
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

Guests

Jonathan Townsend

Agenda Items

Preliminary Business

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

Approval of 12/11/2019 Minutes (2 min)	12-11-2019 minutes	
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Reports

Item	Report	Action
DE Lead Report (5 min)	Mark McConnell and Nick Reichert have been invited to February 2020 meeting(s)	
Technology Committee Report (1 min)		
Admin report/Self Study (20 minutes)	Keith - accreditation, R/P business	

Old Business

Item	Recommendation & Discussion	Action
DE/ETC Regular, Effective Contact Guidelines revision (10 minutes)	Proposed Regular and Effective Communication Definition from January 2019	
DE/ETC Accessibility Guidelines revision (10 minutes)	Proposed DE/ETC Accessibility guidelines from February 2019	
CHC 062 (10 minutes)	Staffing for summer and fall 2020; revisit concept of self-driven 062	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review	
Instructors ready for Verification review [have finished all 3 steps] (0 minutes)	None in the approval queue at this time	

New Business

Item	Recommendation & Discussion	Action
Academic Integrity Online (10 minutes)	Review Guide to Supporting Academic Integrity Online on DE Resources Course. Revisions?	
DE Library services (10 minutes)	What are our DE library service needs? Online library orientation? Online library workshops? Embedded librarians?	

IOTL revision (5 minutes)	Volunteers to review course prior to launch for institution specific content?	
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Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ SI leader integration ✓ 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
<ol style="list-style-type: none"> 1. Approved courses 	<ol style="list-style-type: none"> 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 13. Elena Seager 14. Francis Houlihan 15. Monica Khalaj-LeCorre

16. Brandice Mello
17. Anne Pennington