
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 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.

Members (present in bold)

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

Non-Voting Members

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

Guests

Melissa Oshman

Agenda Items

Preliminary Business

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

Approval of 2/26/2020 Minutes (2 min)	2-26-2020 Minutes	
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Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Committee Report (2 min)		
Admin report/Self Study	Contingency planning (under New Business) will replace admin/self study time this meeting.	

Old Business

Item	Recommendation & Discussion	Action
CHC 062 COR Revision (10 minutes)	6 year review of CHC 062 course outline <ul style="list-style-type: none"> ● Editable draft version ● Suggestions for a more recent OER text 	
CHC Training Equivalency (10 minutes)	Discussion and review of acceptable time frame for previous training from other institutions <ul style="list-style-type: none"> ● Distance Education Training ● Instructor Verification Process Reference: SBVC Preparation for Online Teaching	

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] (5 min)	Aubrey Weston	

New Business

Item	Recommendation & Discussion	Action
Technology Committee (5 min)	Melissa Oshman in attendance to discuss changes to wireless login for faculty, students, and staff that will be made summer 2020	
DE Contingency & Instructional Continuity (40 minutes)	DE Contingency & Instructional Continuity Strategy Resources Recommendation #5 in the CHC Student Focus Group Findings (Students want Canvas component for F2F courses)	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none">✓ 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
Approved courses	Approved instructors