
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.; 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 4/8/2020 and 4/22/2020 Minutes (5 min)		

Reports

Item	Report	Action
DE Lead Report (10 min)		
Technology Committee Report (5 min)		
Admin report (10 minutes)		

Old Business

Item	Recommendation & Discussion	Action
Remote teaching vs. Online teaching (5 minutes)	Academic Senate “approved” the Emergency Remote Instruction document, but did not write a formal resolution. Do we want to continue to pursue a resolution?	

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
ADA compliance for remote instruction (15 minutes)		
OER Resources (15 minutes)	Robert McAtee	
How to handle training requests from non-hired faculty (10 minutes)	Train on their own time/dime? Make it a “non-credit course”? Hire, then train?	
LMS, CMS, or other? (10 minutes)	Do we want to settle on a universal term in Curricunet for Canvas (or other learning/course management system)?	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> ● CHC Training Equivalency ● “Re-certification”

	<ul style="list-style-type: none">● Adding accessibility check to Approval Process● 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
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Approvals 19-20 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)