ETC Meeting Agenda

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; Boebinger, Kelly; Brink, T.L.; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; Hamlett, Cynthia; McAtee, Robert; Grounds, John; Robles, Josh

Non-Voting Members
Wurtz Keith; Lares, Rhiannon; Delahanty, Suzanne

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)		
Announcements from the Public (1 min)		
Approval of 11/13/2019 Minutes (1 min)	11-13-2019 minutes	

Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Committee Report (1 min)		
Admin report/Self Study (20 minutes)	Keith would like to discuss the Proposed Actions Online Documents	

Old Business

Item	Recommendation & Discussion	Action
Proctoring language (5 min)	Two of three motions were passed by AS 11/20/19. Changes to language on Webadvisor course schedule to be revisited: Proctoring language changes	
Approval of DE Course Evaluation Survey (15 min)	Revised DE course evaluation needs to be approved (or revised) for immediate dissemination to FA 2019 online students	
Instructors ready for Verification review [have finished all 3 steps] (10 minutes)	Elena Seager Francis Houlihan Monica Khalaj-LeCorre Brandice Mello Anne Pennington	

New Business

Item	Recommendation & Discussion	Action
Integrating SIs into online courses (10 min)	Robert would like to explore the possibility of integrating Supplemental Instruction leaders into online courses	
3CMedia Demo (20 min)	Moved from last meeting. Suzanne will explain 3C Media Captioning service (free to CCCs)	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ Adding accessibility check to Approval Process ✓ 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. Approved courses	1. Patricia Menchaca 2. John Commander 3. Kristin Alderson 4. Rene Urbanovich

5. Jeff Verschell
6. Richard Graff
7. Jonathan Townsend
8. David Molloy
9. Reuben Antilla
10. Angelica Baccari
11. Miriam Saadeh
12. Elizabeth Johnson