

---

## 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 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**; **Peterson, Karen**

### Guests

**Melissa Oshman**

---

## Agenda Items

---

### Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)	1:03	
Announcements from the Public (1 min)	None	

Approval of 2/26/2020 Minutes (2 min)	<a href="#">2-26-2020 Minutes</a>	T.L. motioned and John seconded to approve the minutes from 2/26/20. Brandi abstained.
---------------------------------------	-----------------------------------	--

## Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia attended the CAP Conference and brought back some information that other colleges are doing pertaining to AB705. Badges are ready for online courses. Brandi went to chairs and they approved adding a column and a check box on the excel spreadsheet for scheduling purposes for instructors.	
Technology Committee Report (2 min)	None	
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)	<p>6 year review of CHC 062 course outline</p> <ul style="list-style-type: none"> <li>● <a href="#">Editable draft version</a></li> <li>● Suggestions for a more recent OER text</li> </ul> <p>There are some concerns with the knowledge that the students have of computer use. More discussion has to take place to possibly find some solutions.</p>	This will be an ongoing agenda item.
CHC Training Equivalency (10 minutes)	<p>Discussion and review of acceptable time frame for previous training from other institutions</p> <ul style="list-style-type: none"> <li>● <a href="#">Distance Education Training</a></li> <li>● <a href="#">Instructor Verification Process</a></li> </ul>	This will stay on the agenda. Possibly invite Maggie and/or Davena

	<p>Should our DE standards for Instructors be the same as Valley? The process should be less cumbersome and restricted, come up with more ways to help Online Instructors with accessibility. This will be something the committee will have to keep having conversations about.</p> <p>Reference: <a href="#">SBVC Preparation for Online Teaching</a></p>	<p>from Valley to the next meeting.</p>
--	---	---

## Ongoing Business

Item	Recommendation & Discussion	Action
<p>Courses in Review Process (5 min)</p>	<p><a href="#">Courses currently under review</a></p> <p><a href="#">ETC Curricunet DE Course Evaluators' Guide</a></p> <p>Cheryl brought up concerns about online Yoga, and broaden the class from synchronous or asynchronous.</p>	
<p>Instructors ready for Verification review [have finished all 3 steps] (5 min)</p>	<p>Aubrey Weston</p>	<p>Brandi motioned and Cheryl seconded to approve Aubrey Weston.</p>

## New Business

Item	Recommendation & Discussion	Action
<p>Technology Committee (5 min)</p>	<p>Melissa Oshman in attendance to discuss changes to wireless login for faculty, students, and staff that will be made summer 2020</p> <p>There will be no changes to the current operations of what we have now. This will only change campus own devices that are checked out by staff members, they will have more access to secure sites.</p>	

DE Contingency & Instructional Continuity (40 minutes)	<p><a href="#">DE Contingency &amp; Instructional Continuity Strategy Resources</a></p> <p>Tutoring will also be online if the campus may close due to the virus. Instructors will have to resort to canvas or other tools if the campus is closed to reach students. Committee made changes to the draft and Keith would like to have the committee sign off on the document and then take it to the Academic Senate.</p> <p><a href="#">Recommendation #5 in the CHC Student Focus Group Findings</a> (Students want Canvas component for F2F courses)</p>	T.L. motioned and Jeff seconded to move the document to the Senate.
--	--	---

## Adjourn

## 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>

## Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)