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; 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)		1:05 p.m.
Announcements from the Public (1 min)	None	
Approval of 11/13/2019 Minutes (1 min)	11-13-2019 minutes	Brandi motioned to approve, Robert seconded.

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia reported that CHC in-house distance education training will officially begin in Spring 2020 semester	
Technology Committee Report (1 min)	None	
Admin report/Self Study (20 minutes)	Keith would like to discuss the Proposed Actions Online Documents	Keith will finish report, post online, and upload to the ILO/GEO planning and program review document.

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	Presented the proctoring language changes to AS and recommended that it be revisited. Discussed by-laws and what needs to be taken to AS. Need to make clear to AS that need to make decisions in a timely manner. Discussed possibly changing by-laws. Suggested having Mark come to ETC and discuss what needs to come to AS and why. Need better direction from AS.

Cynthia will take to Chairs and then to AS. |

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	Cynthia reviewed the survey. It was suggested to add NA/DNK as column for the useful scaled items. Committee made changes to the course evaluations. Keith will communicate changes to OIERP and survey will go out on December 12, 2019. T.L. motioned to approve and send out with changes and Brandi seconded.
Instructors ready for Verification review [have finished all 3 steps] (10 minutes)	Elena Seager Francis Houlihan Monica Khalaj-LeCorre Brandice Mello Anne Pennington	All instructors took courses that were offered by CHC ETC. All have earned badges. Cynthia will send out email to notify instructors that they have completed all steps. Brandi moved to approve and Robert seconded.

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	Robert explained how he thinks it would be great to have this to offer to online students and how research indicates that it is just as successful as face to face. Committee thinks it is a great idea. Suggested to bring in TC Coordinator and Tech specialist and determine needed training.

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