

# Crafton Hills College

## ETC Meeting Minutes

**Date:** Sept 13<sup>rd</sup>, 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, reviews 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	1:05 pm	
<b>Agenda Items</b>		
Approval of Aug 23rd Minutes	Minutes were reviewed and approved by consensus.	Brandi moved to approve the minutes. Kelly seconded. Minutes approved by consensus.
CHC Canvas Admin	Training will be held on 9/14/17 for local Canvas administrators.	
OEI tools in ITOL course and on the CHC DE web portal	Quest training modules are available for students on Canvas. CHC 062 is suggested as a dual enrollment course for high school students to introduce students to online learning.	Kathy will look into the possibility of offering CHC 062 as a dual enrollment course.
Online Degrass	Denise has been working with Kim on getting a list of DE approved courses. Denise will work with faculty chairs to find out in which term(s) each DE course is offered in order to map out the online degrees.	
Online Course Caps	Kelly reviewed the ETC minutes and found the following: <ul style="list-style-type: none"> <li>ETC Minutes for 9/3/2008 indicated the need for the committee to make a recommendation about caps for online courses that are best for effective teaching.</li> <li>ETC Minutes for 9/17/2008 indicated the determination of a cap of 25 for online classes at least for the first time and a cap of 35 students in an 18-week class.</li> <li>ETC Minutes for 2/3/2010 indicated a discussion on online course caps, including getting faculty inputs.</li> </ul>	Brandi motioned to have Denise to draft a recommendation regarding establishing online course caps based on the historical ETC minutes (9/3/2008, 9/17/2008, 2/3/2010). Kelly seconded.  Denise will draft the recommendation, and the committee will review it at the next meeting before forwarding it to the senate.
Courses Needing Approval	Philosophy 103 and 110 are in the queue on CurricuNet. Religion 100, 101, and 135 need to be reviewed by committee members.	Denise and Kelly will review Philosophy 103 and 110. ETC committee members will review Religion 100, 101, 135.

<b>Instructors Needing Approval (Intent to teach – Step 1)</b>	None	
<b>Skills and Knowledge Assessment (Step 2)</b>	Brandi Bales (pending) Rene Urbanovich (pending)	T.L. moved to advance Brandi Bales and Rene Urbanovich to step 3. Kelly seconded. Approved by consensus.
<b>Instructor Course Review (Step 3)</b>	Ryan Bartlett	
<b>Statements from the Public</b>	None	
<b>Announcements</b>	None	
<b>Future Agenda Items</b>	DE Plan Update Support for closed captioning of instructor generated video's DE addendum for Honors Courses	
<b>Adjourn</b>	2:30 pm	