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# ETC Meeting Agenda

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The Educational Technology Committee (ETC) is authorized by the Academic Senate to develop and recommend 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; Hamlett, Cynthia; Hendrickson, Catherine; McAtee, Robert;

## Non-Voting Members

Wurtz Keith; Lares, Rhiannon;

## Guests

Frank Madrid

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## Agenda Items

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### Preliminary Business

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

Approval of 5/08/19 Minutes		
Discuss “Future Agenda Items” list		

## Reports

Item	Recommendation & Discussion
DE Lead Report (10 min)	Introduction CCC DECO Memberships
Admin report (5 min)	Keith Wurtz

## Guest Speakers

Item	Recommendation & Discussion
DECT Grant 3PlayMedia Demo (10 Min)	Presenter: Frank Madrid

## Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval	<ul style="list-style-type: none"> <li>None</li> </ul>	

Instructors needing Canvas Skills and Training Verification.	<ol style="list-style-type: none"> <li>1. Patricia Menchaca (Process placement?)</li> <li>2. Rene Urbanovich (Process Placement?)</li> <li>3. John Commander</li> <li>4. Kristin Alderson</li> </ol>	
Instructors needing CHC DE Instructional Standards Verification.		
Old Business	<ul style="list-style-type: none"> <li>✓ Arc Media - Cervantez</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>	N/A

## Adjourn

## 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 19-20 Academic Year

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Courses Approved	Instructors Approved
1.	1.

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### Instructors Waiting for training availability 19-20 Academic Year

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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
9. Razvan Dinu - Math
10. Diana Aguirre - Math
11. Rosa Davila - Math
12. Shirley Juan - Math
13. Omar Moreno - Math
14. Breanna Andrews - ASL
15. Jonathan Townsend - STEM