
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)

Bailes, Brandi; Boebinger, Kelly; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; Hendrickson, Catherine; McAtee, Robert; Petrovic, Snezana;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		
Announcements from the Public (5 min)		
Approval of Aug 22 Minutes (2 min)		

Item	Recommendation & Discussion	Action
Approve DE Charge (2 min)	Document approval of DE charge as stated on agenda.	
Approval Process (20 min)	Discussion on updates to instructor approval process	
Deans (10 min)	Discussion to clarify instructor approval process	
Courses Needing Approval (30 min) 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. FIRET 101 Fire Prevention Technology 2. ACCT 105 Accounting with QuickBooks and Excel 3. MARKET 110 Principles of Advertising 4. CD 105 Child Growth and Development 5. CD 105H Honors Child Growth and Development 6. CD 115 Health, Safety and Nutrition 7. CD 126 Child, Family and Community 8. CD 271 Administration I: Early Childhood Programs 9. ENGL 175 Literature and Religion of the Bible 10. RELIG 176 Jesus and His Interpreters 	
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen - Health 2. Anne Atkinson - English 3. Daniel Sullivan - EMS 4. Melissa Sonico - English 5. Rose Urbanovich - Philosophy 6. Tanisha Flowers - Psychology 7. Tony Clerc - Poli Sci 	

Instructors Needing Approval (Intent to teach – Step 1) (4 min)	1. Heather Hammond - Child Dev	
Skills and Knowledge Assessment (Step 2) (2 min)	1. Troy Tureau - Business 2. Kenyon Callahan - Poli Sci 2. Nader Gergis - Art	
Instructor Course Review (Step 3) (10 min)	Volunteers needed to review the following instructors/courses: 1. Update: 1. Trinette Barrie (course ready) 2. Patricia Menchaca 3. John Grounds 4. Eddie Aguilar 5. Sabrina Jimenez	
Instructors on Hold		
Adjourn		

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ Update on the DE Plan objectives and action plan. ✓ Arc Media ✓ Update documents for all three steps ✓ Wording on proctored exams in the DE addendum section 1.B.ii. ✓ DE Course Evaluation Survey ✓ Support for closed captioning of instructor generated videos ✓ Generic A.S. online 2-year pathway showing GE requirements offered online. ✓ Definition of “Regular and Effective Contact” ✓ Course Arc <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1tbOd5I2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr ✓ Proposed DE/ETC Accessibility guidelines:

	<ul style="list-style-type: none"> o https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#
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Courses Currently In Review For 18 - 19 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 18-19 Academic Year

Courses Approved

Instructors Approved