Crafton Hills College

ETC Meeting Minutes

Date: January 25th, 2017
Next Regular Meeting: Feb 8h, 2017
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; Boebinger, Kelly; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; **Petrovic, Snezana; Quach, Patricia, Schoenfeld, Racquel; Yau, Margaret**

Non Voting Members: CHC VPI; Lares, Rhiannon; **Blain, Jennifer**

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:04pm	
Agenda Items		
Approval of Minutes		Boebinger motioned to approved the November 30th meeting minutes. Quach seconded. All approved.
Canvas Rollout UPDATE	Beta Testers for Spring: Margaret Yau, Denise Allen, Jeff Cervantes, Kelly Boebinger, Gwen DiPonio.	
Online General Educaton Pattern	Plan received from Mark McConnell. Will review at next meeitng.	
Courses Needing Approval	AH 101, Envs 101	
NetTutor UPDATE	Update from Patty on the rollout	Steps for NetTutor: 1) Create a new contet area menu it 2) Click on the new button 3) Select build content 4) Select NetTutor 5) Name it NetTutor 6) Click submit
Instructors Needing Approval (Intent to teach – Step 1)		
Skills and Knowledge Assessment (Step 2)	**Kenneth George** (Docs are posted – is taking the intro course and is signed up for the Accessiblity course – has completed Step2a doc. - will complete Intent to teach once at conclusion of Accessiblity course)	Brink motioned to approve Kenny George to step two. Cervantez seconded. All approved.
Instructor Course Review (Step 3)		
Statements from the Public		
Announcements		

Future Agenda Items	Portal
	Instructors: Jeff Burke, David Kelsey
	DE Plan Update
	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
Adjourn	2:09pm