style="list-style-type: none"> <li>● Anne Atkinson - Health and Nutrition - sent email on 10/8 about the cert process - (follow up email sent on 11/1) - heard back from her on 11.1 - courses underway - but will not finish until summer</li> <li>● Kenyon Callahan - PoltSci (follow up email sent on 11/1) - No response</li> <li>● <b>Nathan Girgis – what discipline? Unable to find this person in our email directory</b></li> <li>● Dewey Heinsma – (completing the Accessibility Course) (follow up email sent on 11/1)</li> <li>● Chris Jacinto - mathematics (follow up email sent on 11/1)</li> <li>● Robert McAtee – working on required courses (follow up email sent on 11/1) - heard back from him on 11.2</li> <li>● Eva Marie-Bell – working on required courses (follow up email sent on 11/1) (Waiting to take the new OESP course when it starts)</li> <li>● Pamela M. Portenstein– has indicated she is working on courses. (follow up email sent on 11/1)</li> <li>● Support for closed captioning of instructor generated video's</li> <li>● Wording on proctored exams in the DE addendum section 1.B.ii.</li> <li>● Online Education Standards and Practices (OESP) course from @one</li> <li>● Online Course Caps - Dec meeting</li> <li>● DE Course Evaluation Survey</li> </ul>	
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**Courses Currently in Review for 17-18 academic year:**

BUSAD 145 (Step 4: waiting on COMMST 145), CHEM 101 (Step 6: DE addendum being removed), EMS 066 (Step 6: request for changes), EMS 067 (Step 6: request for changes), EMS 068 (Step 6: minor changes requested), EMS 921 (additional requests for changes), FIRE 101 (says a DE addendum is being requested – but the entire addendum was blank) HEALTH 102 (request for changes), PSYCH 100H (Step 4: no comments), PSYCH 120 (Step 4: no comments), PSYCH 201 (Step 6:

on hold)

**Courses approved in the 17-18 academic year:**

BusAd 105, BusAd 200, CSCI 110, CSCI 230, Health 102, Hist 135, MARKET 106, MATH 110, Philosophy 103, Philosophy 110, POLIT 100, Religion 100, Religion 101, Religion 135, Soc 130

**Instructors approved 17-18 academic year:**

Brandi Bailes (10.25.17), Ryan Bartlett (11.8.17)