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# ETC Meeting Agenda

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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.

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## 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

Judy Cannon

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## Agenda Items

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### Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom due to COVID-19 campus closure: <a href="https://cccconfer.zoom.us/j/96045553264">https://cccconfer.zoom.us/j/96045553264</a>	
Announcements from the Public (1 min)		

Approval of 9/23/2020 Minutes (3 min)	<a href="#">ETC Minutes 9/23/2020</a>	
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## Reports

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

## New Business

Item	Recommendation & Discussion	Action
Automatic merging of DE Honors sections with mainstream sections (10 min)	Judy Cannon present to discuss whether automatic cross-listing (course merging) can be done with Honors sections.	

## 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 (5 min)	Thomas Serrano Amy Wassing Justin Swanson	
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## Old Business

Item	Recommendation & Discussion	Action
LMS vs. CMS (10 min)	<a href="#">Draft document</a> for AS	
CHC Training Equivalency (5 minutes)	<a href="#">Draft of Training Equivalency statement</a>	
Updating DE Addendum terminology/language (10 minutes)	<a href="#">DE Addendum Draft Revision</a>	
DE component for Faculty Handbook (10 minutes)	<a href="#">Faculty Handbook DE section draft</a>	
Updates to the Distance Education section of the CHC website (10 minutes)	<a href="#">Assigning pages to 2-person teams?</a>	

## Adjourn

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## Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> <li>● Generic online A.S. showing GE requirements offered online</li> <li>● Update on the DE Plan objectives and action plan</li> </ul>

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## Approvals 20-21 Academic Year

Courses Approved

Instructors Approved

[Approved courses](#)

[Approved instructors](#)