
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 supports+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; Brandi Bailes

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 Called to order at 1:02PM	
Announcements from the Public (1 min)	No announcements from the public.	

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 10/28/2020 John moves to approve and Kelly seconds. Minutes unanimously approved as written. Nick Reichert abstained.	
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Reports

Item	Report	Action
DE Lead Report (5 min)	<p>Cynthia is now on a temporary full time contract w/ 100% release for DE Faculty Lead</p> <p>Spring 2021 Certification course has begun. The class is full and is going well.</p> <p>Advanced training courses will be offered as the semester goes on. Probably going to start with the communication that matters and then the equity one. Courses will be eight weeks long.</p> <p>Working with PD and PD Faculty Lead to move training forward for DE Canvas support in F2F courses.</p> <p>New DE Micro-Courses web site that were also offered for In-Service. Email announcements will go out.</p> <p>Discussed revising certification process for instructors who were certified and haven't taught online in a while, and recommending a renewal for those instructors. Many instructors have continued own training and that could be included in the recommendation.</p>	<p>Cynthia will send a reminder for those who haven't been certified recently and reference the Micro-Courses. Also, send to instructors who haven't taught online recently.</p> <p>Cynthia will agendize process for instructors who are certified and haven't taught online in a long time.</p>
Technology Planning Committee Report (5 min)	No report.	
Admin report (10 min)	No report. TL asked if there is any difference in student preference for enrollments in synchronous vs. asynchronous. Suggested that we ask students what they prefer and in what areas most successful. Is there a contingency plan for those who don't feel comfortable coming on campus in the fall?	<p>Keith will research and provide information to ETC.</p> <p>Keith will work with research on surveying students about preferences for synchronous/asynchronous classes and contingency plans in the fall for students who may not feel comfortable coming on campus.</p>

New Business

Item	Recommendation & Discussion	Action
AP/BP 4105 (20 minutes)	<p>Review of AP/BP 4105</p> <p>Brandi reviewed AP/BP 4105 related to distance education. Recommended to not have committee guidelines in the AP. Discussed having language for remote instruction during emergencies. Definition of DE needs to be clarified: any class that uses Canvas could be considered DE. Suggested that courses identify as DE as statement prior to the definition statement. Committee agreed. Suggested that need to remove the “how” regular and effective communication and accessibility needs to be removed. Suggested removing the “how” in each bullet. Concern that Duration of Approval does not allow courses to be updated or removed. Suggested that include in six-year revision process as an option.</p>	<p>Brandi will take suggestions to the AP/BP 4105 to District Assembly.</p>

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<p>Courses currently under review</p> <p>ETC Curricunet DE Course Evaluators' Guide</p> <p>Cynthia cleared out all courses under review. Nothing to review at this time. Strong recommendation for more people to review. Most common mistake is the number of hours for online and offline.</p>	

<p>Instructors ready for Verification review (10 min)</p>	<p>Rachel Buitter – Completed training and recommended approval. Claudia Kelley – Completed training and recommended approval. Rosa Davila – Completed training and recommended approval. Brian Crow – Did receive training but there is no accessibility training and nothing about the LMS used. Provided handout that wasn't a course. Recommended continue with course before final decision Jack Meekins – Completed training and recommended approval.</p> <p>Cynthia reviewed progress that each instructor has made.</p> <p>TL moved approval for Rachel, Claudia, Rosa, and Jack and Jonathan seconded. All approved unanimously.</p>	
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Old Business

Item	Recommendation & Discussion	Action
<p>Updating DE Addendum terminology/language (10 minutes)</p>	<p>Compare: Current DE Addendum Template DE Addendum Update Draft Revision (in progress)</p> <p>Decided to table for next meeting.</p>	
<p>Other documents and policies we are working on (20 minutes)</p>	<p>Draft document regarding LMS vs. CMS</p> <p>Cynthia reviewed language for moving from CMS to LMS. Once decided send to curriculum committee and to Instruction. Suggested bringing to DECC as well.</p> <p>Draft of Training Equivalency statement</p> <p>Cynthia reviewed the training equivalency statement with SBVC. Recommended not to have a list of colleges and have statement to review training documents. Keep @ONE and SBVC equivalency statement. Suggestion to keep list of colleges. Suggested needing minimum requirements instead of listing colleges. Suggested keeping tabs on local large colleges.</p> <p>Faculty Handbook DE section draft</p> <p>Reviewed process of updating the DE section</p>	<p>Cynthia will update these and report back to ETC.</p>

	of the Faculty Handbook and items to include in the handbook. Add regular and effective contact, accessibility, links to faculty resources page, campus specific resources, and how to earn badges. Made revisions to language.	
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Adjourn

Future Agenda Items

Category	Item
Discussion and Action items	<ul style="list-style-type: none"> • 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
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[Approved courses](#)

[Approved instructors](#)