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## ETC Meeting Minutes

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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.

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### 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

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## Agenda Items

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### Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (5 min)	Meeting held via Zoom due to COVID-19 campus closure: <a href="https://cccconfer.zoom.us/j/336962054">https://cccconfer.zoom.us/j/336962054</a>	1:03
Announcements from the Public (5 min)	None	
Approval of 3/25/2020 Minutes (5 min)	<a href="#">3-25-2020 Minutes</a>	Brandi moved to approve Kelly seconded. Jeff abstained.

## Reports

Item	Report	Action
DE Lead Report (5 min)	<p>Requested that ETC concerns/report be placed at the top of the AS agenda until further notice.</p> <p>Cynthia went to the Academic Senate and asked to get ETC concerns and reports be placed at the top of agenda and all she recieved was an ok. Cynthia is only getting a few emails from instructors with concerns via online problems. Sending out office hours daily will help. Brandi will send Math sample shell links to Cynthia.</p>	
Technology Committee Report (5 min)	Tess exact. Is referencing the Dawg Committee and the Tech Committee on Canvas shells and technology in general and keep lines of communications open but they do not reference the ETC Committee.	
TESS Report (5 minutes)	None	
Admin report (10 minutes)	<p>Keith provided an update on CIOs that are meeting with the Executive Vice Chancellor at the state level. Pass/No Pass grades will be available for eligible for students but they need to keep in mind what their educational goals are; some colleges are not accepting Pass/No Pass grades. We need to be as flexible as possible. Marty (EVC) talked about Distance Education and the Emergency Addendum. The Emergency Addendum for summer and fall will be more in depth. Remote Instruction should be improving. Marty thought that campus face-to-face would be shut down through the Fall. DE blanket addendum for summer and fall: we need a list of courses covered by the addendum that were going to be face to face but now will be remote. We need a plan for how we are going to approve remote classes by Dec. 30, 2020 and the plan needs to include how we are going to approve them locally and what committees are involved in the approval process and a list of how many courses we are</p>	

	going to approve monthly. We need a plan for ongoing Professional Development.	
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### 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. We need to let the instructors know what is expected of them.	Keith is going to think about this topic more and ask more instructors and bring the decision back to the committee.
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	Brandi motioned and Jeff seconded.

### Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<a href="#">Courses currently under review</a> <a href="#">ETC Curricunet DE Course Evaluators' Guide</a>	
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
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Online Answers Center (5 minutes)	Jonathan Townsend to discuss and seek recommendations for this new resource	Moved to next meeting
Future access to recently added Canvas tools (5 minutes)	Which new tools are here to stay or only temporary through COVID-19 crisis?	Moved to next meeting
Agenda items for 4/22/20 (5 minutes)		

## Adjourn

## Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>● CHC Training Equivalency</li> <li>● Adding accessibility check to Approval Process</li> <li>● CHC 062 COR Revision</li> <li>● Update on the DE Plan objectives and action plan</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](#)