
ETC Meeting Agenda



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; Brink, T.L.; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; 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		
Announcements from the Public		

Approval of 01/23/19 Minutes		
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Old Business

Item	Recommendation & Discussion	Action
Approval Process Form 2 (30 min)	<ul style="list-style-type: none"> ● OEI Rubric ● Suggestion of a Canvas shell for information and forms ● Discussion on updates to instructor approval process ● First Draft of Step 2 Form start at section D 	
Courses Needing Approval	<ul style="list-style-type: none"> ● None 	
Informational: Pre-step 1	<ol style="list-style-type: none"> 1. Amy Niessen - English 2. Daniel Sullivan - EMS 3. Tanisha Flowers - Psychology 4. Jeff Vershell - Math 5. Josh Hidalgo - Math 6. Juan Gutierrez - Math 7. Rennard Piamonte - Math 8. Angelica Baccari - Math <ol style="list-style-type: none"> a. In training 9. Razvan Dinu - Math 10. Diana Aguirre - Math 11. Rosa Davila - Math 12. Shirley Juan - Math 13. Omar Moreno - Math 	Discussion
Instructors Needing Approval (Intent to teach – Step 1) (4 min)	<ol style="list-style-type: none"> 1. Tony Clerc - Poli Sci 	

Skills and Knowledge Assessment (Step 2) (2 min)	1. Anthony Loera	
Instructor Course Review (Step 3) (10 min)	<p>Volunteers needed to review the following instructors/courses:</p> <p>Volunteers needed:</p> <ol style="list-style-type: none"> 1. Melissa Sonico - English 2. Schulz, Arianne - Anthro 3. Rose Urbanovich - Philosophy <p>Discussion</p> <ol style="list-style-type: none"> 1. Eddie Aguilar - CTE <ol style="list-style-type: none"> a. CHC DVLP Aguilar 2. Kenyon Callahan - Poli Sci <ol style="list-style-type: none"> a. CHC DVLP Callahan 3. John Grounds - CTE <p>Update:</p> <ol style="list-style-type: none"> 1. Nader Gergis - Art <ol style="list-style-type: none"> a. Currently teaching a second semester without certification 	
Instructors on Hold		
Distance Education Lead	<p>This semester should mark the reopening of the Distance Education Lead. Do we want to make recommendations regarding the job description or requirements?</p> <p>List of Duties</p>	
EvaluationKit	Discuss demo	
Old Business on Hold	<ul style="list-style-type: none"> ✓ Arc Media - Cervantez ✓ Course Arc - George ✓ Proposed DE/ETC Accessibility guidelines: <ul style="list-style-type: none"> https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebIOOR65Ww/edit# ✓ Definition of “Regular and Effective Contact” 	N/A

	<ul style="list-style-type: none"> ✓ CurricUNET Guidelines for DE Addendums. <ul style="list-style-type: none"> ○ First draft of what ETC CurricUNET evaluators need to review to be used on English 101 - H 	
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New Business

Item	Recommendation & Discussion	Action
Training	<p>We need a backup plan for training. The @One classes are filling and preventing CHC instructors from getting the training they need for step 1.</p> <ul style="list-style-type: none"> ● Course Design in General Online Teaching Principles ● Accessibility Essential or Accessibility in the Title in general 	
Canceled Class Procedure	<p>We need recommendations to prevent adjuncts and full-time instructors from losing their work if their class is canceled or given to someone else.</p>	

Adjourn

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

	<ul style="list-style-type: none">✓ Generic A.S. online 2-year pathway showing GE requirements offered online.✓ Sample Canvas Course: Resources, volunteers, and set up.
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Approvals 18-19 Academic Year

Courses Approved

Instructors Approved

1. [Heather Hammond](#) - CD
2. [Sabrina Jimenez](#) - History