
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)

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

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:02
Announcements from the Public		N/A

Approval of October 24 Minutes		Motion to approve: Kelly Second: Robert
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Old Business

Item	Recommendation & Discussion	Action
Approval Process Form 1 (30 min)	<p>Discussion on updates to instructor approval process</p> <p>Initial online questionnaire form</p>	<p>Discussed. Motion to approve this form and Jeff will request Kristi Simonson to add it: Kelly. Seconded: Cheryl.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Committee members must go through the rubric and discuss what we don't want to include or that need editing on FORM 2. We need to narrow down the questions to a manageable number that anyone can do. Go over the rubric: A. Kelly. B. Robert and Jeff. C. Gwen and Ryan. D. Cheryl and Brandi. E. Catherine and Andrew. OEI rubic</p> </div>
CurricUNET Guidelines for DE Addendums.	<p>First draft of what ETC CurricUNET evaluators need to review - Boebinger</p>	<p>We all agree that we will use this document will be used on our next DE review and make suggestions on the document by the committee to assess DE Addendums.</p>

DE Plan Objective 2.2 – Online Pedagogy (10 min)	<p>Hiring processes will include questions related to technical skills and the related impact on teaching and learning as part of the hiring process.</p> <p>Note: This needs to go to AS before it goes to Crafton Council and VPI</p> <p>Homework for committee</p>	<p>Discussion of Document</p> <p>We created 16 questions to share with HR. Motion by Gwen: Brandi and Jeff will present this document to AS. Seconded: Snezana.</p>
Courses Needing Approval	<ol style="list-style-type: none"> 1. CD 271 2. CIS 136 3. CIS 137 4. CIS 138 5. CIS 161 6. COUN 100 7. MARKET 100 8. MARKET 106 9. MARKET 110 10. MUSIC 120 11. MUSIC 120H 12. MUSIC 134 	Discussed.
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen - Health 2. Daniel Sullivan - EMS 3. Melissa Sonico - English 4. Rose Urbanovich - Philosophy 5. Tanisha Flowers - Psychology 6. Tony Clerc - Poli Sci 	Discussion
Instructors Needing Approval (Intent to teach – Step 1) (4 min)	1, Anthony Loera	Gwen made Motion: to approve to move on to step 2. Seconded: Snezana.
Skills and Knowledge Assessment (Step 2) (2 min)		
Instructor Course Review (Step 3) (10 min)	<p>Volunteers needed to review the following instructors/courses:</p> <p>Discussion</p> <ol style="list-style-type: none"> 1. Heather Hammond - CD 2. Sabrina Jimenez - History 3. Anne Atkinson - Health <p>Update:</p> <ol style="list-style-type: none"> 1. Patricia Menchaca - Envir. Science 2. John Grounds - CTE 3. Eddie Aguilar - CTE 	<p>Motion to approve Heather to teach online: Kelly. Seconded: Catherine.</p> <p>Motion to approve Sabrina to teach online: Kelly Seconded: Cheryl</p> <p>Gwen, Snezana, Ryan, and Robert will evaluate Anne. Updates discussed.</p>

	<ul style="list-style-type: none"> 4. Kenyon Callahan - Poli Sci 5. Nader Gergis - Art 	
Instructors on Hold		
Old Business on Hold	<ul style="list-style-type: none"> ✓ Arc Media - Cervantez ✓ Course Arc - George ✓ Proposed DE/ETC Accessibility guidelines: https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIOOR65Ww/edit# ✓ Definition of “Regular and Effective Contact” 	Discussed.

Adjourn 2:42

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ Update on the DE Plan objectives and action plan. ✓ 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. <ul style="list-style-type: none"> ✓ Sample Canvas Course: Resources, volunteers, and set up. ✓ Future agenda item: Have a how-to document/module for accessibility checking. ✓ Rebuild the evaluation of online course form

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