

Crafton Hills College

ETC Meeting Minutes

Date: August 23rd, 2017
 Next Meeting: Sept 13, 2017
 Time: 1:00pm – 2:30pm
 Location: CNTL 119

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 DE instructors and courses. The committee reviews the success of the DE program and makes recommendations for professional development to address identified deficiencies. Develops and provides content for the CHC DE portal. Updates and revises the distributed Ed Plan(s). Develops recommendations related to the continued growth of the college's DE program to instructional support services, student services and the curriculum committee for DE programs and students.

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
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Call Meeting To Order	1:05	
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Agenda Items

Approval of May 10th Minutes	Minutes approved by consensus	Motion by Brandi, seconded by Kelly all present voted in favor
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<p>Committee Charge and Membership</p>	<p>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.</p> <p>Voting Members: Faculty members as appointed by the Academic Senate, including the CHC Distance Education Coordinator, one faculty member from Student Services and one from Instructional Support (one member will also serve as the ETC representative to the Curriculum Committee).</p>	<p>Motion to forward revised charge to the AS senate by Catherine, seconded by Kelly all present voted in favor</p>
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Canvas Rollout UPDATE	The migration is going well. Has been more work than expected. Will ask for Bb access through the end of the spring term.	
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My Math Lab Canvas Integration	Brandi stated she has been working with the publisher to get the issues resolved. One issue in particular with a student name. Will keep the committee updated on the ongoing issues	
OEI tools in ITOL course and on the CHC DE web portal	The OEI tools have been integrated into the CHC DE student web portal as well as the ITOL course. The course is going through major revisions to reflect and support student learning with the Canvas LMS.	
Online Counseling - Crainum Cafe	Is now available. DE instructors have been asked to included as a link to this serve in their online courses.	
Online Degrass	Will be working with the dept chairs to develop major sheets that show which courses in each degree can be completed online.	
Online Course Caps	This is an issue. There was debate on how best to proceed with establishing course caps for DE courses. Need to research what other colleges are doing. Need to address this issue with the union as well.	
Courses Needing Approval	Only course is Soc, however this is just a required 6 year revision and was already approved for online. Brandi will serve as the ETC liaison to the curriculum committee and has agreed to monitor courses to be sure that courses that have been approved for online delivery include a DE addendum as they work their way through the 6 year review process.	
NetTutor UPDATE (Patty)	DE instructors have been provided instructions on how to integrate NetTutor into their online courses. Support is being provided as needed by District Computing	
Instructors Needing Approval (Intent to teach – Step 1)	Brandi Bales (pending) Rene Urbanovich (pending)	Motion by TL, seconded by Denise to approve both and forward to step 2, all presented voted in favor
Skills and Knowledge Assessment (Step 2)	none	
Instructor Course Review (Step 3)	Ryan Bartlett - will wait and review Brandi's, Rene's and Ryan's courses at the same time.	
Statements from the Public	none	
Announcements	none	
Future Agenda Items	DE Plan Update Support for closed captioning of instructor generated video's	
Adjourn		