

Crafton Hills College

ETC Meeting Minutes

Date: Nov 8, 2017
Next Meeting: Nov 15, 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	1:15 pm	
Approval of Oct 25th Minutes	Reviewed Oct. 25 th minutes. Correction: Brandi was absent (unbold name)	Kelly moved to approve the minutes. Seconded by Catherine. Approved by consensus.
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	<ul style="list-style-type: none"> • PSYCH 201 (on hold) • BUSAD 145 (waiting on COMMST 145) • BUSAD 200 (request for changes) • BUSAD 105 (request for changes) • HEALTH 102 (request for changes) • EMS 921 (request for changes) 	
Instructors Needing Approval (Intent to teach – Step 1)	<ul style="list-style-type: none"> • 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) 	Kelly moved to advance Cheryl DiBartolo to step 2. Brandi seconded. Approved by consensus.

Skills and Knowledge Assessment (Step 2)	<ul style="list-style-type: none"> • Rodolfo Jr., Jaravata-Hanson (Allied Health/Respiratory Therapy) - (met with me on Oct 25th) • Patrick Bungard, MBA (Communication Studies) (met with me on Oct 31st) • Jeff Burke (on hold pending step 2 meeting) • Cynthia Hamlet (on hold pending step 2 meeting) 	T.L. moved to advance Rodolfo Jaravata and Patrick Bungard to step 3. Brandi seconded. Approved by consensus.
Instructor Course Review (Step 3)	<ul style="list-style-type: none"> • Ryan Bartlett • Rene Urbanovich 	Brandi moved to approve Ryan Bartlett for online teaching. Kelly seconded. Approved by consensus.
CHC 062		
Online Degree & related pathways	A.S. Business online 2-year pathway	
Statements from the Public	A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.	
Adjourn	2:35 pm	

<p>Future Agenda Items</p>	<ul style="list-style-type: none"> • 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. • Kenyon Callahan - PoltSci (follow up email sent on 11/1) • Angela Cranon-Charles (PoltSci – awaiting forms and verification of courses completed) (follow up email sent on 11/1) • <i>Nathan Girgis – what discipline? Unable to find this person in our email directory</i> • Dewey Heinsma – (completing the Accessibility Course) (follow up email sent on 11/1) • Chris Jacinto - mathematics (follow up email sent on 11/1) • Robert McAtee – working on required courses (follow up email sent on 11/1) - heard back from him on 11.2 • Eva Marie-Bell – working on required courses (follow up email sent on 11/1) • Pamela M. Portenstein– has indicated she is working on courses. (follow up email sent on 11/1) • Troy Tureau - has submitted the intent to teach (11-1-17) but is missing the cert of completion form for 2 of the 3 required courses. (follow up email sent on 11/1) • 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. • Online Education Standards and Practices (OESP) course from @one • Online Course Caps - Dec meeting • PSYCH 201; HIST 135; BUSAD 105, 145, 200; HEALTH 102; EMS 921 approval • DE Course Evaluation Survey 	
-----------------------------------	--	--

Courses approved 17-18 academic year:

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

Instructors approved 17-18 academic year:

Brandi Bailes (10.25.17),