
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)

Allen-Hoyt, Denise; Boebinger, Kelly; Bailes, Brandi; Brink, T. L.; Cervantez, Jeff; Hendrickson, Catherine; **DiBartolo, Cheryl; McAtee, Robert; Petrovic, Snezana;** Schoenfeld, Racquel; **Yau, Margaret;**

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

| Item | Recommendation & Discussion | Action |
|-------------------------------|---|--|
| Call Meeting To Order | 1:04 pm | |
| Announcements from the Public | SBVC has begun the process of participating the OEI. Feedback from faculty who completed the accessibility course is not positive. | Brandi/Jeff will agendize how to improve accessibility training and doing non-credit online courses for future meetings in the Fall. |

| Approval of April 25 Minutes | Members reviewed minutes. | Kelly moved to approve the minutes. Cheryl seconded. Approved by consensus. |
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| 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 | None. | |
| 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 | |
| Instructors Needing Approval (Intent to teach – Step 1) | <ol style="list-style-type: none"> 1. John Grounds 2. Eddie Aguilar 3. Sabrina Jimenez | <p>The disciplines of the instructors in the approval process will be included in future agendas.</p> <p>T.L. moved to advance John Grounds and Eddie Aguilar (CTE) to step 2. Robert seconded. Approved by consensus.</p> <p>T.L. moved to advance Sabrina Jimenez (History) to step 2. Kelly seconded. Approved by consensus.</p> |
| Skills and Knowledge Assessment (Step 2) | <ol style="list-style-type: none"> 1. Trinetta Barrie 2. Patricia Menchaca 3. Troy Tureau (moving to fall) | <p>Jeff moved to advance Trinetta Barrie to step 3. Kelly seconded. Approved by consensus.</p> <p>T.L. moved to advance Patricia Menchaca to step 3. Kelly seconded. Approved by consensus.</p> |

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| Instructor Course Review (Step 3) | <p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> 1. None <p>Update:</p> <ol style="list-style-type: none"> 1. Angela Cranon-Charles <p>Committee Feedback on the syllabus: Include grading scale. Consider changing the language on attendance/participation policy.</p> | <p>Kelly moved to approve Angela Cranon-Charles to teach online. Cheryl seconded. Approved by consensus.</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 >=80% from Robert and Racquel</p> <p>Need online options to complete speech and lab requirements in order to have fully online degrees.</p> | |
| Instructors on Hold | None. | |
| Step 2 checklist | <ol style="list-style-type: none"> 1. Reformatted step 2 checklist <ol style="list-style-type: none"> a. https://docs.google.com/document/d/1Lsu6E3jBeTxDPILDwFuYyTHhMPYNdDuz17z-DtGJqw/edit?usp=sharing | <p>Kelly moved to approve the step 2 checklist. T.L. seconded. Approved by consensus.</p> |
| 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-ebIO0R65Ww/edit# | <p>The committee will revisit these in the Fall.</p> |

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| Adjourn | 2:17 pm | <p>Add to future meeting agenda: Revisit the DE Plan objectives and action plan.</p> <p>Brandi/Jeff will update the catalog and degree requirement documents that show online courses.</p> |
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Future Agenda Items

| Category | Item |
|-----------------------------|--|
| Discussion and Action items | <ul style="list-style-type: none"> ✓ 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 |
|------------|-----------|-----------------------|
| 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 17-18 Academic Year

| Courses Approved | Instructors Approved |
|------------------|--------------------------------|
| 1. BusAd 105 | 1. Brandi Bailes (10.25.17) |
| 2. BusAd 200 | 2. Ryan Bartlett (11.8.17) |
| 3. CSCI 110 | 3. Patrick Bungard (Fall 2017) |
| 4. CSCI 230 | 4. Jeffrey Burke (Fall 2017) |

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| 5. Health 102 | 5. Cheryl DiBartolo (Fall 2017) |
| 6. Hist 135 | 6. Cynthia Hamlet (Fall 2017) |
| 7. MARKET 106 | 7. Rodolfo Hanson-Jaravata (Fall 2017) |
| 8. MATH 110 | 8. Laurie Green (Spring 2018) |
| 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 | |