

# Crafton Hills College

## ETC Meeting Agenda

**Date: Nov 22, 2017**  
**Next Meeting: Dec 13, 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
<b>Call Meeting To Order</b>		
<b>Approval of Nov 8th Minutes</b>		
<p><b>Courses Needing Approval</b></p> <p>Will review each and move forward when ready and add additional courses as they show up in Curricunet</p>	<ul style="list-style-type: none"> <li>• BUSAD 145 (waiting on COMMST 145)</li> <li>• BUSAD 200 (request for changes)</li> <li>• BUSAD 105 (request for changes)</li> <li>• EMS 921 (request for changes)</li> <li>• HEALTH 102 (request for changes)</li> <li>• HIST 135</li> <li>• PSYCH 201 (on hold)</li> </ul>	
<p><b>Instructors Needing Approval (Intent to teach – Step 1)</b></p>	<ul style="list-style-type: none"> <li>• Angela Cranon-Charles (PoltSci – awaiting verification of Introduction to Online Teaching and Learning)</li> <li>• Troy Tureau - has submitted all required docs</li> </ul>	
<p><b>Skills and Knowledge Assessment (Step 2)</b></p>	<ul style="list-style-type: none"> <li>• Cynthia Hamlet (English) - Meet on Thurs 11.16.17</li> <li>• Cheryl DiBartolo (equivalency requested for intro to online teaching - will complete the accessibility course and the Lynda.com canvas course by the end of the fall term) (on hold pending step 2 meeting)</li> </ul>	

<b>Instructor Course Review (Step 3)</b>	<ul style="list-style-type: none"> <li>• Jeff Burke (Math) - awaiting step 3 docs</li> <li>• Rodolfo Jr., Jaravata-Hanson (Allied Health/Respiratory Therapy) - awaiting step 3 docs</li> <li>• Patrick Bungard, MBA (Communication Studies) (met with me on Oct 31sh) - awaiting step 3 docs</li> <li>• Rene Urbanovich</li> </ul>	
<b>Online Degree &amp; related pathways</b>	A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.	
<b>Statements from the Public</b>		
<b>Adjourn</b>		
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Anne Atkinson - Health and Nutrition - sent email on 10/8 about the cert process - (follow up email sent on 11/1) - heard back from her on 11.1 - courses underway - but will not finish until summer</li> <li>• Kenyon Callahan - PoltSci (follow up email sent on 11/1) - No response</li> <li>• <b>Nathan Girgis – what discipline? Unable to find this person in our email directory</b></li> <li>• Dewey Heinsma – (completing the Accessibility Course) (follow up email sent on 11/1)</li> <li>• Chris Jacinto - mathematics (follow up email sent on 11/1)</li> <li>• Robert McAtee – working on required courses (follow up email sent on 11/1) - heard back from him on 11.2</li> <li>• Eva Marie-Bell – working on required courses (follow up email sent on 11/1) (Waiting to take the new OESP course when it starts)</li> <li>• Pamela M. Portenstein– has indicated she is working on courses. (follow up email sent on 11/1)</li> <li>• Support for closed captioning of instructor generated video's</li> <li>• Wording on proctored exams in the DE addendum section 1.B.ii.</li> <li>• Online Education Standards and Practices (OESP) course from @one</li> <li>• Online Course Caps - Dec meeting</li> <li>• CHEM 101, EMS 068</li> <li>• DE Course Evaluation Survey</li> </ul>	

**Courses approved 17-18 academic year:**

CSCI 110, CSCI 230, MARKET 106, MATH 110, Philosophy 103, Philosophy 110, POLIT 100, Religion 100, Religion 101, Religion 135, Soc 130

**Instructors approved 17-18 academic year:**

Brandi Bailes (10.25.17), Ryan Bartlett (11.8.17)