
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)

Bailes, Brandi; Boebinger, Kelly; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; Hendrickson, Catherine; McAtee, Robert; Petrovic, Snezana;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Maggie Worsley; Davina Burns-Peters; Deans Kelli Dower and Van Muse

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:01
Announcements from the Public (5 min)		
Approval of Aug 22 Minutes (2 min)		Cervantez moved to approve; Boebinger second

Item	Recommendation & Discussion	Action
Approve DE Charge (2 min)	Document approval of DE charge as stated on agenda.	Cervantez motion to approve; Boebinger second
Approval Process (20 min)	Discussion on updates to instructor approval process	<p>Boebinger added that we need to add a bullet for pros that we continue to meet accreditation standards as we are. Bailes wants to make training more doable financially, time-wise, and fairly. Bailes read the steps. Cervantez says the purpose of the steps is to ensure instructors can create a course effectively. Bailes says it's to put the training responsibility on the instructors. The questionnaire replaces the Intent to Teach form. Boebinger says we have to keep the training boxes in Step 1 so that accreditation can view it. Bridges says evidence can be a former course they taught (course copy it). Boebinger does not agree that we should see the entire course before teaching it. Cervantez believes we need to see the entire course. Bailes says we may not have time to review entire courses. The committee members need to comment on the document; they also need to comment on whether we should adopt the OEI rubric. Print it out and mark it as acceptable or not for our campus' needs. Per Dean and Rhiannon and Bailes,</p>

		CHC/Valley/District perhaps needs to create shells that we can use for training, showing model courses.
Deans (10 min)	Discussion to clarify instructor approval process	(See notes above in Approval Process item)
Courses Needing Approval (30 min) 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. FIRET 101 Fire Prevention Technology 2. ACCT 105 Accounting with QuickBooks and Excel 3. MARKET 110 Principles of Advertising 4. CD 105 Child Growth and Development 5. CD 105H Honors Child Growth and Development 6. CD 115 Health, Safety and Nutrition 7. CD 126 Child, Family and Community 8. CD 271 Administration I: Early Childhood Programs 9. ENGL 175 Literature and Religion of the Bible 10. RELIG 176 Jesus and His Interpreters 	Cervantez moved to reorder the agenda; DiBartolo seconded Bailes and DiBartolo say a part needs to be added to the DE Addendum about accessibility to be more inclusive but Cervantez says they need to make up their own because every course is unique. Needs to on a future agenda. Training session for new members, committee level and as a PD session.
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen - Health 2. Anne Atkinson - English 3. Daniel Sullivan - EMS 4. Melissa Sonico - English 5. Rose Urbanovich - Philosophy 6. Tanisha Flowers - Psychology 7. Tony Clerc - Poli Sci 	Discussion
Instructors Needing Approval (Intent to teach – Step 1) (4 min)	<ol style="list-style-type: none"> 1. Heather Hammond - Child Dev 	Holding for documentation.
Skills and Knowledge Assessment (Step 2) (2 min)	<ol style="list-style-type: none"> 1. Troy Tureau - Business 2. Kenyon Callahan - Poli Sci 2. Nader Gergis - Art 	Cervantez and Kenyon met with Bailes and Cervantez. Cervantez met with Tureau. DiBartolo made a motion to approve; Bridges seconded. Nader met with Bailes but needs to give the

		documents to the committee. Boebinger made a motion to approve; Bridges seconded.
Instructor Course Review (Step 3) (10 min)	<p>Volunteers needed to review the following instructors/courses:</p> <p>1.</p> <p>Update:</p> <ol style="list-style-type: none"> 1. Trinette Barrie (course ready) 2. Patricia Menchaca 3. John Grounds 4. Eddie Aguilar 5. Sabrina Jimenez 	<ol style="list-style-type: none"> 1. See document--Barrie will be sent feedback. Conditionally approved. Boebinger moved to approve; DiBartolo seconded. Bailes and Cervantez will check that changes are made.
Instructors on Hold		
Adjourn		2:25

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 ✓ Generic A.S. online 2-year pathway showing GE requirements offered online. ✓ Definition of “Regular and Effective Contact” ✓ Course Arc <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1tbOd5I2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr ✓ Proposed DE/ETC Accessibility guidelines: <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#

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