
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**

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	1:02
Announcements from the Public (1 min)	None	
Approval of 2/26/2020 Minutes (2 min)	3-11-2020 Minutes	Kelly motioned and Brandi approved the minutes from 3-11-20.

Reports

Item	Report	Action
DE Lead Report (5 min)	None	
Technology Committee Report (2 min)	No tablets to give out to Instructors at this time.	
Admin report (10 minutes)	Keith gave an update on the emails from the Chancellor's Office referring to the Guidance Memo for Transferring to Online. Talked about how to help students via online.	

Old Business

Item	Recommendation & Discussion	Action
Exam Proctoring (10 minutes)	Brandi explained that this is not the time to push exam proctoring. We will have to continue this at another time when things settle down.	
CHC 062 concerns (10 minutes)	Add more sections, possibly add 1 more section this semester and Brandi will teach it and if we add more sections in the summer Brandi and Cynthia will take them. Robert will take one in the fall if needed.	

Ongoing Business

Item	Recommendation & Discussion	Action
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Courses in Review Process (5 min)	Courses currently under review ETC Curricunet DE Course Evaluators' Guide	Get in touch with Kim Salt to to move along as it is stuck with department head.
Instructors ready for Verification review [have finished all 3 steps] (5 min)	Jordan Montejano	Brandi moved to approve and Kelly seconded.

New Business

Item	Recommendation & Discussion	Action
Campus closure and remote instruction issues (30 minutes)	Some instructors are having trouble because of no Internet or no computer access. Some instructors are asking to come in and work from their offices; Keith said that's OK, just let the deans know. Some issues are coming up with DSPS students.	
Agenda items for 4/8/20 (5 minutes)	Keep Ad Hoc training on agenda.	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ✓ CHC Training Equivalency ✓ CHC 062 COR Revision ✓ Adding accessibility check to Approval Process ✓ Update on the DE Plan objectives and action plan ✓ Feedback on district support services

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| | <ul style="list-style-type: none">✓ Generic online A.S. showing GE requirements offered online✓ Sample Canvas Course: Resources, volunteers, and set up |
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Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)