

# Crafton Hills College

Date: May 10, 2017

ETC Meeting Minutes

Next Meeting: Aug 23, 2017

Time: 1:00pm – 2:00pm

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

**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	
<b>Agenda Items</b>		
<b>DE Coordinator</b>	Interview and recommendation of DE coordinator candidate.  The following questions were asked: 1) What are your qualifications for this position? 2) What are your goals and visions for the DE program in the next two years? 3) How do you preserve quality and increase quantity of online offerings? 4) Suggest ways to remove obstacles for funding DE programs, professional development, etc. 5) Any questions or comments?	T.L. will forward the results and recommendation to the administration.
<b>Approval of April 26 Minutes</b>	Reviewed minutes and made corrections.	Kelly motioned to approve the minutes. Snezana seconded. Approved by consensus.
<b>Courses Needing Approval</b>	None	
<b>Intent to teach (Step 1)</b>	Brandi Bales (pending) Rene Urbanovich (pending)	

<b>Skills and Knowledge (Step 2)</b>	Ryan Bartlett	Snezana motioned to advance Ryan Bartlett to the next step of the approval process. T.L. seconded. Approved by consensus.
<b>Instructor Course Review (Step 3)</b>	None.	
<b>Statements from the Public</b>	None.	
<b>Announcements</b>	None.	
<b>Adjourn</b>	2:00 pm	
<b>Future Agenda Items</b>	<p>NetTutor (update after summer) DE Plan Update Training on new Web management tool.</p> <p>OEI tools in ITOL course and on the CHC DE web portal Support (counseling, financial aide, etc).</p> <p>Support for closed captioning of instructor generated video's</p>	