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; 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; **Rick Graff**

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (2 min)		1:04pm
Announcements from the Public (2 min)		

Approval of 9/25/19 Minutes (2 min)	Committee will approve minutes from 09/25/2019 at next committee meeting along with minutes from 10/09/2019 minutes.	

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 met with Melissa Oshman and got some information regarding scantron machines, they are out sourced and computers will be getting upgraded.	
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 motions to change language in DE Addendum & college catalog (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)	[Poll results: interest in demo scheduling](#)	Brandi motioned and Jeff seconded to have a demo day on January 25, 2020.
DE Course Evaluation Survey (15 min)	Revision of [survey](#) + need to include a new question about NetTutor/on-campus tutoring	Brandi reviewed the new questions on the survey that her and Jeff came up with. The committee will send their revised questions to Cynthia and she will make a rough draft of the new survey.
Courses in Review Process (10 min)	List of [all courses currently under review](#)	
Instructors ready for Verification review [have finished all 3 steps] (5 minutes)	Richard Graff Jeff Verschell	Jeff motioned and Brandi seconded to move this up on the agenda. Brandi motioned and John seconded to approve Richard and Jeff.
DE course caps (10 minutes)	Cheryl DiBartolo [April 18 2018 AS Senate minutes](#) [April 18 2018 Voting Record](#) · [Response 1 to S18.01](#) · [Response 2 to S18.01](#) [Resolution S18.01](#)	

New Business

Item	Recommendation & Discussion	Action

Draft statement of co-approval process on website (9 min)	[Statement of Co-Approval process](#) for CHC website to bring to DECC 10/28	Bring to DECC so Valley and CHC will have same statement.

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ Suzanne 3CMedia demo ✓ 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

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