ETC Meeting Agenda

CRAFTON HILLS COLLEGE

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 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.; Cervantez, Jeff; DiBartolo, Cheryl; Grounds, John; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert; Peterson, Karen; Reichert, Nicholas; Robles, Joshua; Townsend, Jonathan

Non-Voting Members
Delahanty, Suzanne; Lares, Rhiannon; Spencer, Delmy; Weiss, Kay; Wurtz, Keith

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)	Meeting held via Zoom due to COVID-19 campus closure: https://cccconfer.zoom.us/j/336962054	
Announcements from the Public (5 min)		
Approval of 3/25/2020 Minutes (5 min)	3-25-2020 Minutes	

Reports

Item	Report	Action
DE Lead Report (5 min)	Requested that ETC concerns/report be placed at the top of the AS agenda until further notice	
Technology Committee Report (5 min)		
TESS Report (5 minutes)		
Admin report (10 minutes)		

Old Business

Item	Recommendation & Discussion	Action
Remote teaching vs. Online teaching (15 minutes)	Need to lay groundwork for defining remote instruction versus fully-online instruction; discuss ongoing Ad Hoc training	
Accessibility tools update (10 minutes)	Suzanne will give a brief update and demo on UDOIT and ask ETC to officially condone 3 year license purchase	

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)	No instructors currently in the approval queue	

New Business

Item	Recommendation & Discussion	Action
Online Answers Center (5 minutes)	Jonathan Townsend to discuss and seek recommendations for this new resource	
Future access to recently added Canvas tools (5 minutes)	Which new tools are here to stay or only temporary through COVID-19 crisis?	
Agenda items for 4/22/20 (5 minutes)		

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	- CHC Training Equivalency - Adding accessibility check to Approval Process - CHC 062 COR Revision - Update on the DE Plan objectives and action plan - 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