
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**; **Hamlett, 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		1:18
Announcements from the Public		No

Approval of November 14 Minutes		Motion to approve: Cheryl Second: Kelly
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Old Business

Item	Recommendation & Discussion	Action
Approval Process Form 1 (30 min)	Discussion on updates to instructor approval process OEI Rubric	Extensive discussion of A,B, C, D, and E.
CurricUNET Guidelines for DE Addendums.	First draft of what ETC CurricUNET evaluators need to review - Boebinger	Motion: Jeff says move this item to next agenda. Second: Brandi
DE Plan Objective 2.2 – Online Pedagogy (10 min)	Hiring processes will include questions related to technical 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	Already discussed previously.
Courses Needing Approval	<ol style="list-style-type: none"> 1. CD 271 2. CIS 137 3. CIS 138 4. CIS 162 5. COUN 100 6. MARKET 100 7. MARKET 106 8. MARKET 110 9. MULTI 170 10. MULTI 171 11. MUSIC 120 12. MUSIC 120H 13. MUSIC 134 	All courses were approved. English 101H added to the meeting and approved as well.

<p>Informational: Pre-step 1</p>	<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>Discussed.</p>
<p>Instructors Needing Approval (Intent to teach – Step 1) (4 min)</p>		
<p>Skills and Knowledge Assessment (Step 2) (2 min)</p>	<p>1, Anthony Loera</p>	<p>Brandi reached out to him prior to this meeting.</p>
<p>Instructor Course Review (Step 3) (10 min)</p>	<p>Volunteers needed to review the following instructors/courses:</p> <p>Discussion</p> <ol style="list-style-type: none"> 1. Anne Atkinson - Health 2. Eddie Aguilar - CTE <p>Update:</p> <ol style="list-style-type: none"> 1. Patricia Menchaca - Envir. Science 2. John Grounds - CTE 3. Kenyon Callahan - Poli Sci 4. Nader Gergis - Art 	<p>Ryan and Cheryl will look at Eddie’s course. Motion: Jeff moved to approve Anne. Second: Brandi.</p>
<p>Instructors on Hold</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/1RwPrJJiXZxI5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit# ✓ Definition of “Regular and Effective Contact” 	

Adjourn 2:40

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ Update on the DE Plan objectives and action plan. ✓ Feedback on district support services ✓ Edit survey ✓ 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. ✓ Sample Canvas Course: Resources, volunteers, and set up.

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
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3. [Heather Hammond](#) - CD
4. [Sabrina Jimenez](#) - History

Date: November 28, 2018
2019

Time and Location: 1:00pm – 2:30pm in CNTL 119

Next Meeting: Tentative Jan. 23,