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 3/27/2019 Minutes		

Reports

Item	Recommendation & Discussion	Action
DE Lead Report (5 min)	Jeff and Brandi	
Admin report (10 min)	Keith: Accreditation requirements for DE	

Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval	• ASL 101, 102, 103, 104 • ASL 115 • HEALTH 102	
Informational: Waiting for training availablity	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 14. Breanna Andrews - ASL	Discussion

Instructors Needing Approval (Intent to teach – Step 1) (4 min)		
Skills and Knowledge Assessment (Step 2) (2 min)	1. Anthony Loera 2. Jose (Joe) Guzman - Phil	

Instructor Course Review (Step 3) (10 min)	Volunteers needed to review the following instructors/courses:
	
	Volunteers needed:
	1. Tony Clerc - Poli Sci
	2. John Grounds - Fire Tech
	3. Nader Gergis - Art
	4. Jose (Joe) Guzman - Phil
	5. Frank Madrid - CSCI
	    a. 3A
	    b. 3B
	6. Schulz, Arianne - Anthro
	    a. 3A
	    b. 3B
	
	Discussion
	
	Update:	

Canvas Shell	Approval to "Go Live" with Canvas shell.	
Instructors on Hold	none	

Old Business on Hold	✓ Arc Media - Cervantez
	✓ Definition of "Regular and Effective Contact"
	✓ CurricUNET Guidelines for DE Addendums.
	    ○ First draft of what ETC CurricUNET evaluators need to review to be used on English 101 - H
	✓ Distance Education Lead:
	    ○ Final Approval: New list of duties
		N/A

	○ List of Duties Job Posting	

New Business

Item	Recommendation & Discussion	Action
Instructor Process	● Proposed new process with emphasis on training	

DE Addendum Updates	Due to changes in Title 5, we recommend updating the DE Addendum in the following ways:
	● Regular effective contact section
	    ○ 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	✓ 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.

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