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		1:04 pm
Announcements from the Public		

Approval of 4/10/19 Minutes		Approve as written. Kelly Motioned. Gwen seconded.

Reports

Item	Recommendation & Discussion	Action
DE Lead Report (10 min)	Process Update from Subcommittee ● Training Title 5/Accessibility ● Rubric to become final ● Intent to teach to become level zero quiz	
Admin report (5 min)	Keith Wurtz	Get Keith any feedback or questions by Monday.

Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval	● CIS 101	Gwen motioned. Kelly seconded to look at CIS 117. CIS 101 Accessibility needs to be updated and approve CIS 117. Gwen Motioned. Kelly seconded.
Informational: Waiting for training availability	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	Discussion

	13. Omar Moreno - Math 14. Breanna Andrews - ASL	
Instructors Needing Approval (Intent to teach – Step 1) (4 min)		
Skills and Knowledge Assessment (Step 2) (2 min)	1. Anthony Loera	

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
	   a. 3A
	   b. 3B
	3. Nader Gergis - Art
	   a. 3A
	   b. 3B
	4. Jose (Joe) Guzman - Phil
	5. Frank Madrid - CSCI
	   a. 3A
	   b. 3B
	6. Schulz, Arianne - Anthro
	   a. 3A
	   b. 3B
	
	Discussion
	
	Update:
		John Grounds- approved.
		Jeff motioned.
		Kelly seconded.
		
		Nader Gergis- clean up links and update syllabuses.
		Gwen motioned.
		Kelly seconded.
		
		Frank Madrid- few changes need to be made.
		Jeff motioned.
		Gwen seconded.

Instructors on Hold	none	
Old Business on Hold	✓ Arc Media - Cervantez ✓ CurricUNET Guidelines for DE Addendums. ○ First draft of what ETC CurricUNET evaluators need to review to be used on English 101 - H	N/A

New Business

Item	Recommendation & Discussion	Action
Institutional Distance education Survey	Keith Wurtz	Keith covered questions for the
Definition of "Regular and Effective Contact"	Proposed wording for website.	Kelly added student to student communication on the student thread discussion. Cheryl motioned. Jeff seconded.

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