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# ETC Meeting Minutes

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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.

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## 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

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## Agenda Items

Item	Recommendation & Discussion	Action
Call Meeting To Order		
Announcements from the Public		
Approval of April 25 Minutes		

Item	Recommendation & Discussion	Action
<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>		
<p>Informational: Pre-step 1</p>	<ol style="list-style-type: none"> <li>1. Amy Niessen</li> <li>2. Anne Atkinson</li> <li>3. Daniel Sullivan</li> <li>4. Heather Hammond</li> <li>5. Rose Urbanovich</li> </ol>	
<p>Instructors Needing Approval (Intent to teach – Step 1)</p>	<ol style="list-style-type: none"> <li>1. John Grounds</li> <li>2. Eddie Aguilar</li> <li>3. Sabrina Jimenez</li> </ol>	
<p>Skills and Knowledge Assessment (Step 2)</p>	<ol style="list-style-type: none"> <li>1. Trinette Barrie</li> <li>2. Patricia Menchaca</li> <li>3. Troy Tureau</li> </ol>	
<p>Instructor Course Review (Step 3)</p>	<p>Volunteers needed to review the following instructors/courses:</p> <ol style="list-style-type: none"> <li>1. None</li> </ol> <p>Update:</p> <ol style="list-style-type: none"> <li>1. Angela Cranon-Charles</li> </ol>	
<p>Online Degree &amp; related pathways</p>	<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 <math>\geq 80\%</math> from Robert and Racquel</p>	
<p>Instructors on Hold</p>		
<p>Step 2 checklist</p>	<ol style="list-style-type: none"> <li>1. Reformatted step 2 checklist</li> </ol>	

	a. <a href="https://docs.google.com/document/d/1Lsu6E3jBeTxrDPILDwFuYyTHhMPYNdDuz17z-DtGJqw/edit?usp=sharing">https://docs.google.com/document/d/1Lsu6E3jBeTxrDPILDwFuYyTHhMPYNdDuz17z-DtGJqw/edit?usp=sharing</a>	
Discussion	<ol style="list-style-type: none"> <li>1. Definition of “Regular and Effective Contact”           <ol style="list-style-type: none"> <li>a. <a href="https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr">https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUI4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr</a></li> </ol> </li> <li>2. Proposed DE/ETC Accessibility guidelines:           <ol style="list-style-type: none"> <li>a. <a href="https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#">https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#</a></li> </ol> </li> </ol>	
Adjourn		

### Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>✓ Clarify first step</li> <li>✓ Wording on proctored exams in the DE addendum section 1.B.ii.</li> <li>✓ Online Course Caps - Dec meeting</li> <li>✓ DE Course Evaluation Survey</li> <li>✓ Support for closed captioning of instructor generated videos</li> </ul>

### 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
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## Approvals 17-18 Academic Year

Courses Approved	Instructors Approved
1. BusAd 105	1. Brandi Bailes (10.25.17)
2. BusAd 200	2. Ryan Bartlett (11.8.17)
3. CSCI 110	3. Patrick Bungard (Fall 2017)
4. CSCI 230	4. Jeffrey Burke (Fall 2017)
5. Health 102	5. Cheryl DiBartolo (Fall 2017)
6. Hist 135	6. Cynthia Hamlet (Fall 2017)
7. MARKET 106	7. Rodolfo Hanson-Jaravata (Fall 2017)
8. MATH 110	8. Laurie Green (Spring 2018)
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	