ETC Meeting Minutes

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.

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

Grounds, John;

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order	.	1:04pm
Announcements from the Public	None	

Approval of 5/08/19 Minutes	Committee will review minutes from 5/08/2019 and vote next meeting.	Moved to hold for next meeting. Brandi motioned. Jeff seconded.
Discuss "Future Agenda Items" list		

Reports

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

Guest Speakers

Item	Recommendation & Discussion	Action
DECT Grant 3PlayMedia Demo (10 Min)	Presenter: Frank Madrid	Committee will look into DECT Grant and 3PlayMedia and see which one best fits their needs.

Old Business

Item	Recommendation & Discussion	Action

Courses Needing Approval	● None	
Instructors needing Canvas Skills and Training Verification.	1. Patricia Menchaca (Process placement?) 2. Rene Urbanovich (Process Placement?) 3. John Commander 4. Kristin Alderson	Committee moved to approve Patricia Menchaca, Brandi motioned and Catherine seconded. Renee needs to start on step one. Brandi motioned to approve John Commander and Kristin Alderson, Kelly seconded.
Instructors Needing CHC DE Instructional Standards Verification.	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

Adjourn

Future Agenda Items

Category	Item	Action
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.	Discussion 100% online option for DE. Online testing service.

✓ 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 19-20 Academic Year

Courses Approved	Instructors Approved

Instructors Waiting for training availability
19-20 Academic Year

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