ETC Meeting Agenda

CRAFTON HILLS COLLEGE

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; Delahanty, Suzanne

Guests
Giovanni Sosa

Agenda Items

Preliminary Business

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

Approval of 9/25/19 & 10/09/2019 Minutes (5 min)		

Reports

Item	Report	Action
DE Lead Report (5 min)	AS tabled the proctoring language change issue until the 11/6 meeting	
Technology Committee Report (5 min)		
Admin report/Self Study (20 minutes)		

Old Business

Item	Recommendation & Discussion	Action
DE co-approval discussion (6 min)	Revisit DECC subcommittee findings (minutes?)	
DE Course Evaluation Survey (15 min)	Revised DE course evaluation questions	

Courses in Review Process (5 min)	List of all courses currently under review	
Instructors ready for Verification review [have finished all 3 steps] (5 minutes)	Jonathan Townsend David Molloy	

New Business

Item	Recommendation & Discussion	Action
Updates to the website (5 min)	Distance Education Training, Distance Education	
3CMedia Demo (15 min)	Suzanne will give a brief demo of 3C Media Captioning service (free to CCCs)	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ 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.	1. Patricia Menchaca 2. John Commander 3. Kristin Alderson 4. Rene Urbanovich 5. Jeff Verschell 6. Richard Graff

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