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

Bakhit, Kathy; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		
Approval of Feb 14 Minutes		
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	1. None	

Instructors Needing Approval (Intent to teach – Step 1)	1. Kenyon Callahan (PoliSci) (Update)	
Skills and Knowledge Assessment (Step 2)	1. Concepcion (Conchi) Sanford (Art) (Update) 2. Laurie Green (CTE) (Update)	
Instructor Course Review (Step 3)	1. Angela Cranon-Charles (Political Science) 2. Troy Tureau (BusAd)	
Online Degree & related pathways	A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online. Update from Robert and Racquel	
Instructors on Hold	Rene Urbanovich - waiting for response for meeting request. Chairs sent committee feedback and suggestions.	
@One Replacement Course	At our last meeting we passed a motion to approve two tracks using Online Education Standards & Practices or three shorter courses. We also approved substituting the @one "Introduction to Online Teaching" course with the "Introduction to Course Design" course. @One is still offering IOTL. Do we want to allow both IOTL and Intro to Course Design? Intro to Course Design seems to focus on the OEI.	
Changes to the Approval Process Webpage	Discussion item	
OEI	Update from Denise	
Adjourn		

Future Agenda Items

Category	Item
Discussion and Action items	✓ 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

Courses Currently In Review For 17-18 Academic Year

Course	Step	Notes
BUSAD 145	Step 4	Waiting on COMMST 145
CHEM 101	Step 6	DE addendum being removed
FIRE 101		says a DE addendum is being requested – but the entire addendum was blank
HEALTH 102		request for changes
PSYCH 100H	Step 4	no comments
PSYCH 120	Step 4	no comments
PSYCH 201	Step 6	on hold

Approvals 17-18 Academic Year

Courses Approved	Instructors Approved
1. BusAd 105 2. BusAd 200 3. CSCI 110 4. CSCI 230 5. Health 102 6. Hist 135 7. MARKET 106 8. MATH 110 9. Philosophy 103 10. Philosophy 110 11. POLIT 100 12. Religion 100 13. Religion 101 14. Religion 135, 15. Soc 130	1. Brandi Bailes (10.25.17) 2. Ryan Bartlett (11.8.17)

16. EMS 066
17. EMS 067
18. EMS 068
19. EMS 921