
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)

Boebinger, Kelly; Bailes, Brandi; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; DiBartolo, Cheryl; McAtee, Robert; Petrovic, Snezana; Schoenfeld, Racquel;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		
Announcements from the Public		
New Members	Vote to approve	

Secretary	Vote on new secretary	
Approval of May 9 Minutes		
Item	Recommendation & Discussion	Action
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 	
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 	
Skills and Knowledge Assessment (Step 2)	<ol style="list-style-type: none"> 1. John Grounds 2. Eddie Aguilar 3. Sabrina Jimenez 	
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 <p>Update:</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>	
Item	Recommendation & Discussion	Action
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/1RwPrJJiXZxl5msEiCw0Po2yBGJs9FK00-ebIO0R65Ww/edit# 	
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
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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
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