



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)

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	1:07 pm	
Discussion Item Added due to Emergency	The union is discussing an negotiated item that limits the amount of DE courses in a full-time faculty load, with the dean having the ability to give permission to override the limit.	Denise motioned to add this discussion item to the agenda. Cheryl seconded. Approved by consensus.
Approval of Mar 28 Minutes	Members reviewed the March 28 minutes.	Kelly moved to approve the minutes. Cheryl seconded.

		Approved by consensus.
<p>Courses Needing Approval</p> <p>Will review each and move forward when ready and add additional courses as they show up in Curricunet</p>	<ol style="list-style-type: none"> 1. BUSAD 145 Business Communication <ol style="list-style-type: none"> a. Waiting on COMM 145 2. CIS 162 Adobe Animate 	<p>Kelly moved to approve the DE addendum of CIS 162. Catherine seconded. Approved by consensus.</p>
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen (English) 2. Anne Atkinson 	
Instructors Needing Approval (Intent to teach – Step 1)		
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> 1. Troy Tureau (BusAd) <ol style="list-style-type: none"> a. Pending documents 2. Laurie Green (CTE) <ol style="list-style-type: none"> a. Pending documents 3. Angela Cranon-Charles (POLIT) <ol style="list-style-type: none"> a. Pending documents <p>Update:</p> <ol style="list-style-type: none"> 1. Concepcion (Conchi) Sanford (Art) <p>Committee members reviewed Sanford's online course and evaluated it based on step 3 checklists.</p>	<p>Robert, Brandi, and Denise volunteered to review Laurie Green's course.</p> <p>Jeff and Cheryl volunteered to review Angela Cranon-Charles's course.</p> <p>Brandi/Jeff will add committee members to these Green's and Cranon-Charles's online courses.</p> <p>Margaret motioned to approve Concepcion Sanford to teach online contingent making the suggested changes by the committee. Kelly seconded. Approved by consensus. Brandi/Jeff will provide the committee feedback to Concepcion Sanford.</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 and Racquel</p> <p><i>Updates from Robert:</i> Speech and science are the only courses not available in DE for an online A.S. degree in anthropology.</p>	
Instructors on Hold	Rene Urbanovich - said she is working on updating class to reflect committee feedback. Still waiting to see when we can re-evaluate class.	
Discussion	<ol style="list-style-type: none"> 1. Formal definition of “Regular and Effective Contact” to be added to all DE addendums as per ONLINE EDUCATION COMMITTEE 2017-2018. 2. Specifications for Accessibility to be addressed in addendums. 	Brandi/Jeff will create a draft and present it at the next meeting. Committee members can email any suggestions to them.
Course Caps Response	<p>Two options presented by president's cabinet.</p> <ol style="list-style-type: none"> 1. All caps at 46 2. All caps match face-to-face 	
Adjourn	2:29 pm	

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

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

Instructors Approved

1. Brandi Bailes (10.25.17)
2. Ryan Bartlett (11.8.17)
3. Patrick Bungard (Fall 2017)
4. Jeffrey Burke (Fall 2017)
5. Cheryl DiBartolo (Fall 2017)
6. Cynthia Hamlet (Fall 2017)
7. Rodolfo Hanson-Jaravata (Fall 2017)