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/92699852219	
Announcements from the Public (1 min)		

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 10/28/2020	

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia is now on a temporary full time contract w/ 100% release for DE Faculty Lead Spring 2021 Certification course has begun Advanced training courses will be offered as the semester goes on	
Technology Planning Committee Report (5 min)		
Admin report (10 min)		

New Business

Item	Recommendation & Discussion	Action
AP/BP 4105 (20 minutes)	Review of AP/BP 4105	

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 (10 min) | Rachel Buiter
Claudia Kelley
Rosa Davila
Brian Crow
Jack Meekins | |

Old Business

Item	Recommendation & Discussion	Action
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 (20 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

Approvals 20-21 Academic Year

Courses Approved	Instructors Approved
Approved courses	Approved instructors