
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

Maggie Worsley

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order	:	1:07
Announcements from the Public		

Approval of 02/13/19 and 2/27/2019 Minutes		Motion to approve: Cheryl DiBartolo Second: Jeff Cervantes Abstain: T.L. Brink
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Reports

Item	Recommendation & Discussion	Action
DE Lead Report (5 min)	Jeff and Brandi	<p>Training course will be ready July 15. 35 slots. Refresher course or new training.</p> <p>Motion to add Canvas Shell for ETC committee: TL Brink. Second: Catherine Hendrickson.</p>
Admin report (15 min)	Keith: Letter of intent for grant	<p>The grant is to create fully online occupational and other programs. The committee should consider what programs we should choose and how to spend the possible \$500,000. Should Crafton join the Exchange (benefits such as software is included in joining)? Cheryl expressed interest in doing a lab course online in Anthro 106. Software such as CoARC might be needed. Use the money to support online students.</p>

Old Business

Item	Recommendation & Discussion	Action
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Courses Needing Approval	<ul style="list-style-type: none"> ● ASL 101, 102, 103, 104 ● Math 115 	ASL addendums need to enumerate the ways the courses will be adapted online and the sample assignment needs details added. Math 115 approved with a small change needed.
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)		N/A
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 	Motion to move Frank forward: TL Brink Second: Jeff Cervantez.
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 	<p>Volunteers to evaluate Tony: Robert.</p> <p>Discussion of the courses that were evaluated: Melissa: Brandi and Jeff will send her feedback. She needs to make changes and then be re-evaluated. Rose: Motion to approve with minor changes from Jeff. T.L Brink seconded.</p>

	<p>3. Schulz, Arianne - Anthro</p> <p>a. 3A</p> <p>b. 3B</p> <p>Update:</p>	Arianne: Waiting for her to finish her course.
Instructors on Hold	1. Nader Gergis - Art	Nader is working with Rhinannon to improve accessibility issues.
Proposed DE/ETC Accessibility guidelines:	https://docs.google.com/document/d/1RwPrJJiXZxl5msEiCwoPo2yBGJs9FK00-ebI00R65Ww/edit#	Motion from Snezana: To update the Accessibility Guidelines document and to request an update to DE Addendum in CurricUNET if possible. Second from Brandi.
Canvas Shell--First look in the committee meeting		Committee members take quizzes in the shell. Gwen will write a summary of how she thinks the welcome page works. Cheryl will update instructions in the Rubric quiz. We will propose able to approve the shell after these steps.
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 ○ List of Duties Job Posting 	N/A

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

2:26 p.m.

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.

	✓ Practicing reciprocity between Valley and Crafton for future goal of “District-wide standard of online course and instructor approval” (per Maggie’s CVC/OEI Pathways Grant document).
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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
3. Eddie Aguilar - CTE
4. John Grounds - CTE