

Crafton Hills College

ETC Meeting Minutes

Date: February 22nd, 2017
 Next Regular Meeting: Mar 8th, 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	1:15 pm	
Agenda Items		
Approval of Minutes	Reviewed January 25 th , 2017 minutes.	T.L. moved to approve the minutes. Patty seconded. Approved by consensus.
Canvas Rollout UPDATE	Beta Testers for Spring: Margaret Yau, Denise Allen, Jeff Cervantes, Kelly Boebinger, Gwen DiPonio.	
Online General Educaton Pattern	Review Table	
Courses Needing Approval		BUSAD 053 is in the approval queue (to be included in the next agenda).
NetTutor UPDATE (Patty)		
Instructors Needing Approval (Intent to teach – Step 1)	Concepcion Sanford (Art) (on hold – pending documentation of requirements for Sections 2 & 3 of Intent to teach form)	
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Kenneth George (waiting for Kenneth to forward course name he would like the ETC to review	
Statements from the Public		
Announcements	Funding is available for equity and basic skills. Request can be submitted online.	

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	2:00 pm