ETC Meeting Minutes

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)

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	
Announcements from the Public	A number of the committee members attended the Great Teachers Conference at Cal Poly Pomona on April 20, 2018 and had great experience. OEI and OER were discussed at the conference. Professional development has workshops/presentations on campus student services (such as DSPS and Transfer Center).	

Discussion of April 11 Minutes	Minutes from the last meeting were reviewed.	Kelly motioned to approve the minutes. Catherine seconded. Approved by consensus.
Item	**Recommendation & Discussion**	**Action**
Courses Needing Approval Will review each and move forward when ready and add additional courses as they show up in Curricunet	1. CD 105 Child Growth and Development 2. CD 105H Honors Child Growth and 3. CIS 211 Advanced Web Design and Development 4. RELIG 175 Literature and Religion of the Bible	Brandi/Jeff will remind the originator of CD 105 & 105H to launch the courses on Curricunet. CIS 211 is awaiting the approval of the curriculum chair. Denise moved to approve CIS 211 and RELIG 175 for DE. Kelly seconded. Approved by consensus.
Informational: Pre-step 1	1. Amy Niessen (English) 2. Anne Atkinson 3. Daniel Sullivan	
Instructors Needing Approval (Intent to teach – Step 1)	1. Trinette Barrie 2. Patricia Menchaca a. Pending Signatures	Kelly moved to advance Trinette Barrie to step 2 of the instructor approval process. Catherine seconded. Approved by consensus. Kelly moved to advance Patricia Menchaca to step 2 pending signatures. Catherine seconded. Approved by consensus.
Skills and Knowledge Assessment (Step 2)		
Instructor Course Review (Step 3)	Volunteers needed to review the following instructors/courses: 1. None Update: 1. Laurie Green (CTE)	Margaret moved to approve Laurie Green for teaching online. Snezana seonded. Approved by consensus. Brandi/Jeff will send course suggestions from the committee to Laurie.

	2. Angela Cranon-Charles (POLIT)	Brandi/Jeff will send Angela Cranon-Charles suggestions for changes to her online course. The committee will review her course at the next meeting after she has addressed those suggestions.
Online Degree & related pathways	A.S. Business online 2-year pathway Generic A.S. online 2-year pathway showing GE requirements offered online. Update on pathways for degrees that are >=80% from Robert and Racquel	
Instructors on Hold	Rene Urbanovich - sent email for final check	Brandi/Jeff will notify Rene Urbanovich's dean about her online teaching approval status.
Item	**Recommendation & Discussion**	**Action**

Discussion	1. Definition of "Regular and Effective Contact"
	   a. https://docs.google.com/document/d/1tbOd5l2KsEU3KB4cTCFTBLUl4uHvpDJhAZIB9jNR-xI/edit#heading=h.9es96j4dwazr
	2. Proposed DE/ETC Accessibility guidelines:
	   a. https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#
		Committee members will review these two documents on Google Docs and make comments/suggestions online as needed.

Course Caps Update	Caps for Fall 2018 DE classes have been set to match the face-to-face caps for those courses.	
Adjourn	2:26 pm	

Future Agenda Items

Category	Item
Discussion and Action items	✓ 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	Instructors 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,	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)

15. Soc 130
16. EMS 066
17. EMS 067
18. EMS 068
19. EMS 921