Crafton Hills College
ETC Meeting Minutes

Date: Oct 11th, 2017
Next Meeting: Oct 25, 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**;

Agenda Items

Item	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	1:03 pm	
Approval of Sept 27th Minutes	Members reviewed the minutes.	Kelly moved to approve the minutes. Jeff seconded. Minutes approved by consensus.
CHC 062	Consideration of Instructors	Spring 2018 CHC 062 sections: Jeff is available to teach the first and third sections, and Brandi is available for the second section.
Online Degrees	Update on progress Programs and certificates that have 55% or more of their courses approved for DE are posted on the Crafton Online Classes website.	
Courses Needing Approval	Members reviewed the DE addendum for SOC 130 and forwarded the suggested changes to Denise.	Denise will send the suggested changes on SOC 130 to Kim Salt. Courses to be reviewed next time: • CSCI 110 • CSCI 230 • MARKET 106 • MATH 110 • POLIT 100 • PSYCH 201

Instructors Needing Approval (Intent to teach – Step 1)	Rodolfo Jr., Jaravata-Hanson (Allied Health/Respiratory Therapy) – intent to teach submitted has also completed all 3 Courses - certs have been forwarded. Patrick Bungard, MBA (Communication Studies) – intent to teach submitted has also completed all 3 Courses - certs have been forwarded.	Jeff motioned to advance Rodolfo Jaravata-Hanson and Patrick Bungard to step 2. Brandi seconded. Approved by consensus.
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Brandi Bailes – Members reviewed Brandi's Math 095 online Canvas course and evaluated it using checklists 3a and 3b. Ryan Bartlett Rene Urbanovich	Jeff moved to approve Brandi Bailes for online teaching. Kelly seconded. Approved by consensus.
Online Education Standards and Practices (OESP) course from @one	In Spring 2016, @one announced their newest course, Online Education Standards and Practices (OESP). This fast-paced, 12-week combines the best of @ONE's courses with targeted Canvas tutorials, providing an excellent overview of developing and teaching an online course using Canvas. Participants who complete OESP receive an @ONE Online Teaching Certificate of Completion, and participants who go on to have their OESP ePortfolio reviewed are eligible for the @ONE Online Teaching Certificate of Achievement.. Does the ETC want to recommend this course as an alternative certification option?	
Online Course Caps – Item Continued from Sept 27 agenda	What recommendation would the ETC like to forward to the Academic Senate in regards to caps? Sept 3, 2008 - ETC will need to make a recommendation about caps for online - look at best number for effective teaching. 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. 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. 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. 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.	Kelly motioned to forward a recommendation for department chairs to meet with their department faculty, including online faculty, to establish initial online caps, provided the document that shows past online course caps, enrollment patterns, and existing face-to-face caps. Brandi seconded. Approved by consensus.
Statements from the Public	None	
Announcements	None	

Future Agenda Items	- Anne Atkinson - Health and Nutrition - sent email on 10/8 about the cert process - Jeff Burke – request for course certs sent on 10/2 - Angela Cranon-Charles (PoltSci – awaiting forms and verification of courses completed) - Nathan Girgis – what discipline? - Dewey Heinsma – (completing the Accessibility Course) - Chris Jacinto - mathematics - Robert McAtee – working on required courses - Eva Marie-Bell – working on required courses - Portenstein, Pamela M – has indicated she is working on courses. - Support for closed captioning of instructor generated video's - DE addendum for Honors Courses - Wording on proctored exams in the DE addendum section 1.B.ii.
Adjourn	2:34 pm