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# ETC Meeting Agenda

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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 and 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.

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## Members (present in bold)

Bailes, Brandi; Boebinger, Kelly; Brink, T.L.; Bridges, Andrew; Cervantez, Jeff; DiBartolo, Cheryl; Grounds, John; Hamlett, Cynthia; McAtee, Robert; Reichert, Nicholas; Robles, Joshua; Townsend, Jonathan

## Non-Voting Members

Wurtz, Keith; Lares, Rhiannon; Delahanty, Suzanne; Weiss, Kay

## Guests

Ivy, Krista; McConnell, Mark; Vasquez, Violeta

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## Agenda Items

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### Preliminary Business

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

Approval of 2/12/2020 Minutes (2 min)	<a href="#">2-12-2020 Minutes</a>	
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## Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Committee Report (2 min)		
Admin report/Self Study (20 minutes)		

## Old Business

Item	Recommendation & Discussion	Action
Academic Integrity Online (5 minutes)	Review of suggestions regarding guidelines for A/V assignments <a href="#">Guide to Supporting Academic Integrity Online</a> <a href="#">New suggestions from faculty</a>	
CHC Online Teaching website (5 minutes)	Cynthia has made some revisions to the CHC website (CHC-SBVC reciprocity, equivalency, training requirements, etc) and would like a quick review of the changes, suggestions from ETC on further revisions. <a href="#">Distance Education Training</a> <a href="#">Instructor Verification Process</a> Reference: <a href="#">SBVC Preparation for Online Teaching</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]	No instructors in the approval queue at this time	

## New Business

Item	Recommendation & Discussion	Action
Clarification of Academic Senate expectations and policy boundaries for ETC (15 minutes)	Mark McConnell in attendance to begin the conversation about the possibility of more freedom in decision-making for ETC, what areas that might apply, what bylaws apply, may need to be changed, etc.	
Library Services for Online Courses (10 minutes)	Krista Ivy in attendance to begin this conversation  What are our DE library service needs? Online library orientation? Online library workshops? Embedded librarians?	

DE Professional Development Webinars (10 minutes)	Violeta Vasquez will present the GO2Knowledge Suite of professional development webinars and requests ETC input	
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## Adjourn

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## Future Agenda Items

Category	Item
Discussion and Action items	<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</li> </ul>

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## Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)