Crafton Hills College

ETC Meeting Minutes

Date: April 26, 2017

Next Regular Meeting: May 10, 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: Bakhit, Kathy; **Lares, Rhiannon**; Blain, Jennifer

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:10 pm	
Agenda Items		
Approval of April 12 Minutes	Members review April 12th minutes.	Kelly moved to approve the minutes. Denise seconded. Approved by consensus.
DE Coordinator	Update	Denise will check with Kathy Bakhit to see if ETC can use the last meeting of this semester to review applicants.
Canvas Rollout UPDATE	Summer Canvas pilot: Kelly Boebinger, T.L. Brink, Snezana Petrovic Canvas course shells are available for all spring courses. Seven faculty members have agreed to	
Online Degrees	Art History Degree (Snezana)	
Skills and Knowledge Assessment (Step 2)	Reviewed 2b DE LMS Hands-on Skills Checklist. This will be used (if approved) starting with the Fall 2017 term.	Jeff moved to approve the hands-on skills checklist. Kelly seconded. Approved by consensus. The document will be forwarded to the Academic Senate for approval.

Courses Needing Approval	None	
Intent to teach – (Step 1)	Ryan Bartlett Brandi Bales (pending) Rene Urbanovich (pending)	TL moved to approve Rayn Bartlett to move to Step 2. Margaret seconded. Approved by consensus. Kelly moved to approve Ryan Bartlett to teach online for one semester prior to being approved. Jeff seconded. Approved by consensus.
Instructor Course Review (Step 3)	None	
Statements from the Public	None	
Announcements	None	
Adjourn	1:50 pm	
Future Agenda Items	NetTutor (update after summer) DE Plan Update 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	