
ETC Meeting Agenda



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; DiBartolo, Chery; McAtee, Robert; Petrovic, Snezana; Schoenfeld, Racquel; Yau, Margaret;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		
Approval of Feb 28 Minutes		
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	<ol style="list-style-type: none"> 1. Anthro 100 Introduction to Archaeology <ol style="list-style-type: none"> a. Needs to run by Fall 2. BUSAD 145 Business Communication 3. MATH 095 Intermediate Algebra <ol style="list-style-type: none"> a. No Changes to DE 	

Instructors Needing Approval (Intent to teach – Step 1)	<ol style="list-style-type: none"> 1. Kenyon Callahan (POLIT) <ol style="list-style-type: none"> a. Awaiting training documentation 	
Skills and Knowledge Assessment (Step 2)	None	
Instructor Course Review (Step 3)	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> 1. Concepcion (Conchi) Sanford (Art) 2. Troy Tureau (BusAd) <ol style="list-style-type: none"> a. Pending documents 3. Laurie Green (CTE) <ol style="list-style-type: none"> a. Pending documents 4. Angela Cranon-Charles (POLIT) <ol style="list-style-type: none"> a. Pending documents 	
Online Degree & related pathways	<p>A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.</p> <p>Update on pathways for degrees that are >=80% from Robert and Racquel</p>	
Instructors on Hold	Rene Urbanovich - waiting for response for meeting request. Chairs sent committee feedback and suggestions again.	
Changes to the Step 3 documents	Document for 3a Document for 3b	
Online Training	<p>Online training free using “Crafton17”.</p> <p>The training is mostly supplemental.</p>	
Adjourn		

Future Agenda Items

Category	Item
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Discussion and Action items	<ul style="list-style-type: none"> ✓ Clarify first step ✓ Wording on proctored exams in the DE addendum section 1.B.ii. ✓ Online Course Caps - Dec meeting ✓ DE Course Evaluation Survey ✓ Support for closed captioning of instructor generated videos
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Courses Currently In Review For 17-18 Academic Year

Course	Step	Notes
Anthro 100	Step 4	
BUSAD 145	Step 4	Waiting on COMMST 145
CHEM 101	Step 10	Implementation
FIRE 101	Step 7	Curriculum Chair
PSYCH 100H	Step 9	Implementation
PSYCH 120	Step 9	Implementation
PSYCH 201	Step 7.75	Curriculum chair

Approvals 17-18 Academic Year

Courses Approved	Instructors Approved
1. BusAd 105	1. Brandi Bailes (10.25.17)
2. BusAd 200	2. Ryan Bartlett (11.8.17)
3. CSCI 110	3. Patrick Bungard (Fall 2017)
4. CSCI 230	4. Jeffrey Burke (Fall 2017)
5. Health 102	5. Cheryl DiBartolo (Fall 2017)
6. Hist 135	6. Cynthia Hamlet (Fall 2017)
7. MARKET 106	7. Rodolfo Hanson-Jaravata (Fall 2017)
8. MATH 110	
9. Philosophy 103	
10. Philosophy 110	
11. POLIT 100	
12. Religion 100	
13. Religion 101	
14. Religion 135,	
15. Soc 130	
16. EMS 066	
17. EMS 067	
18. EMS 068	
19. EMS 921	

