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 s+ervices, 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)		1:03pm
Announcements from the Public (1 min)	Jonathan will be added as a Faculty member.	Cynthia will contact Julie and have Jonathan added as a member.

Approval of 1/22/2020 Minutes (2 min)	[1-22-2020 Minutes](#) Minutes approved with one change. The title needs to be changed from Agenda to Minutes.	Cynthia will change the title from Agenda to Minutes.

Reports

Item	Report	Action
DE Lead Report (5 min)	DECC - talked about Canvas Studio and the answer is the same, they say it's coming. DECC also talked about preservation of email addresses and the risk of individuals hacking into emails. UDoIt was not on the DECC agenda and wasn't discussed at the meeting.	
Technology Committee Report (2 min)	None	
Admin report/Self Study (20 minutes)	[Standards related to online learning - for review](#) Keith collected written feedback from committee members on suggested edits to the online learning sub-standards in the ISER. Keith talked to Melissa about getting the new wireless access for students and faculty; this will happen sometime over the summer. ETC will reach out to invite Melissa Oshman to a future ETC meeting.	

Old Business

Item	Recommendation & Discussion	Action
DE/ETC Regular, Effective Contact Guidelines revision (10 minutes)	[Proposed Regular and Effective Communication Definition - Edited](#)	Brandi motioned; Jeff seconded to approve the revised Guidelines which will now be available to faculty on the DE Resources course.

CHC 062 (10 minutes)	[CHC 062 Course Outline of Record](#)	Brandi and Jeff will bring back revised outline by the March 11 meeting.

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	[Courses currently under review](#) [ETC Curricunet DE Course Evaluators' Guide](#)	
Instructors ready for Verification review [have finished all 3 steps] (10 minutes)	Tina Marie Gimple Joshua Roche Jason Barker Aubrey Weston	Cynthia will email Aubrey Weston and inform her we need her certifications. Brandi motioned and Jeff seconded to approve Tina, Joshua and Jason.

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	Mark was unable to attend this meeting.
SI leader/tutor integration; in-house DE tutoring services (10 minutes)	Nick Reichert and Karen Peterson in attendance to begin this conversation	Looking for ways to possibly get Embedded SI Leaders and possibly Tutors. One important thing is there is not enough man power in the tutoring center. The discussion will continue on

		this topic in meetings to come.

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	✓ DE Library services ✓ Revisit Academic Integrity Online statement ✓ 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 Add

Approvals 19-20 Academic Year

Courses Approved	Instructors Approved
[Approved courses](#)	[Approved instructors](#)