
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

Andrews, Breanna

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order		1:05 pm

Announcements from the Public		
Modification to 4/10/19 Minutes Approval of 4/24/19		Minutes from 04/10/19 needs to say the process was approved.

Reports

Item	Recommendation & Discussion
DE Lead Report (10 min)	Update from AS and Fond Farewell
Admin report (5 min)	Keith Wurtz

Guest Speakers

Item	Recommendation & Discussion
GOREact Demo (10 Min)	Presenter: Breanna Andrews

Old Business

Item	Recommendation & Discussion	Action
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<p>Courses Needing Approval</p>	<ul style="list-style-type: none"> ● CIS 140 <ul style="list-style-type: none"> ○ Introduction to Networks (Cisco CCNA 1) ○ Originator: Denise Allen ● CIS 141 <ul style="list-style-type: none"> ○ CCNA Routing and Switching Essentials (Cisco CCNA 2) ○ Originator: Denise Allen ● CIS 142 <ul style="list-style-type: none"> ○ Scaling Networks (Cisco CCNA 3) ○ Originator: Denise Allen ● CIS 143 <ul style="list-style-type: none"> ○ Connecting Networks (Cisco CCNA 4) ○ Originator: Denise Allen 	<p>Approve CIS Courses. Kelly motioned. Robert seconded.</p>
<p>Informational: Waiting for training availability</p>	<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 14. Breanna Andrews - ASL 15. Jonathan Townsend - STEM 	
<p>Instructors Needing Approval (Intent to teach – Step 1) (4 min)</p>	<ol style="list-style-type: none"> 1. Saadeh, Miriam (Business) <ol style="list-style-type: none"> a. Appealing to ETC for special circumstances and DE approval b. 2a and 3a c. Sample Syllabus 2. Sullivan, Dan (CTE) 	<p>Dan approved effective August 18, 2019. Brandi Motioned. Robert seconded.</p>

<p>Skills and Knowledge Assessment (Step 2) (2 min)</p>	<p>1. Anthony Loera</p>	<p>Anthony approved effective August 18, 2019. Brandi Motioned. Robert seconded.</p> <p>Add Robert McAtee to the agenda to be approved effective August 18, 2019. Cheryl Motioned. Gwen seconded.</p>
<p>Instructor Course Review (Step 3) (10 min)</p>	<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 2. Jose (Joe) Guzman - Phil 3. Schulz, Arianne - Anthro <ol style="list-style-type: none"> a. 3A b. 3B <p>Discussion</p> <p>Update:</p>	<p>Tony, Jose and Arianne approved effective August 18, 2019. Brandi motined. Robert seconded.</p> <p>Jeff motioned to put a stop gap for training that is not available. Cheryl seconded. Committee discussed and denied the stop gap.</p>
<p>Instructors on Hold</p>	<p>none</p>	
<p>Old Business on Hold</p>	<ul style="list-style-type: none"> ✓ Arc Media - Cervantez ✓ 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 	<p>N/A</p>

Adjourn

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.

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