

---

# 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; Weiss, Kay

## Guests

McConnell, Mark; Reichert, Nick; Peterson, Karen; Townsend, Jonathan

---

## Agenda Items

---

### Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)		
Announcements from the Public (1 min)		

Approval of 1/22/2020 Minutes (2 min)	<a href="#">1-22-2020 Minutes</a>	
---------------------------------------	-----------------------------------	--

### Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Committee Report (2 min)		
Admin report/Self Study (20 minutes)	<a href="#">Standards related to online learning - for review</a>	

### Old Business

Item	Recommendation & Discussion	Action
DE/ETC Regular, Effective Contact Guidelines revision (10 minutes)	<a href="#">Proposed Regular and Effective Communication Definition - Edited</a>	
CHC 062 (10 minutes)	<a href="#">CHC 062 Course Outline of Record</a>	

### Ongoing Business

Item	Recommendation & Discussion	Action
------	-----------------------------	--------

Courses in Review Process (5 min)	<a href="#">Courses currently under review</a> <a href="#">ETC Curricunet DE Course Evaluators' Guide</a>	
Instructors ready for Verification review [have finished all 3 steps] (10 minutes)	Tina Marie Gimple Joshua Roche Jason Barker Aubrey Weston	

### New Business

Item	Recommendation & Discussion	Action
Clarification of Academic Senate expectations and policy boundaries for ETC (10 minutes)	Mark McConnell in attendance to begin this conversation	
SI leader/tutor integration; in-house DE tutoring services (10 minutes)	Nick Reichert and Karen Peterson in attendance to begin this conversation	

### Adjourn

---

### Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>✓ DE Library services</li> <li>✓ Revisit Academic Integrity Online statement</li> </ul>

	<ul style="list-style-type: none"><li>✓ Adding accessibility check to Approval Process</li><li>✓ Update on the DE Plan objectives and action plan</li><li>✓ Feedback on district support services</li><li>✓ Generic online A.S. showing GE requirements offered online</li><li>✓ Sample Canvas Course: Resources, volunteers, and set up Add</li></ul>
--	--

---

## Approvals 19-20 Academic Year

---

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)