
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; 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		1:03
Announcements from the Public		None

Approval of 01/23/19 Minutes		Kelly moved to approve. Jeff seconded.
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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 	<ul style="list-style-type: none"> ● Brandi Motion: To assess accessibility, ETC checks at least Home Page, a page of content, at least one assignment, and the syllabus. Cheryl: seconded. Opposed: Kelly and Andrew. Jeff Motion: D15-D18 and D-19-D-22 are to be put on instructor list only and collapse D1-D14 into one group labeled D1-D7 content pages and files. Cheryl Seconded. Kelly Motion: Delete D-23 and the entire section E from anyone’s checklist. Jeff seconded. ● Cheryl motion: Make a Canvas shell open to all instructors for online instruction training. Robert seconded. ● ●

Courses Needing Approval	<ul style="list-style-type: none"> • None 	N/A
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 	Clerc contacted ETC. Kelly motion: Approve Clerc to move to Step 2. TL seconded.
Skills and Knowledge Assessment (Step 2) (2 min)	<ol style="list-style-type: none"> 1. Anthony Loera 2. Schulz, Arianne - Anthro <ol style="list-style-type: none"> a. Need a step 2 volunteer T/Th 10 - 12 	<ol style="list-style-type: none"> 1. Loera--Still getting back to us. 2. Schulz--Meet with Gwen and Robert on 2/20.
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. 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 	<ol style="list-style-type: none"> 1. Sonico: Documents are posted to ETC site (Gwen and Kenny to evaluate course). 2. Urbanovich: Documents are posted to ETC site. (T.L. and Andrew will evaluate the course) <p>T.L motion: Move them to Step 3. Eva seconded.</p>

	<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 	<ol style="list-style-type: none"> 1. Aguilar--Jeff Motion to approve to teach online. 2. Kenyon--Syllabus and course readiness is not approved by ETC. Leads will contact dean. 3. Grounds--Syllabus and course readiness is not approved by ETC. Leads will contact Grounds and Laurie Green. <p>Cannot reach Nader after multiple attempts.</p>
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>	<p>T.L. Motion: Discuss New Business at this point in the meeting. Come back to this content after. Kelly seconded.</p> <p>Jeff motion: Move this item to the next meeting agenda. Robert seconded.</p>
EvaluationKit	Discuss demo	Consensus of the committee is that the program is nice, but we don't need it.
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" ✓ CurricUNET Guidelines for DE Addendums. 	N/A

	<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 	<p>Jeff Motion: Ask Keith to fund a college-hosted online training class. Eva seconded.</p> <p>Rhiannon says we do not have Teaching Principles in house but we have an accessibility training program we can use and partner with Valley to host the training and cost sharing.</p>
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>	<p>Motion: Recommendation 1: Catalog specialist needs to create a ticket asking that the content of the course be given to the instructor. Rec. 2: The dean should tell the instructor they have 72 hours to take their content out of the Canvas shell before they are switched.</p>

Adjourn 2:31

Future Agenda Items

Category	Item
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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.
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Approvals 18-19 Academic Year

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