ETC Meeting Agenda

CRAFTON HILLS COLLEGE

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; Hamlet, 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		
Announcements from the Public		

Approval of Sept 26 Minutes		

Old Business

Item	Recommendation & Discussion	Action
Approval Process (20 min)	Discussion on updates to instructor approval process Review feedback comments from committee	
Courses Needing Approval	1. ACCT 105 2. CIS 161 3. MULTI 111 4. MULTI 130 5. MULTI 131 6. MULTI 170 7. MULTI 171 8. MARKET 110 9. MUSIC 120 10. MUSIC 120H 11. MUSIC 134	
Informational: Pre-step 1	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)		
Skills and Knowledge Assessment (Step 2) (2 min)	1. Heather Hammond - Child Dev 2. Anne Atkinson - English	

Instructor Course Review (Step 3) (10 min)	Volunteers needed to review the following instructors/courses: Update: 1. Patricia Menchaca - Environmental Science 2. John Grounds - CTE 3. Eddie Aguilar - CTE 4. Sabrina Jimenez - History 5. Kenyon Callahan - Poli Sci 6. Nader Gergis - Art	
Instructors on Hold		
Old Business on Hold	✓ Arc Media - Cervantez ✓ Course Arc - George ✓ Proposed DE/ETC Accessibility guidelines: https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit# ✓ Definition of "Regular and Effective Contact"	

New Business

Item	Recommendation & Discussion	Action
CurricUNET Guidelines for DE Addendums.	First draft of what ETC CurricUNET evaluators need to review - Boebinger	
DE Plan Objective 2.2 – Online Pedagogy (10 min)	Hiring processes will include questions related to technological skills and the related impact on teaching and learning as part of the hiring process. Note: This needs to go to AS before it goes to Crafton Council and VPI Homework for committee	

DE Plan Objective 3.1 – Student Readiness (10 min)	Established policy for the use of DE prereqs (Example: Requiring any student who does not successfully complete X# of online course(s) to take the Introduction to Online learning course prior to enrolling in another online course.) For example: 2 No Passes (Ds or Fs) in online course then the student is required to take CHC 062	

DE Plan Objective 4.3 – Counseling	R McAtee - Does Crainium Cafe cover these items?
	● Locally developed videos that explain CHC's counseling services, registration, and the use of Student Planner will be linked to the online orientation to make it more useful to students.
	● Implement The Education Planning Initiative (EPI) and degree audit platform to provide centralized technology tools for customized student services and education planning.
	   ○ CHC students will have clear multi-year course plans enabling them to complete their educational goals while balancing work and childcare schedules, financial concerns and other challenges.
	● Develop a process that counselors can use to meet with DE students in a secure environment using e-conferencing or other web based tools. Possibly utilizing LMS, which will guarantee student authentication.
	   ○ Student satisfaction, results of students using the DE skills self-evaluation tool, Collaboration with Counseling Department	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ 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.

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