

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 services, 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	1:04
Announcements from the Public (1 min)	None	

Approval of 8/26/2020 Minutes (3 min)	ETC Minutes 8/26/2020	Jonathan motioned and Kelly seconded to approve the minutes from 8/26/2020
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Reports

Item	Report	Action
DE Lead Report (5 min)	Training courses have started almost full rosters on both courses. High interest in advanced courses and assessment courses. Keith mentioned possibly offering another course and having someone else teach it. Cynthia is now Senator for A.S.	
Technology Planning Committee Report (5 min)	None.	
Admin report (10 minutes)	Keith reviewed the messaging that has been going out. Instructors have to be flexible and if they have any concerns contact their Dean. Keith is getting requests for evidence on the ICER. Financial Aid is completely on Self-Service and Admissions is looking into going towards Self-Service. 30 percent response rate on the Self Evals. If you have any further questions contact Kay.	

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 Kay recommended reviewing their training to see what it consists of.	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<p><u>Courses currently under review</u></p> <p><u>ETC Curricunet DE Course Evaluators' Guide</u></p> <p>Curriculum wants by the end of October.</p>	
Instructors ready for Verification review	George Zein	Robert motioned and Kelly seconded to approve George Zein.

New Business

Item	Recommendation & Discussion	Action
Updating DE Addendum terminology/language (15 minutes)	<p><u>DE Addendum Draft Revision</u></p> <p>Kay reviewed the new verbiage that came from the Statewide Academic Senate that is being used instead of online and hybrid, which is Fully Online, Partially Online and Online with In Person Proctored Assessment. Kelly recommends changing the verbiage.</p>	
DE component for Faculty Handbook (10 minutes)	Resources that we already have that we can link things to.	Cynthia will start a document with notes and suggestions and email to the committee.
Updates to the Distance Education section of the CHC website (15 minutes)	Cynthia would like everyone on the committee to go through the DE section on the website and is suggesting a complete redo of organization and what should be up front for people to see.	

Sample Canvas Courses: Resources, volunteers, and set up (10 minutes)	Can we get volunteers to go in and look at Canvas. Kay suggested going to Chairs and asking for an example of a good Canvas Course they are willing to share.	
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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