

Crafton Hills College

ETC Meeting Agenda

Date: Sept 13rd, 2017
 Next Meeting: Sept 27, 2017
 Time: 1:00pm – 2:30pm
 Location: CNTL 119

Charge: The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommends policies for CHC Distance Education (DE). The committee makes recommendations for DE pathways, rReviews and makes revision recommendations for 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 DE instructors and courses. The committee reviews the success of the DE program and makes recommendations for professional development to address identified deficiencies. Makes recommendations for the CHC online portal. Develops recommendations related to the continued growth, quality and success of the college's DE program to instructional support services, student services and the curriculum committee Conducts an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.

Members (present in bold):

Allen-Hoyt, Denise; Boebinger, Kelly; Bailes, B.; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; Petrovic, Snezana; Schoenfeld, Racquel; Yau, Margaret

Non Voting Members: Bakhit, Kathy; Lares, Rhiannon;

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order		
Agenda Items		
Approval of Aug 23rd Minutes		
CHC Canvas Admin		
OEI tools in ITOL course and on the CHC DE web portal		
Online Degress	Progress Update	
Onine Course Caps	<p>Please read the 4th & 5th paragraph on pages 7&8, the 3rd paragraph on page 11 and paragraph 2 on page 18 in the ASCCC paper titled: Setting Course Enrollment Maximums: Process, Roles, and Principles</p> <p>Please review the document titled: procedure_for_establishing_and_modifying_course_caps_8-15-15.pdf</p> <p>http://online.pasadena.edu/faculty/hb/coursequality/</p> <p>https://onlinelearninginsights.wordpress.com/2015/01/14/does-class-size-matter-in-online-courses-three-perspectives/</p>	
Courses Needing Approval		
Instructors Needing Approval (Intent to teach – Step 1)		
Skills and Knowledge Assessment (Step 2)	Brandi Bales (pending) Rene Urbanovich (pending)	

Instructor Course Review (Step 3)	Ryan Bartlett	
Statements from the Public		
Announcements		
Future Agenda Items	DE Plan Update Support for closed captioning of instructor generated video's	
Adjourn		