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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

Giovanni Sosa

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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 Approval of 8/28/19 Minutes		
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## Reports

Item	Report
DE Lead Report (10 min)	CCC DECO Memberships
Admin report/Self-Study (20 min)	Keith Wurtz

## Old Business

Item	Recommendation & Discussion	Action
Courses Needing Approval		
Instructors needing Canvas Skills and Training Verification.	1. Rene Urbanovich	
Instructors needing CHC DE Instructional Standards Verification.	1. Rene Urbanovich	
Old Business	✓ DE Course Evaluation Survey	

	<ul style="list-style-type: none"> <li>✓ Wording on proctored exams in the DE addendum section 1.B.ii.</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>	
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### New Business

Item	Recommendation & Discussion	Action
In-house Online Tutoring	The tutoring center has begun online tutoring.	
Online Test Proctoring	Presenter: Brandi Bailes	
DECT Grant	Presenter: Giovanni Sosa	
Canvas Studio	TESS is planning to demo Canvas Studio and a couple of other services like it.	

062 Spring/Summer	Instructor(s) needed to teach 062 Spring/Summer 2020	
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## Adjourn

## Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>✓ Assistive Technology person - who?</li> <li>✓ Explanation on the website about how co-approval works</li> <li>✓ Update on the DE Plan objectives and action plan.</li> <li>✓ Feedback on district support services</li> <li>✓ Generic online A.S. showing GE requirements offered online.</li> <li>✓ Sample Canvas Course: Resources, volunteers, and set up.</li> </ul>

## Approvals 19-20 Academic Year

Courses Approved	Instructors Approved
1.	1. Patricia Menchaca 2. John Commander 3. Kristin Alderson

## 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