

Crafton Hills College

ETC Meeting Minutes

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	1:07 pm	
Agenda Items		
Approval of Sept 13 th Minutes	Minutes were reviewed.	Kelly moved to approve the minutes. T.L. seconded. Minutes were approved by consensus.
CHC Canvas Admin	Denise completed training and has administrative access to add users to Canvas courses.	Denise will create an online spreadsheet for the DE course syllabus checklist that ETC members can use.
CHC 062	3 sections (5 weeks each) scheduled for the Spring tem	
Online Degrees	Courses have been finalized – Denise met with Kim on Monday to cross reference. Denise is identifying online courses in the 2017-18 catalog.	

Online Course Caps	<p>Members reviewed ETC historial records of discussion related to online course caps:</p> <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?	The committee will continue the online caps discussion at the next meeting.
Courses Needing Approval	Philosophy 103 and 110 Religion 100, 101, and 135.	<p>Denise moved to approve Philosophy 103 and 110 and Regligion 100, 101, and 135 with the revision as recommended by the committee. Kelly seconded. Courses are approved by consensus.</p> <p>SOC 130 needs to be approved at the next meeting.</p>
Instructors Needing Approval (Intent to teach – Step 1)		<p>At the next meeting, review the following intent to teach forms from</p> <ul style="list-style-type: none"> • Jeff Burke • Nathan Girgis • Dewey Heinsma
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Ryan Bartlett Brandi Bales Rene Urbanovich	Denise will add ETC members to Brandi Bailes's online Canvas course for online teaching approval.
Statements from the Public	None	
Announcements	None	
Future Agenda Items	DE Plan Update Support for closed captioning of instructor generated video's DE addendum for Honors Courses	
Adjourn	2:30 pm	