ETC Meeting Minutes

CRAFTON HILLS COLLEGE

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

Holbrook, Jim

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:21 pm	
Approval of Jan 24 Minutes	The committee reviewed the minutes.	T. L. moved to approve the minutes. Cheryl seconded. Approved by consensus. Minutes approved at end of meeting.
New Members	Approve Cheryl DiBartolo and Robert McAtee (yay!)	T.L. motioned to approve Cheryl DiBartolo and McAtee. Margaret

		seconded. Approved by consensus.
Online Course Caps	Consideration of a resolution for caps. Senate update: https://docs.google.com/document/d/1li7qsi993JYJHRqDdlbA2mkVPdbCEfftRzIzHstLK_Y/edit?usp=sharing	The resolution will be discussed at a later meeting.
@One Replacement Course	We are specifically considering using Online Education Standards & Practices. It is a $200 course that starts on Feb 26 and lasts 12 weeks. We would be considering allowing this to replace our accessibility course as is covers course design, interaction, assessment, and accessibility. Alternatively Introduction to Course Design to only replace Introduction to Online Teaching. This is a 4 week $65. Discuss options. Both? Two tracks?	Snezana motioned to approve the two tracks and to substitute the @one "Introduction to Online Teaching" course by the "Introduction to Course Design" course. Seconded by T. L. Approved by consensus.
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	1. EMS 066 Introduction - Patient Care Documentation 2. EMS 067 Electronic Patient Care Reporting 3. EMS 068 Pharmacology for the EMT 4. EMS 921 Emergency Medical Technician Refresher	Snezana motioned to approve the DE addendum for EMS 066, 067, 068, and 921. Seconded by Denise. Approved by consensus.
Instructors Needing Approval (Intent to teach – Step 1)	1. Concepcion (Conchi) Sanford (Art) (update from Snezana) 2. Kenyon Callahan 3. Laurie Green	T. L. motioned to advance Concepcion Sanford to step 2. Seconded by Robert. Approved by consensus. Brandi/Jeff will contact Kenyon Callahan regarding the online teaching approval requirements. Denise motioned to advance Laurie Green to step 2. Seconded by T. L. Approved by consensus.

Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	1. Angela Cranon-Charles (Political Science) 2. Troy Tureau (BusAd)	Jeff and Cheryl will review Angela Cranon-Charles's Canvas course and complete the evaluation checklists. Denise and Margaret will do the same for Troy Tureau's Canvas course.
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	Robert will follow up with Racquel. Updates will be discussed at the next meeting.
Instructors on Hold	Rene Urbanovich - waiting for response for meeting request	Brandi/Jeff will make sure course review feedback from the committee will be provided to Rene.
OEI	Can someone research the pros and cons and the institutional requirements of being a part of the OEI? What are the pros and cons for a small college to participate in the OEI? How long is the course approval process?	There will be discussion regarding the OEI at the Academic Senate plenary. Denise will bring the information back to the committee.
Adjourn	2:21 pm	

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

Instructor Updates	✓ Anne Atkinson - Health and Nutrition - sent email on 10/8 about the cert process - (follow up email sent on 11/1) - heard back from her on 11.1 - courses underway - but will not finish until summer ✓ Kenyon Callahan - PoltSci (follow up email sent on 11/1) - No response ✓ Nathan Girgis – what discipline? Unable to find this person in our email directory ✓ Dewey Heinsma – (completing the Accessibility Course) (follow up email sent on 11/1) ✓ Chris Jacinto - mathematics (follow up email sent on 11/1) ✓ Robert McAtee – working on required courses (follow up email sent on 11/1) - heard back from him on 11.2 ✓ Eva Marie-Bell – working on required courses (follow up email sent on 11/1) (Waiting to take the new OESP course when it starts) ✓ Pamela M. Portenstein– has indicated she is working oncourses. (follow up email sent on 11/1)

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
EMS 066	Step 6	Request for changes
EMS 067	Step 6	Request for changes
EMS 068	Step 6	minor changes requested
EMS 921		additional requests for changes
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	1. Brandi Bailes (10.25.17) 2. Ryan Bartlett (11.8.17)

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