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 Cynthia took adding members to ETC committee to Academic Senate	1:02pm Cheryl motioned and Brandi seconded adding Suzanne Delahanty as a committee member.
Announcements from the Public (2 min)		

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

Reports

Item	Report	Action
DE Lead Report (5 min)	None	
Admin report/ Self Study (20 min)	Keith Wurtz Review Standard 2A7 Evidence for DE approval of courses.	ETC website, DE resources, Online teaching resources, curriculum committee, on the canvas website, sample assignments.

Old Business

Item	Recommendation & Discussion	Action
DECT Grant (5 min)	Giovanni Sosa and the committee discussed what would be the best fit for the ETC committee regarding vendors. The committee will discuss this further at the next meeting.	Committee will make a decision at the next committee meeting.
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	Brandi motioned and Robert seconded to approve Rene Urbanovich.

New Business

Item	Recommendation & Discussion	Action
Online Test Proctoring (10 min)	Presenter: Brandi Bailes	Brandi is still gathering information on different Online Testing Proctor programs.
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 questions Q9 and Q18.
DE Course Caps (5 min)	Thoughts about DE course caps for Senate and negotiations team	Course caps have to be offset so that the college can reach its average of 35. Research is being done at this time.

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.	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