

# Crafton Hills College

## ETC Meeting Minutes

Date: Dec 13, 2017

Next Meeting: Jan 24, 2018

Time: 12:30pm – 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, rReviews 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 (left at 1:30 pm)**; **Schoenfeld, Racquel**; **Yau, Margaret**

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

## Agenda Items

Item	Recommendation/Discussion/Future Business	Action
<b>Call Meeting To Order</b>	12:30 pm	
<b>Interviews for DE coordinator</b>	Conduct interviews and forward a recommendation to the CHC President.	
<b>Approval of Nov 22nd Minutes</b>	Members reviewed minutes.	Brandi moved to approve the minutes. Jeff seconded. Approved by consensus.
<b>Online Course Caps</b>	What does the ETC want to recommendation to AS in regards to online course caps?	ETC recommendations on course caps: 35 as the course cap maximum or the face-to-face cap, whichever is lower. Course caps can be reduced in an online class following the agreed upon procedure.
<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>● BusAd 200</li><li>● BusAd 105</li><li>● <b>CHEM 101 (DE addendum being removed)</b></li><li>● HEALTH 102 (done)</li><li>● HIST 135</li><li>● PSYCH 201 (on hold)</li></ul>	Brandi moved to approve these courses. Catherine seconded. Approved by consensus.
<b>Instructors Needing Approval (Intent to teach – Step 1)</b>	none	
<b>Skills and Knowledge Assessment (Step 2)</b>	<ul style="list-style-type: none"><li>● Angela Cranon-Charles (Political Science)</li><li>● Troy Tureau (BusAd)</li></ul>	Cranon-Charles and Tureau completed step 2.



<b>Instructor Course Review (Step 3)</b>	<ul style="list-style-type: none"> <li>● Cynthia Hamlet (English)</li> <li>● Cheryl DiBartolo (Anthro)</li> <li>● Jeff Burke (Math) - awaiting step 3 docs</li> <li>● Rodolfo Jr., Jaravata-Hanson (Allied Health/Respiratory Therapy) - awaiting step 3 docs</li> <li>● Patrick Bungard, MBA (Communication Studies) (met with me on Oct 31sh) - awaiting step 3 docs</li> </ul>	<p>Jeff moved to approve the following instructors for online teaching: Cynthia Hamlet, Cheryl DiBartolo, Jeff Burke, Rodolfo Jr. Jaravata-Hanson, and Patrick Bungard. Brandi seconded. Approved by consensus.</p>
<b>Instructors on Hold</b>	<p>Rene Urbanovich - Members reviewed her online Humanities 140 course on 11/22/17</p>	
<b>Online Degree &amp; related pathways</b>	<p>A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.</p>	
<b>Statements from the Public</b>	<p>None.</p>	
<b>Adjourn</b>	<p>2:35 pm</p>	
<b>Future Agenda Items</b>	<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 requiredcourses (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 oncourses. (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>	

**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)