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 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.; DiBartolo, Cheryl; Grounds, John; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert; Reichert, Nicholas; Townsend, Jonathan

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

Guests
Kristi Simonson; Brandice Mello; Racquel Schoenfeld

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom due to COVID-19 campus closure: https://cccconfer.zoom.us/j/95560775885	
Announcements from the Public (1 min)		

Approval of 5/13/2020 Minutes (3 min)	ETC Minutes 5/13/2020	

Reports

Item	Report	Action
DE Lead Report (10 min)	- Welcome to Racquel, Brandi, and Kristi 77 instructors verified in 2019-2020 - Certification training has been revamped - Advanced training for certified faculty "Train the trainer" cohort	
Technology Planning Committee Report (5 min)		
Admin report (10 minutes)		

Old Business

Item	Recommendation & Discussion	Action
LMS vs CMS (10 min)	TL to discuss the differences between the terms and why it matters which one we use officially.	

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] (10 min) | Carol Mattson
Lindsay Weiler-Leon
Jillian Robertson | |

New Business

Item	Recommendation & Discussion	Action
ADA compliance for remote instruction + adding accessibility check to certification process (15 minutes)	Discussion on ways to reinforce ADA compliance for online and remote courses	
Revamped certification training (10 min)	Review process and training requirements	
Review of IOTLA + Microcourse pilot + Student Resources Page + Revamp website (10 min)	Need volunteers to make check and suggest changes	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	- DE component for Faculty Handbook - CHC Training Equivalency "Re-certification"

	● Course caps ● 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

Approvals 20-21 Academic Year

Courses Approved	Instructors Approved
Approved courses	Approved instructors