
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

Lares, Rhiannon;

Guests

T.L. Brink

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:03 Motion to accept T.L. Brink to remove/replace Ryan Hamlett	Jeff motioned. Cheryl seconded.
Announcements from the Public		N/A

Approval of November 28 Minutes		Catherine motion to approve. Jeff seconded. T.L Brink abstained.
New room needed	We need to decide on a location for our Spring semester meetings	No new room needed.

Old Business

Item	Recommendation & Discussion	Action
Approval Process Form 2 (30 min)	Discussion on updates to instructor approval process First Draft of Step 2 Form OEI Rubric	First draft Step 2 Form discussion. Stopped at D; need to pick up there at next meeting.
CurricUNET Guidelines for DE Addendums.	First draft of what ETC CurricUNET evaluators need to review - Boebinger	Use the document on English 101H DE addendum to practice these guidelines.
Courses Needing Approval	1.	N/A None in queue.
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 9. Razvan Dinu - Math 10. Diana Aguirre - Math 	Discussion

	<ol style="list-style-type: none"> 11. Rosa Davila - Math 12. Shirley Juan - Math 	
Instructors Needing Approval (Intent to teach – Step 1) (4 min)	<ol style="list-style-type: none"> 1. Melissa Sonico - English 2. Tony Clerc - Poli Sci 3. Schulz, Arienne - Anthro 4. Rose Urbanovich - Philosophy 	<p>Kelly motion to request more information on the training for Tony Clerc. Arianna ok, but needs signatures. Melissa ok pending verification of signatures. Rose ok pending signatures. Jeff seconded.</p>
Skills and Knowledge Assessment (Step 2) (2 min)	<ol style="list-style-type: none"> 1. Anthony Loera 	<p>John Grounds in Fire contacted him. ETC reached out to him. Not heard back.</p>
Instructor Course Review (Step 3) (10 min)	<p>Volunteers needed to review the following instructors/courses:</p> <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 <p>Update:</p> <ol style="list-style-type: none"> 1. Patricia Menchaca - Envir. Science 2. John Grounds - CTE 3. Nader Gergis - Art 	<p>Gwen and Robert will look at Eddie. Cheryl will look at Kenyon. T.L. will look at John. Will send out email with forms for each.</p>
Instructors on Hold		N/A
Old Business on Hold	<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” 	N/A

New Business

Item	Recommendation & Discussion	Action
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>	Brandi and Jeff will consider writing a job description. Committee members will review the list of jobs they and Denise Allen have done in the past.
EvaluationKit	<p>VIP Wurtz would like us to look into an online evaluation tool that Valley is planning to use. Lares can help schedule a Zoom demo that should take 1 hour.</p>	At 1 p.m. on January 30, log in to Zoom meeting invite from Rhiannon Lares on the tool.

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 ✓ 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

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