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 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	1:05pm
Announcements from the Public (5 min)	None	
Approval of 4/8/2020 Minutes (5 min)	Meeting recording is currently being converted for viewing by Zoom.us so 4/8/20 minutes will need to be approved at the 5/13/20 meeting	

Reports

Item	Report	Action
DE Lead Report (5 min)	CHC is doing well with goals and planning with the guidance coming down from the state chancellor's office; we are ahead of the curve. Brandi and Cynthia asked the Academic Senate on ETC's behalf to write a formal resolution on the parameters for remote instruction.	
Technology Committee Report (5 min)	Tech Committee sent out a survey to assess campus tech needs.	
TESS Report (5 minutes)	Added Proctorio, Cranium Cafe and other programs. Monday-Wednesday 9-4 open zoom hours for TESS. Rhiannon will put together a sheet of all the programs and what might be coming in the future.	
Admin report (10 minutes)	Keith and committee reviewed the survey that was sent out to faculty and staff about needs.	

Old Business

Item	Recommendation & Discussion	Action
Remote teaching vs. Online teaching (15 minutes)	Looking at the Emergency Remote Instruction document-in-progress, what other guidance and/or advice do we have to help Academic Senate write a resolution that guides instructional modes for summer and fall 2020 terms? What do we want Academic Senate to accomplish? Committee looked over the document and made some changes to a couple items. Will continue to look over the document and see if there are any new suggestions or information that need to be added.	
Faculty and Staff Needs Survey Results (10 minutes)	Faculty & Staff Needs Survey How can we address certain faculty needs? Committee is looking at the survey and Keith reviewed the outcome of the survey.	

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 was not in attendance to discuss	
Future access to recently added Canvas tools (5 minutes)	Cheryl asked which Canvas tools are temporary and which are here to stay. Rhiannon said most of the tools implemented for the "emergency"will be available for the foreseeable future and there are no concrete end dates at this time.	
Agenda items for 5/13/20 (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](#)