

Crafton Hills College

ETC Meeting Minutes

Date: November 30th, 2016
Next Regular Meeting: Dec 14th, 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; Bailes, 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	1:05 pm	
Agenda Items		
Approval of Minutes	Reviewed minutes from October 28, 2016	Approved by consensus.
Canvas Rollout	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 meeting.	
Courses Needing Approval	AH 101, Envs 101, BusAd 230, CIS 101	The DE addendum of BUSAD 230 and CIS 101 are approved by consensus.
Distance Education Plan	Update - Implementing objective and annual plan progress	
NetTutor	Discussed implementation with NetTutor representatives <ul style="list-style-type: none"> - Beginning January 17th, 2017 - Ready for Bb 9.1 	
Instructors Needing Approval (Intent to teach – Step 1)	<p>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)</p> <p>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.</p> <p>David Kelsey (setting up a time to meet online)</p>	
Skills and Knowledge Assessment (Step 2)		

Instructor Course Review (Step 3)	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).	Ben Gamboa is approved to teach online by consensus.
Statements from the Public	None	
Announcements	None	
Future Agenda Items	<p>Portal</p> <p>Online Education Initiative for the California Community Colleges – MOU and our recommendation for exchange participation</p> <p>Training on new Web management tool.</p> <p>OEI tools in ITOL course and on the CHC DE web portal</p> <p>Support (counseling, financial aide, etc).</p> <p>Support for closed captioning of instructor generated video's</p> <p>Guidelines for completion items on the DE addendum, including addressing accessibility in an online course</p>	
Adjourn	2:11 pm	