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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; Grounds, John; Robles, Josh

## Non-Voting Members

Wurtz Keith; Lares, Rhiannon; Suzanne Delahanty

## Guests

Giovanni Sosa;

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# Agenda Items

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## Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (2 min)		
Announcements from the Public (2 min)		

Approval of 9/25/19 Minutes (2 min)		
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## Reports

Item	Report	Action
DE Lead Report (5 min)	AS approval of Suzanne Delahanty as non-voting member of ETC	
Technology Committee Report (5 min)	Brandi Bailes	
Admin report/Self Study	Keith not present; we'll pick up where we left off at the next meeting	

## Old Business

Item	Recommendation & Discussion	Action
DE Addendum proctoring language revision (10 min)	Revisitation of <a href="#">motions to change language in DE Addendum &amp; college catalog</a> (webadvisor).	
DECT/Gio (10 min)	Process of identifying courses and materials. Make this a standing agenda item? Do we have time for this in our current meeting set up? Call a special early meeting? Should we discuss funding this with Keith?	

Demos (5 min)	<a href="#">Poll results: interest in demo scheduling</a>	
DE Course Evaluation Survey (15 min)	Revision of <a href="#">survey</a> + need to include a new question about NetTutor/on-campus tutoring	
Courses in Review Process (10 min)	List of <a href="#">all courses currently under review</a>	
Instructors ready for Verification review [have finished all 3 steps] (5 minutes)	Richard Graff Jeff Verschell	
DE course caps (10 minutes)	Cheryl DiBartolo <a href="#">April 18 2018 AS Senate minutes</a> <a href="#">April 18 2018 Voting Record</a> · <a href="#">Response 1 to S18.01</a> · <a href="#">Response 2 to S18.01</a> <a href="#">Resolution S18.01</a>	

### New Business

Item	Recommendation & Discussion	Action
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<p>Draft statement of co-approval process on website (9 min)</p>	<p><a href="#">Statement of Co-Approval process</a> for CHC website to bring to DECC 10/28</p>	

Adjourn

Future Agenda Items

Category	Item
<p>Discussion and Action items</p>	<ul style="list-style-type: none"> <li>✓ Suzanne 3CMedia demo</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
<ol style="list-style-type: none"> <li>1.</li> </ol>	<ol style="list-style-type: none"> <li>1. Patricia Menchaca</li> <li>2. John Commander</li> <li>3. Kristin Alderson</li> <li>4. Rene Urbanovich</li> </ol>

## Instructors in process for verification 19-20 Academic Year

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1. Reuben Antilla - BUSAD
2. Kimberly Salyer - COMMST
3. Jonathan Townsend - STEM

## 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. Josh Hidalgo - Math
5. Juan Gutierrez - Math
6. Rennard Piamonte - Math
7. Angelica Baccari - Math
8. Razvan Dinu - Math
9. Diana Aguirre - Math
10. Rosa Davila - Math
11. Shirley Juan - Math
12. Omar Moreno - Math
13. Breanna Andrews - ASL