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.; 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	1:03
Announcements from the Public (1 min)	None	

Approval of 5/13/2020 Minutes (3 min)	ETC Minutes 5/13/2020	Brandi motioned and Kelly seconded to approve minutes from 5/13/20.

Reports

Item	Report	Action
DE Lead Report (10 min)	77 instructors verified in 2019-2020 - Certification training has been revamped - Advanced training for certified faculty "Train the trainer" cohort	Cynthia welcomed Racquel, Brandice and Kristi to the committee.
Technology Planning Committee Report (5 min)	None. Kristi Simonson will be the new liaison for the Tech committee.	
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 that we use "LMS" officially. Committee agreed and Cynthia will check with AS and Curriculum. Also Cynthia will add a short explanation of term choice into the DE plan.	Cynthia will take to AS and Curriculum.

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review ETC Curricunet DE Course Evaluators' Guide	

	20 courses are in the queue to be reviewed. Committee also wants to discuss more on the 35 enrollment cap for DE.	
Instructors ready for Verification review [have finished all 3 steps] (10 min)	Carol Mattson Lindsay Weiler-Leon Jillian Robertson	All were approved.

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. The committee discussed how we are not the only committee that needs to look further into this; this should be a district wide discussion. Delmy will take to the District and continue conversations on accessibility and also bring to the Professional Development Committee to find ways to build in training.	Delmy will reach out to the District regarding accessibility.
Revamped certification training (10 min)	Review process and training requirements. Committee reviewed revamped certification. Cynthia would like the committee to look over it and bring up any suggestions and or concerns.	
Review of IOTLA + Microcourse pilot + Student Resources Page + Revamp website (10 min)	Need volunteers to make check and suggest changes	Cynthia will send out an email looking for volunteers to look over IOTLA , Microcourse pilot and the Student Resources Canvas page and think of ways to revamp the website.

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