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

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:05 pm	
Approval of Feb 14 Minutes	Reviewed minutes.	Cheryl moved to approve the minutes. T.L. seconded. 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. None	

Instructors Needing Approval (Intent to teach – Step 1)	1. Kenyon Callahan (PoliSci) (Update) Brandi and Jeff met with Kenyon Callahan and reviewed the online teaching approval process.	
Skills and Knowledge Assessment (Step 2)	1. Concepcion (Conchi) Sanford (Art) (Update) 2. Laurie Green (CTE) (Update) Brandi and Jeff will meet with Concepcion Sanford and Laurie Green next week.	
Instructor Course Review (Step 3)	1. Angela Cranon-Charles (Political Science) 2. Troy Tureau (BusAd)	Denise motioned to resend Angela Cranon-Charles and Troy Tureau the syllabus and course readiness checklists and request that they modify their online courses to fulfill the requirements listed on the checklists as well as return the completed checklist documents once modifications are completed. Motioned seconded by T.L. Approved by consensus.
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: Members reviewed a draft of a four-semester and a six-semester A.S. Business online pathways (for college ready students). Suggestions: - do not indicate whether classes are short-term - recommend students to take CHC 062 when starting an online pathway	Racquel and Robert will look at pathways for the degrees that are currently >=80% online
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.	T.L. moved to allow instructors to take either of the @one "Introduction to Online Teaching" "Introduction to Course Design" courses for the satisfying our online teaching requirements. Kelly seconded. Approved by consensus.
Changes to the Approval Process Webpage	Discussion item The modified web page shows the course options for completing the online teaching approval requirements. - Change wording from "Category" to "Requirement" - Clarify that the courses are recommended but not required at the beginning - Add * next to total cost, referring to the reimbursement section - Spell out ETC at the first mention on the page. Remove the redundant word "Committee" after ETC	Kelly moved to approve the web page with suggested modified updates. Cheryl and T.L. seconded. Approved by consensus.
OEI	Update from Denise: Academic senate plenary did not discuss the OEI.	
Adjourn	2:27 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

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 16. EMS 066 17. EMS 067 18. EMS 068 19. EMS 921	1. Brandi Bailes (10.25.17) 2. Ryan Bartlett (11.8.17)