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 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, **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	1:03
Announcements from the Public (1 min)	None	

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 1/27/2021	Kelly motioned to approve and Cheryl seconded to approve the minutes from 1/27/2021.

Reports

Item	Report	Action
DE Lead Report (5 min)	Anyone teaching at Crafton - full or part time - can have a district developmental shell (sandbox).	
Technology Planning Committee Report (5 min)	Kristi Simonson reported that there are still available laptops if anyone is in need. They are also using an app called App Stream to help students; they are also talking about replacing desk computers to laptops w/ docking stations.	
Admin report (10 min)	Summer will definitely be remote, Fall is more than likely to be remote and Spring is possibly remote. Crafton Council recommended the college employ 2 chat tools for easy faculty and staff communication. Kevin would like ETC to make recommendations on what tools to use.	Keith will reach out to Melissa to come to the next meeting and also get a survey put out.

New Business

Item	Recommendation & Discussion	Action
Peralta Rubric (15 min)	Adoption of the Peralta Online Equity Rubric Peralta Online Equity Rubric Resources	Peralta Rubric will go into the Faculty Handbook with the OEI Rubric
CHC 062 (10 min)	What to do with CHC 062 going forward? 12 students are currently enrolled in 21sp CHC-062. The modules definitely need some updating and the core needs to be updated as well.	Cynthia will get together with Robert and start working something out for this course.

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)	Lissette Gordon Issa Jraisat	Kelly moved to approve both instructors, Lissette and Issa T.L. seconded.

Old Business

Item	Recommendation & Discussion	Action
Updating DE policies/procedures for new federal RSI regulations (10 min)	CHC Regular & Effective Interaction revision draft	Tabled until next meeting.
Updating DE Addendum terminology/language (15 min)	Compare: Current DE Addendum Template DE Addendum Update Draft Revision (in progress)	Tabled until after campus implementation of new curriculum software
Other documents and policies we are working on (10 min)	Tech connect is asking to limit the recordings of zooms people are saving to the cloud. Brandi will send out a draft email about the concerns, and directions on how to get to the cloud and delete the recordings.	

Adjourn

Approvals 20-21 Academic Year

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