

# 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: <a href="https://cccconfer.zoom.us/j/336962054">https://cccconfer.zoom.us/j/336962054</a>	
Announcements from the Public (5 min)	none	
Approval of 4/8/2020 and 4/22/2020 Minutes (5 min)	Minutes from 4/8/2020 and 4/22/2020 were approved.	TL moved to approve both minutes; John seconded.

## Reports

Item	Report	Action
DE Lead Report (10 min)	Cynthia will work through the summer to provide faculty support and develop new certification course and other faculty PD.	
Technology Committee Report (5 min)	None	
Admin report (10 minutes)		

## Old Business

Item	Recommendation & Discussion	Action
Remote teaching vs. Online teaching (5 minutes)	Academic Senate “approved” the <a href="#">Emergency Remote Instruction</a> document, but did not write a formal resolution. ETC decided to wait and see what will happen under new AS leadership.	

## 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 It was decided that any instructor completing CHC-facilitated DE certification training would	Brandi motioned and TL seconded.

	be automatically certified without having to go through the DE Resources process.	
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### New Business

Item	Recommendation & Discussion	Action
ADA compliance for remote instruction (15 minutes)	CCCO says both online and remote courses must be ADA compliant. The issue will be brought to SBCCDTA to discuss impacts to faculty. Faculty will be offered training and directed to campus support (Suzanne) for assistance in making online course content accessible.	
OER Resources (15 minutes)	Robert McAtee suggested we make a stronger push for faculty to use OER materials. Suggestions from the committee were to put resources for faculty on the CHC website and reach out to Chairs.	
How to handle training requests from non-hired faculty (10 minutes)	No policy decided on at this time. Faculty must have a District email address to enroll in CHC Canvas-based professional development.	
LMS, CMS, or other? (10 minutes)	Committee discussed that the terms mean the same thing and it doesn't matter which is used in CurricuNet. No decision made on this issue at this time.	

### Adjourn

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### Future Agenda Items

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Category	Item
Discussion and Action items	<ul style="list-style-type: none"><li>● CHC Training Equivalency</li><li>● “Re-certification”</li><li>● Adding accessibility check to Approval Process</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>

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## Approvals 19-20 Academic Year

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Courses Approved	Instructors Approved
<a href="#">Approved courses</a>	<a href="#">Approved instructors</a>