
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)

Boebinger, Kelly; Brink, T.L.; DiBartolo, Cheryl; Grounds, John; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert; Mello, Brandice; Reichert, Nicholas; Schoenfeld, Racquel; Simonson, Kristi; Townsend, Jonathan

Non-Voting Members

Delahanty, Suzanne; Lares, Rhiannon; Spencer, Delmy; Weiss, Kay; Wurtz, Keith; Peterson, Karen

Guests

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/97980181572	
Announcements from the Public (1 min)		

Approval of 8/26/2020 Minutes (3 min)	ETC Minutes 8/26/2020	
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Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Planning Committee Report (5 min)		
Admin report (10 minutes)		

Old Business

Item	Recommendation & Discussion	Action
CHC Training Equivalency (10 minutes)	Draft of statement detailing what kinds of outside training will be considered equivalent to our in-house certification training	

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	George Zein	
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New Business

Item	Recommendation & Discussion	Action
Updating DE Addendum terminology/language (15 minutes)	DE Addendum Draft Revision	
DE component for Faculty Handbook (10 minutes)		
Updates to the Distance Education section of the CHC website (15 minutes)		
Sample Canvas Courses: Resources, volunteers, and set up (10 minutes)		

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none">• Adding accessibility check to Approval Process• Generic online A.S. showing GE requirements offered online• Update on the DE Plan objectives and action plan

Approvals 20-21 Academic Year

Courses Approved	Instructors Approved
Approved courses	Approved instructors