

Crafton Hills College

ETC Meeting Agenda

Date: Sept 27th, 2017
Next Meeting: Oct 11, 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, Brandi; 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 Sept 13 th Minutes		
CHC Canvas Admin	Update	
CHC 062	3 sections (5 weeks each) scheduled for the Spring tem	
Online Degrees	Courses have been finalized - meeting with Kim on Monday to cross reference.	
Online Course Caps	<p>Sept 3, 2008 - ETC will need to make a recommendation about caps for online - look at best number for effective teaching.</p> <p>Sept 17, 2008 - Looking at a productivity measure of 525 - 35 students in an 18 week class. Will need to look at what are reasonable caps for online classes.</p> <p>Cap of 25 for online classes, at least for the first time, is based on research about best practices for online. We need to look at suggested caps for second time around. We want to maintain quality.</p> <p>Goal is also retention. Online classes need to have instructor presence to help with this. There is actually quite a lot of individual instruction in online classes.</p> <p>Feb 3, 2010 - Discussion on caps in online, retention is an issue - need to avoid blanket statements - should have some way of letting faculty have input on numbers they know the class best.</p>	
Online Course Caps - Con't Recommendation to AS	What recommendation would the ETC like to forward to the Academic Senate in regards to caps?	

Courses Needing Approval	Philosophy 103 and 110 Religion 100, 101, and 135.	
Instructors Needing Approval (Intent to teach – Step 1)	None	
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Ryan Bartlett Brandi Bales Rene Urbanovich	
Statements from the Public		
Announcements		
Future Agenda Items	DE Plan Update Support for closed captioning of instructor generated video's DE addendum for Honors Courses	
Adjourn	2:30 pm	