
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; 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

Maggie Worsley, Kenneth George, Denise Allen

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:02	
Announcements from the Public	The use of a new system replacing WebAdvisor.	Agendize the idea that ETC committee needs to offer input on vendors for SIS

		(replacement for WebAdvisor).
Approval of Sept 26 Minutes	N/A not sent out	

Old Business

Item	Recommendation & Discussion	Action
Approval Process (20 min)	<p>Discussion on updates to instructor approval process</p> <p>Review feedback comments from the committee</p>	<p>Future agenda item: Discuss having sample courses.</p> <p>Kelly moved to approve the document pending the forms that need to be created. Cheryl seconded.</p>
Courses Needing Approval	<ol style="list-style-type: none"> 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 	<p>Gwen will create workflow/flowchart for the “levels” in Curricunet so that when a committee member makes a suggestion they will need to make sure the person has made the requested changes.</p>
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 	<p>Discussion: They are still working on these.</p>
Instructors Needing Approval (Intent to teach – Step 1) (4 min)		

<p>Skills and Knowledge Assessment (Step 2) (2 min)</p>	<ol style="list-style-type: none"> 1. Heather Hammond - Child Dev 2. Anne Atkinson - English 	<p>We are waiting to meet with them, but they are scheduled.</p>
<p>Instructor Course Review (Step 3) (10 min)</p>	<p>Volunteers needed to review the following instructors/courses:</p> <p>Update:</p> <ol style="list-style-type: none"> 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 	<p>We need to hear from these faculty members. Leads email the deans to request that they contact these instructors on their progress.</p>
<p>Instructors on Hold</p>		<p>N/A</p>
<p>Old Business on Hold</p>	<ul style="list-style-type: none"> ✓ 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
<p>CurricUNET Guidelines for DE Addendums.</p>	<p>First draft of what ETC CurricUNET evaluators need to review - Boebinger</p>	<p>Gwen moved to approve Cheryl contacting Curriculum committee chair about auto-populating the DE Addendum forms that is in CurricUNET. Jeff seconded. Kelly is sending Brandi the Accreditation report findings page 52-53. Passed.</p>

<p>DE Plan Objective 2.2 – Online Pedagogy (10 min)</p>	<p>Hiring processes will include questions related to technological 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 Craffton Council and VPI</p> <p>Homework for committee</p>	<p>Committee members will think of questions to add to the hiring process documents. Jeff will create a living document that chairs will send to members so they can add to it.</p>
<p>DE Plan Objective 3.1 – Student Readiness (10 min)</p>	<p>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.)</p> <p>For example: 2 No Passes (Ds or Fs) in online course then the student is required to take CHC 062</p>	<p>Jeff made a motion that students have to take CHC 062 if there are two unsuccessful attempts at online classes. Cheryl seconded. 1 Yay,, 6 Nays, 2 abstentions. Robert made a motion to research this issue. Gwen seconded. Passed.</p>
<p>DE Plan Objective 4.3 – Counseling</p>	<p>R McAtee - Does Crainium Cafe cover these items?</p> <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ Student satisfaction, results of students using the DE skills self-evaluation tool, Collaboration with Counseling Department 	<p>Robert will review these bullets and will discuss it with us at the next meeting.</p>

Adjourn

2:18

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.

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

