

# 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

**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: <a href="https://cccconfer.zoom.us/j/96045553264">https://cccconfer.zoom.us/j/96045553264</a> Meeting called to order at 1:05 PM.	

Announcements from the Public (1 min)	None	
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<p>Approval of 9/23/2020 Minutes (3 min)</p>	<p><a href="#">ETC Minutes 9/23/2020</a></p> <p>Motion to approve from TL Brink. Second from Jonathan Townsend. Minutes were approved unanimously.</p>	
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### Reports

Item	Report	Action
<p>DE Lead Report (5 min)</p>	<p>Cynthia reported that meeting with accreditation visiting team members went smoothly.</p> <p>Discussed Canvas tools that will be available after the first of the year: GoReact. Discussed District Technology Plan, reorganization, and additional support for educational technology. SBVC may have transition to verification course completed by Spring 2021.</p> <p>GoReact is available at Crafton through the end of the 2020-2021 year. Studio is available for the next few years.</p> <p>CHC DE training is going well.</p>	
<p>Technology Planning Committee Report (5 min)</p>	<p>Kristi reported that Technology Services will continue to issue laptops and hotspots.</p>	
<p>Admin report (10 min)</p>	<p>Keith provided an update on accreditation. Keith also reviewed the schedule building and room codes to help communicate how classes are meeting.</p> <p>Delmy mentioned that working on the student equity plan and looking at the activities. Requested to add to next ETC agenda.</p>	

### New Business

Item	Recommendation & Discussion	Action
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<p>Automatic merging of DE Honors sections with mainstream sections (10 min)</p>	<p>Cynthia discussed the merging of courses with honors students. There were some questions about reconciling the syllabus. Faculty did not merge courses until a week into the semester.</p> <p>Judy Cannon discussed whether automatic cross-listing (course merging) can be done with Honors sections. Honors committee believes that needs to be an automatic process. The one challenge may be the grade book because honors students are graded differently. In past Judy has communicated how to merge courses in Canvas. Told faculty to keep a separate spreadsheet for honors courses. Can we automatically merge courses? TESS is looking into doing it automatically for all honors courses and then unlink for those that don't want them merged. Merging needs to happen before start of course because entered grades would be lost.</p> <p>Makes sense to merge courses. Judy can make a general announcement and if instructors prefer to have them unlinked, they can call the help desk. TL recommended that students be informed of the merge and that syllabus will determine grade not necessarily grade book in Canvas.</p>	
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### Ongoing Business

Item	Recommendation & Discussion	Action
<p>Courses in Review Process (5 min)</p>	<p><a href="#">Courses currently under review</a></p> <p><a href="#">ETC Curricunet DE Course Evaluators' Guide</a></p> <p>Struggling with keeping up with the courses under review. Only a small number of faculty are reviewing courses. Cynthia strongly encouraging all faculty to review courses.</p>	

<p>Instructors ready for Verification review (5 min)</p>	<p>These three faculty have done training outside of Crafton process: Thomas Serrano, Amy Wassing, and Justin Swanson. Thom has work beyond what Crafton requires. Amy has completed comparable work.</p> <p>A little concern about Justin's submission. Completed training at CSUSB recently. Syllabus for training was included. The course was twelve weeks and covered accessibility and all of the other requirements. Does not have any Canvas training. Took and completed the self-paced Canvas training course in one day. Investigating further, the CSUSB course was completed through Canvas. Crafton does not require Canvas training if completing training in Canvas. Cynthia is recommending approving verification process for Justin.</p> <p>TL moved to approve all three candidates. Jon Grounds seconded. All three approved unanimously.</p>	
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### Old Business

Item	Recommendation & Discussion	Action
LMS vs. CMS (10 min)	<p><a href="#">Draft document</a> for AS</p> <p>Cynthia asked everyone to review submission by TL prior to next meeting.</p>	Cynthia will provide instructions for moving forward.
CHC Training Equivalency (5 minutes)	<p><a href="#">Draft of Training Equivalency statement</a></p> <p>Cynthia is working on draft. Requested to review the draft.</p>	Cynthia will provide instructions for moving forward.
Updating DE Addendum terminology/language (10 minutes)	<p><a href="#">DE Addendum Draft Revision</a></p> <p>Since language from Statewide Academic Senate, recommending to keep language as is. Does anyone have any more input? Needs to go to Academic Senate.</p>	Cynthia will bring back template with the recommended change included on full addendum. Cynthia will provide instructions for moving forward.
DE component for Faculty Handbook (10 minutes)	<p><a href="#">Faculty Handbook DE section draft</a></p> <p>Discussing what needs to go in the faculty</p>	Cynthia will provide instructions for moving forward.

	<p>handbook. Will work with the PDC to include a DE section in the handbook. Reviewed possible topics to include in handbook: how to become DE certified, a better DE teacher, how to get a course approved, and DE addendum guide. Will most likely be different by PT/FT Handbook. Cynthia asked members to review document and add topics.</p>	
<p>Updates to the Distance Education section of the CHC website (10 minutes)</p>	<p><a href="#">Assigning pages to 2-person teams?</a></p> <p>Cynthia recommended dividing into two person teams and review different pages. Send notes of changes to Cynthia and she will compile. Cynthia grouped members to review DE website. Also, discussed providing contacts by area so users can find support they need quickly.</p> <p>Robert suggested items listed in Faculty Handbook as areas to add to DE web site.</p>	<p>Cynthia will provide instructions for moving forward.</p>

Adjourn

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>

Approvals 20-21 Academic Year

Courses Approved Instructors Approved

[Approved courses](#)

[Approved instructors](#)