
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**; **Grounds, John**; **Robles, Josh**

Non-Voting Members

Wurtz Keith; Lares, Rhiannon;

Guests

Giovanni Sosa; **Suzanne Delahanty**

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)	Introduction of Suzanne Delahanty, Assistive Technology Specialist	1:02pm
Announcements from the Public (2 min)	Cynthia took adding members to ETC committee to Academic Senate	Cheryl motioned and Brandi seconded adding Suzanne Delahanty as a committee member.

Approval of 9/11/19 Minutes (2 min)		Kelly motioned and Jeff seconded to approve the minutes from 9/11/2019.
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Reports

Item	Report	Action
DE Lead Report (5 min)		
Admin report/ Self Study (20 min)	Keith Wurtz Review Standard 2A7 Evidence for DE approval of courses.	

Old Business

Item	Recommendation & Discussion	Action
DECT Grant (5 min)	Giovanni Sosa	
Courses in Review Process (15 min)	List of all courses currently under review	This will be a standing agenda item.
Instructors needing Canvas Skills and Training Verification (1 min)	Rene Urbanovich	Brandi moved to approve and Robert seconded to approve Rene Urbanovich.

Instructors needing CHC DE Instructional Standards Verification (1 min)	Rene Urbanovich	
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New Business

Item	Recommendation & Discussion	Action
Online Test Proctoring (10 min)	Presenter: Brandi Bailes	
DE Course Evaluation Survey (20 min)	Revision of DE Course Evaluation Survey + need to include a new question about NetTutor/ on-campus tutoring	The committee will pair up and review questions on the survey. Jeff and Brandi pages 1 and 2. Cynthia and Cheryl pages 3 and 4. Questions Q7 and Q8 are out. Josh and Robert Q9 and Q18.
DE Course Caps (5 min)	Thoughts about DE course caps for Senate and negotiations team	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ Statement on co-approval for website

- ✓ Update on the DE Plan objectives and action plan.
- ✓ Feedback on district support services
- ✓ Generic online A.S. showing GE requirements offered online.
- ✓ Sample Canvas Course: Resources, volunteers, and set up.

Approvals 19-20 Academic Year

Courses Approved	Instructors Approved
1.	<ol style="list-style-type: none"> 1. Patricia Menchaca 2. John Commander 3. Kristin Alderson 4. Renee Urbanovich

Instructors in process for verification 19-20 Academic Year

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

Instructors waiting for training availability 19-20 Academic Year

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