
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 02/13/19 and 2/27/2019 Minutes		
--	--	--

Reports

Item	Recommendation & Discussion	Action
DE Lead Report (5 min)	Jeff and Brandi	
Admin report (15 min)	Keith: Letter of intent for grant	

Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval	<ul style="list-style-type: none"> ● ASL 101, 102, 103, 104 ● Math 115 	
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 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)		
Skills and Knowledge Assessment (Step 2) (2 min)	<ol style="list-style-type: none"> 1. Anthony Loera 2. Frank Madrid - CSCI 3. Jose (Joe) Guzman - Phil 	
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. Tony Clerc - Poli Sci <p>Discussion</p> <ol style="list-style-type: none"> 1. Melissa Sonico - English <ol style="list-style-type: none"> a. 3A b. 3B 2. Rose Urbanovich - Philosophy <ol style="list-style-type: none"> a. 3A b. 3B 3. Schulz, Arianne - Anthro <ol style="list-style-type: none"> a. 3A b. 3B <p>Update:</p>	
Instructors on Hold	<ol style="list-style-type: none"> 1. Nader Gergis - Art 	
Proposed DE/ETC Accessibility guidelines:	https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebI00R65Ww/edit#	
Old Business on Hold	<ul style="list-style-type: none"> ✓ Arc Media - Cervantez ✓ Definition of “Regular and Effective Contact” ✓ 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 ✓ Distance Education Lead: <ul style="list-style-type: none"> ○ Final Approval: New list of duties 	N/A

	<ul style="list-style-type: none"> ○ List of Duties Job Posting 	
--	--	--

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 ● Update: The leads have created an appointment with the VPI for March 6th ● Update: VPI has secured funding. The leads are attempting to secure a class. 	
DE Addendum Updates	<p>Due to changes in Title 5, we recommend updating the DE Addendum in the following ways:</p> <ul style="list-style-type: none"> ● Regular effective contact section <ul style="list-style-type: none"> ○ Student-to-student ○ Instructor-to-student ● Build out accessibility section to auto-populate or opt out with ● Section for Honors 	

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

	<ul style="list-style-type: none">✓ 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.
--	--

Approvals 18-19 Academic Year

Courses Approved	Instructors Approved
------------------	----------------------

1. [Heather Hammond](#) - CD
2. [Sabrina Jimenez](#) - History
3. Eddie Aguilar - CTE
4. John Grounds - CTE