ETC Meeting Minutes

CRAFTON HILLS COLLEGE

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

Brandi Bailes

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. Meeting called to order at 1:06PM	

Date: October 28,
2020

Time and Location: 1:00pm — 2:30pm via
Zoom

Next Meeting: December 9,
2020

Announcements from the Public (1 min)	No announcements from the public.	

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

Jonathan moved to approve and TL seconded. Minutes approved as written. | |

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia reported that she is working on the website and supporting documents. Nothing to report from DECC, there was no meeting. TESS is still providing zoom support on Tuesday's and Wednesday's. Cynthia sent out email about @One courses today.	
Technology Planning Committee Report (5 min)	No report. Kelly reported that can no longer reply to Canvas emails through Outlook. Rhiannon discovered a change in the email system. If anyone has similar issues Rhiannon requested that we let her know.	Rhiannon will check to see if she can fix the email for Kelly.
Admin report (10 min)	At the ERI Taskforce I reviewed the legal opinion on cameras-on and will be drafting a policy statement with Brandi. Also, will be reviewing the legal opinion on accessibility at the next taskforce meeting as well. Synchronous Spring 2021 sections now have the start and end times in the eSchedule. **Technology Update.** Continuing to develop a partnership with College Buys. In addition, the Chancellor's Office plans to continue the financial support for Labster, Ally, and NetTutor through June, 2021. Kay reported that requests for captioning in Zoom increased 400%. Prioritizing requests by student need. CCCCO recommended that students work with DSPS to get students registered to receive the report that they need.	Keith will work on correcting errors in schedule: Note of on campus meetings and the DE-LEC hyperlink needs to be revised.

New Business

Item	Recommendation & Discussion	Action

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Updating DE policies/procedures for new federal RSI regulations (15 minutes)	The email message that prompts this discussion. There are new federal guidelines for regular and effect contact. Similar to State guidelines. RSI refers to Regular Substantive Interaction. AP/BP 4105 is also up for review. Need to incorporate all of the requirements. ETC discussed the "substantive interaction" and the meaning of the term. Agreed that this is flexible, determined by the faculty and similar to consistent and planned discussion board requirements. Next step is to revise regular and effective document and to also incorporate into AP/BP 4105.	Cynthia will put on agenda for next meeting to allow more time for ETC to review. In addition, Cynthia will draft a regular and effective policy statement that incorporates the federal guidelines.
Student Equity Plan (15 minutes)	Delmy to discuss ways ETC can help further the Student Equity Plan Delmy reviewed the items in the equity plan related to ETC. The ETC identified the status on each item. Kay suggested looking at disaggregated data for online tutoring. Results might inform need for training to improve student course success. ETC training has an entire module devoted to equity and accessibility that includes online tutoring and library support. TL commented that ETC is good place to pioneer to OER. Kelly commented that it depends on the course not how it is offered. ETC can provide training to faculty on how to adopt OER. Increase the number of online math and English instructors who have completed verification process. This information available online.	

Ongoing Business

Item	Recommendation & Discussion	Action

Courses in Review Process (5 min)	[Courses currently under review](#) [ETC Curricunet DE Course Evaluators' Guide](#) Kelly reviewed the progress on courses in the review process. Most are ready. ENVS-101 needs to be removed. Top awards to Robert, TL, and Kelly for reviewing the courses.	Cynthia will let the instructor that still has blackboard know about the changes needed. Cynthia will see if ENVS-101 can be removed from the que.
Instructors ready for Verification review (5 min)	Diana Myers Hyatt Diana completed the 12 week design course. Has completed requirements in excess. Kelly moves to approve completion of verification process for Diana Myers Hyatt and Robert seconds. Diana's verification process completion was approved.	

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 Cynthia and Kristi met on the revision to the website. Cheryl provided feedback on revising the web site. Exploring developing a web form to upload badges to help improve efficiency of the process. Instructors would complete the form, they would be enrolled in the knowledge check module, complete that, and then be approved as completing the verification process.	Cynthia and Kristi will continue working on revising the web site. Cynthia and Kristi will also develop the form and process for instructors to provide evidence that they have completed the verification process externally. The ETC will review the web site and provide feedback to the committee.
Updating DE Addendum terminology/language (10 minutes)	Compare: [Current DE Addendum Template](#) [DE Addendum Update Draft Revision](#) (in progress) Cynthia reviewed the revised DE Addendum with based on the new requirements from the Statewide Academic Senate. Curricunet can make these changes. As working on providing input to DE Addendum, also examine the entire addendum for currency and accuracy. 3A needs to be revised with hours and units based on qualitative data on needed corrections. What is the purpose of the	ETC will review and edit the revised DE Addendum. Keith will ask Kim and look in PCAH about the Estimated Time on Task and where the requirement is located for the DE Addendum. Moved to next agenda to continue conversation.

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	Estimated Time on Task Per week in the DE Section? TL suggested that encourage faculty to check all of the DE format courses so that classes can be offered in all formats. Choosing all options requires additional information to completed. Suggested that all classes should have all of these checked.	
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	Moved to next agenda.

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](#)

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