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; **Hendrickson, Catherine;** McAtee, Robert; Petrovic, Snezana;

Non Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:04
Announcements from the Public (5 min)		
Approval of Sept 12 Minutes (2 min)		Motion to approve minutes: Boebinger/Bailes Approved by Consensus

Item	Recommendation & Discussion	Action
Course Arc (10 minutes)	Kenneth George Notes: Presentation on how to grow enrollment in the campus and business department. Course Arc is $6000 per year and would supply 20 content users. This would allow the business department to use Flat World, which is a no/low cost textbook. Would like to charge $50 "lab fee" to all students. This would generate roughly $37k to pay for this proposed plan of team course building, Course Arc, and outsourced course builders. Course Arc > Education > Sample Content > Cyber Pro: Contains directions, introduction, key concepts, vocabulary, and pre assessment. This is a good way to explore Course Arc. This is a group approach rather than an individual approach to designing the online shell for campus. Then each instructor would be an evaluator of the work being turned in.	Action: Make a recommendation to agendize as a discussion item for the next meeting.
Item Added: Approve Ryan Hamlet to join ETC		Motion add item to agenda: Bailes/DiBartolo Passed by Consensus Motion add Hamlet to ETC voting members: Bailes/Boebinger Passed by Consensus
Arc Media (10 minutes)	Jeff Cervantez Notes: Arc Media is a way to make videos captioned and encourage students to engage in the video as well as observe their engagement. This makes the video feature integrated with Canvas and takes the video to the new level and allows us to maximize the video and features. Lares: Valley has already requested, but cost can be prohibitive. The course is $1.50 per FTES + 1500 set up fee with a minimum of $5k. This price is negotiated through the state, so it is likely the best price that we will get for this type of tool. Committee comments:	Action: Reagendize after feedback from the DECC meeting.

	VoiceThread is free and does the same thing. We saw this through @One classes. This tool is not accessible for the instructor. Boebinger I use grading to assess whether or not students are watching the video. Bridges the multiple language option seems very helpful. Can we test it. Lares we can we do a 6 months trial but it will still cost the $1500 set up fee. George there is a tool called Ed Puzzle that is $55 per user. Lares DECC has discussed Go React. DiBartolo it would be really nice to have some tool similar to this even if it is not Arc Media.	
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	Motion to move to next meeting Bailes/Cervantez Passed by consensus.
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	Motion to move to next meeting Bailes/Cervantez Passed by consensus.

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
		Motion to move to next meeting Bailes/Cervantez Passed by consensus.

Approval Process (20 min)	[Discussion on updates to instructor approval process](#) Review feedback comments from committee	Motion to move to next meeting Bailes/Cervantez Passed by consensus.
Courses Needing Approval	1. ACCT 105 2. CD 105 3. CD 105H 4. CD 115 5. CD 126 6. CD 271 7. CHEM 123 8. EMS 021 9. MARKET 110 10. MUSIC 120 11. MUSIC 120H 12. MUSIC 134 13. PHIL 101H 14. RELIG 101	Action: Agendize discussion on building out instructions. Volunteers DiBartolo and Hamlet no set timeline.

	15. RELIG 176	
Informational: Pre-step 1	1. Amy Niessen - English 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. Heather Hammond - Child Dev 2. Anne Atkinson - Heath	Approve Anne Atkinson pending documents: Boebinger/Bridges Approved by Consensus Approve Heather Hammond approve pending training in section 3 included accessibility Cervantez/Bailes Approved by Consensus
Skills and Knowledge Assessment (Step 2) (2 min)		

Instructor Course Review (Step 3) (10 min)	Volunteers needed to review the following instructors/courses:
	
	1. Troy Tureau - Business
	   a. No longer teaches here
	2. Kenyon Callahan - Poli Sci
	   a. Volunteers:
	      i. Eva Bell
	3. Nader Gergis - Art
	   a. Volunteers:
	      i. Andrew Bridges
	
	Update:
	1. Patricia Menchaca
	2. John Grounds
	3. Eddie Aguilar
	4. Sabrina Jimenez	

Instructors on Hold		
Adjourn		2:20 PM

Future Agenda Items

Category	Item

Discussion and Action items	✓ 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
	    ○ https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUl4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr
	✓ Proposed DE/ETC Accessibility guidelines:
	    ○ 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