



# 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	1:07 pm	
Approval of Feb 28 Minutes	Cheryl's name needs to be corrected.	Kelly motioned to approve the minutes. Catherine seconded. Minutes approved by consensus.

<p>Courses Needing Approval</p> <p>Will review each and move forward when ready and add additional courses as they show up in CurricUNET</p>	<ol style="list-style-type: none"> <li>1. Anthro 100 Introduction to Archaeology <ol style="list-style-type: none"> <li>a. Needs to run by Fall</li> </ol> </li> </ol> <p><i>Committee Comments:</i> Change formatting to letter DE adaptation items corresponding to the methods in regular course outline.</p> <ol style="list-style-type: none"> <li>2. BUSAD 145 Business Communication</li> <li>3. MATH 095 Intermediate Algebra <ol style="list-style-type: none"> <li>a. No Changes to DE</li> </ol> </li> </ol>	<p>T.L. motioned Anthro 100 for DE. Seconded by Jeff. Approved by consensus.</p> <p>Brandi/Jeff will contact Kenny George regarding the need of a DE addendum submitted for COMMST 145 before BUSAD 145 can be reviewed (BUSAD 145 and COMMST 145 are cross-listed).</p>
<p>Instructors Needing Approval (Intent to teach – Step 1)</p>	<ol style="list-style-type: none"> <li>1. Kenyon Callahan (POLIT) <ol style="list-style-type: none"> <li>a. Awaiting training documentation</li> </ol> </li> </ol>	<p>Brandi/Jeff will notify the dean and department chair overseeing Political Science that Kenyon Callahan has not provided training documentation necessary to advance in the online teaching approval process.</p>
<p>Skills and Knowledge Assessment (Step 2)</p>	<p>None</p>	
<p>Instructor Course Review (Step 3)</p>	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> <li>1. Concepcion (Conchi) Sanford (Art)</li> <li>2. Troy Tureau (BusAd) <ol style="list-style-type: none"> <li>a. Pending documents</li> </ol> </li> <li>3. Laurie Green (CTE) <ol style="list-style-type: none"> <li>a. Pending documents</li> </ol> </li> <li>4. Angela Cranon-Charles (POLIT) <ol style="list-style-type: none"> <li>a. Pending documents</li> </ol> </li> </ol>	<p>Brandi, Jeff, Margaret, and Snezana will review Concepcion Sanford's online course. Brandi/Jeff will add committee members to Concepcion's course.</p>
<p>Online Degree &amp; related pathways</p>	<p>A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online.</p> <p>No update on pathways for degrees that are <math>\geq 80\%</math> from Robert and Racquel</p>	

	Suggestion: Establish pathways from online A.S. degree to online B.S. degree available (e.g. Cal State East Bay, Arizona State University).	
Instructors on Hold	Rene Urbanovich - waiting for response for meeting request. Chairs sent committee feedback and suggestions again.  Rene said that she will modify her course based on committee suggestions.	
Changes to the Step 3 documents	<a href="#">Document for 3a</a> <a href="#">Document for 3b</a> Remove the item “The course includes a clear link to the CHC DE course evaluation” in the checklist. Instead include it as a note to provide the link in the actual course, along with information on how to obtain the link.	Kelly moved to approve the documents for 3a and 3b for use. Cheryl seconded. Approved by consensus.
Online Training	<a href="#">Online training</a> free using “Crafton17”.  The training is mostly supplemental.	Committee members will see if the Innovative Educators web site has any courses compatible with the course requirements for the online teaching approval process.
Adjourn	2:00 PM	

### Future Agenda Items

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

## 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	