
ETC Meeting Minutes



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)

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

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:09 PM
Announcements from the Public		None
New Members	Vote to approve 1) Andrew Bridges 2) Gwen DiPonio	Introductions were made by both of the new members. Motion: Approve new members. 1st Boebinger

		2nd DiBartolo Passed by consensus
Secretary	Vote on new secretary	Motion: Approve Gwen DiPonio as new secretary. 1st Bailes 2nd Boebinger Passed by consensus
Approval of May 9 Minutes		Motion: Approve May 9th minutes. 1st Boebinger 2nd Cervantez Passed by consensus Note: Add discipline to future instructor process steps.
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. CIS 211 - Advanced Web Design and Development - Level: 6.75 - ETC Committee Head 2. RELIG 176 - Jesus and His Interpreters - Level: 2.00 - ETC Committee Members 	Motion: Approve CIS 211 - Advanced Web Design and Development 1st Boebinger 2nd DiBartolo Passed by consensus Note: RELIG 176 - Jesus and His Interpreters - Removed for revamp in 6 year revision
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen 2. Anne Atkinson 3. Daniel Sullivan 4. Heather Hammond 5. Rose Urbanovich 6. Tanisha Flowers 7. Tony Clerc 	
Instructors Needing Approval (Intent to teach – Step 1)	<ol style="list-style-type: none"> 1. Kenyon Callahan 2. Nader Gergis 3. Troy Tureau 	Motion: Approve Kenyon Callahan with the condition that signatures are met. 1st Boebinger 2nd DiBartolo Passed by consensus

		<p>Motion: Move Kenyon Callahan with the condition that signatures are met. 1st Cervantez 2nd DiPonio Passed by consensus</p> <p>Motion: Move Nader Gergis. 1st Cervantez 2nd DiPonio Passed by consensus</p>
Skills and Knowledge Assessment (Step 2)	<ol style="list-style-type: none"> 1. John Grounds 2. Eddie Aguilar 3. Sabrina Jimenez 	<p>Motion: Move Sabrina Jimenez and John Grounds to step 3 1st Cervantez 2nd DiPonio Passed by consensus</p>
Instructor Course Review (Step 3)	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> 1. Trinette Barrie 2. Patricia Menchaca 3. Sabrina Jimenez 4. John Grounds <p>Update:</p>	<p>Trinette Barrie Gwen DiPonio Patricia Menchaca Kelly Boebinger Sabrina Jimenez Cheryl DiBartolo Andrew Bridges John Grounds Andrew Bridges</p>
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 $\geq 80\%$ from Robert</p>	<p>Robert McAtee was not present to report.</p>
Instructors on Hold		
DE at Valley	<p>Update on DE Lead at Valley</p> <ul style="list-style-type: none"> ● Resolution on conforming to process ● Resolution on joining OEI 	

Discussion	<ol style="list-style-type: none"> 1. Definition of “Regular and Effective Contact” <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr 2. Proposed DE/ETC Accessibility guidelines: <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebI00R65Ww/edit# 	Committee members will review and bring input to the October 10th meeting.
Adjourn		2:06

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

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