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## ETC Meeting Minutes

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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.

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### Members (present in bold)

**Bailes, Brandi; Bell, Eva; Boebinger, Kelly; Brink, T.L.; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; DiPonio, Gwen; George, Kenneth;** Hendrickson, Catherine; **McAtee, Robert;** Petrovic, Snezana;

### Non Voting Members

Wurtz Keith; Lares, Rhiannon;

### Guests

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## Agenda Items

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### Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order	1:11	
Announcements from the Public	N/A	

Approval of 02/13/19 Minutes		Bobinger: Defer until next meeting.
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## Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A
Informational: Pre-step 1	<ol style="list-style-type: none"> <li>1. Amy Niessen - English</li> <li>2. Daniel Sullivan - EMS</li> <li>3. Tanisha Flowers - Psychology</li> <li>4. Jeff Vershell - Math</li> <li>5. Josh Hidalgo - Math</li> <li>6. Juan Gutierrez - Math</li> <li>7. Rennard Piamonte - Math</li> <li>8. Angelica Baccari - Math               <ol style="list-style-type: none"> <li>a. In training</li> </ol> </li> <li>9. Razvan Dinu - Math</li> <li>10. Diana Aguirre - Math</li> <li>11. Rosa Davila - Math</li> <li>12. Shirley Juan - Math</li> <li>13. Omar Moreno - Math</li> </ol>	Discussion
Instructors Needing Approval (Intent to teach – Step 1) (4 min)	<ol style="list-style-type: none"> <li>1. Frank Madrid - CSCI</li> <li>2. Jose Guzman - Phil</li> </ol>	<ol style="list-style-type: none"> <li>1. Jeff Motion: Move Madrid on to Step 2 pending signatures. T.L. seconded.</li> <li>2. Kelly Motion: Move Guzman on to Step 2 pending signatures. T.L. seconded.</li> </ol>
Skills and Knowledge Assessment (Step 2) (2 min)	<ol style="list-style-type: none"> <li>1. <a href="#">Anthony Loera</a></li> <li>2. <a href="#">Tony Clerc - Poli Sci</a></li> </ol>	Waiting to hear back from both.

<p>Instructor Course Review (Step 3) (10 min)</p>	<p>Volunteers needed to review the following instructors/courses:</p> <p>Volunteers needed:</p> <ol style="list-style-type: none"> <li>Schulz, Arianne - Anthro</li> </ol> <p>Discussion</p> <ol style="list-style-type: none"> <li>Melissa Sonico - English</li> <li>Rose Urbanovich - Philosophy</li> </ol> <p>Update:</p> <ol style="list-style-type: none"> <li>Nader Gergis - Art</li> </ol>	<p>Volunteers</p> <ol style="list-style-type: none"> <li>TL Motion: Move Arianne to Step 3. Cheryl seconded. Kenneth and Andrew will evaluate her course.</li> </ol> <p>Discussion 1 &amp; 2. Waiting to hear back from both.</p> <p>Update:</p> <ol style="list-style-type: none"> <li>Have not heard back.</li> </ol>
<p>Instructors on Hold</p>		
<p>Distance Education Lead</p>	<p>Fall 2019 marks the reopening of the Distance Education Lead. Do we want to make recommendations regarding the job description or requirements?</p> <p><a href="#">List of Duties</a> <a href="#">Job Posting</a></p>	<p>Wordsmithed the list of duties. (Kelly and Gwen's well-being hung in the balance).</p>
<p>Old Business on Hold</p>	<ul style="list-style-type: none"> <li>✓ Arc Media - Cervantez</li> <li>✓ Course Arc - George</li> <li>✓ Proposed DE/ETC Accessibility guidelines: <a href="https://docs.google.com/document/d/1RwPrJJiXZxI5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#">https://docs.google.com/document/d/1RwPrJJiXZxI5msEiCwoPo2yBGJs9FK00-ebIO0R65Ww/edit#</a></li> <li>✓ Definition of "Regular and Effective Contact"</li> <li>✓ CurricUNET Guidelines for DE Addendums. <ul style="list-style-type: none"> <li>○ <a href="#">First draft</a> of what ETC CurricUNET evaluators need to review to be used on English 101 - H</li> </ul> </li> </ul>	<p>N/A</p>

## 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"> <li>● Course Design in General Online Teaching Principles</li> <li>● Accessibility Essential or Accessibility in the Title in general</li> <li>● Update: The leads have created an appointment with the VPI for March 6th</li> </ul>	New instructors were added.

## Adjourn

2:37

## Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>✓ Update on the DE Plan objectives and action plan.</li> <li>✓ Feedback on district support services</li> <li>✓ Edit survey</li> <li>✓ Update documents for all three steps</li> <li>✓ Wording on proctored exams in the DE addendum section 1.B.ii.</li> <li>✓ DE Course Evaluation Survey</li> <li>✓ Support for closed captioning of instructor-generated videos</li> <li>✓ Generic A.S. online 2-year pathway showing GE requirements offered online.</li> <li>✓ Sample Canvas Course: Resources, volunteers, and set up.</li> </ul>

## 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