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
Judy Cannon

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/99297059233	
Announcements from the Public (1 min)		

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 10/14/2020	

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
Updating DE policies/procedures for new federal RSI regulations (15 minutes)	The email message that prompts this discussion	
Student Equity Plan (15 minutes)	Delmy to discuss ways ETC can help further the Student Equity Plan	

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 (5 min)	Diana Myers Hyatt	

Old Business

Item	Recommendation & Discussion	Action
Updates to the website DE section + rethinking certification credentials submission process (10 minutes)	Committee to bring back suggestions; discussion of simplifying the process of submitting non-CHC training credentials	
Updating DE Addendum terminology/language (10 minutes)	Compare: Current DE Addendum Template DE Addendum Update Draft Revision (in progress)	
Other documents and policies we are working on (5 minutes)	Draft document regarding LMS vs. CMS Draft of Training Equivalency statement Faculty Handbook DE section draft	

Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	• Generic online A.S. showing GE requirements offered online • Update on the DE Plan objectives and action plan

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Approvals 20-21 Academic Year

Courses Approved	Instructors Approved

[Approved courses](#)   [Approved instructors](#)