
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; **Sosa, Gio**; **Robles, John**

Agenda Items

Preliminary Business

| Item | Recommendation & Discussion | Action |
|-------------------------------|-----------------------------|---|
| Call Meeting To Order | | 1:04 pm |
| Announcements from the Public | | Brandi motions to add 2 new members (John Grounds, Josh Robles) to the committee. Jeff seconded. |

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| Approval of 5/08/19 Minutes Approval of 8/28/19 Minutes | | Minutes from 5/08/19 and 8/28/19 approved as written. Bandi motioned and Jeff seconded. |
| Discuss “Future Agenda Items” list | Review problems with Online Course Survey. | |

Reports

| Item | Recommendation & Discussion | Action |
|-----------------------------------|---|--|
| DE Lead Report (10 min) | Introduction Cynthia wants to join CCC DECO Memberships If anyone wants to join there are only 5 spots. | See Cynthia after meeting if anyone is interested. |
| Admin report/ Self Study (20 min) | Keith Wurtz asked questions about 2A1 for accreditation. | Move Keith down on the agenda. Cynthia motioned and Brandi seconded. Committee gave answers regarding 2A1; Online campus, looking at online slow date, online tutoring through tutoring center. |

Old Business

| Item | Recommendation & Discussion | Action |
|--------------------------|--|--------|
| Courses Needing Approval | Kelly informed committee there are 17 courses needing approval. Kelly went over how to approve courses in Curricunet. | |

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| Instructors needing Canvas Skills and Training Verification. | | |
| Instructors Needing CHC DE Instructional Standards Verification. | | |
| Old Business on Hold | <ul style="list-style-type: none"> ✓ DE Course Evaluation Survey ✓ Wording on proctored exams in the DE addendum section 1.B.ii. ✓ CurricUNET Guidelines for DE Addendums. | <p>Keith will email Cynthia a copy of the DE Course Evaluation Survey.</p> <p>Brandi Motioned to bring forward to Senate update language on B2 in the Distance Education Addendum to read that students must be notified via syllabus for a class if proctored test are required for the course, to move all test maybe proctored the DE classes and to update the Faculty handbook to reflect the requirements of the syllabus. Jeff seconded.</p> |

New Business

| Item | Recommendation & Discussion | Action |
|--------------------------|--|---|
| In-house Online Tutoring | The tutoring center has begun online tutoring. | Take Net Tutor to Academic Senate to see where it is and if it's staying. |
| Online Test Proctoring | Presenter: Brandi Bailes | Brandi motioned to move to next meeting Jeff seconded. |

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| DECT Grant | <p>Presenter: Gio Sosa</p> <p>For real time caption classes (online and hybrid) , the grant requires that their be a request for funds on a term by term basis. Gio recommends going with a vendor that is already on the districts approval list. The committee needs to make a list of all courses that or in question continually submit application.</p> | <p>Jeff motioned to move Gio up on the agenda for time Cynthia seconded.</p> <p>Gio will get the list of recommended vendors for the committee.</p> <p>Gio recommended getting a demo from a few vendors before committing to one.</p> |
| Canvas Studio | <p>TESS is planning to demo Canvas Studio and a couple of other services like it.</p> | <p>Rhiannon will do a demo next meeting and also check budget.</p> |
| 062 Spring/Summer | <p>Instructor(s) needed to teach 062 Spring/ Summer 2020</p> | <p>Cheryl DiBarolo will teach Spring 1st term, Andrew Bridges will teach Spring 2nd term.</p> |

Adjourn

Future Agenda Items

| Category | Item | Action |
|-----------------------------|---|--------|
| 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. <p style="text-align: center;">Take a look at the DE Course Evaluation Survey</p> | |

Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

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