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## ETC Meeting Minutes

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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.

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### 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

**Oshman, Melissa**

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## Agenda Items

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### 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/92699852219">https://cccconfer.zoom.us/j/92699852219</a>	1:02
Announcements from the Public (1 min)	None	

Approval of 9/23/2020 Minutes (3 min)	<a href="#">ETC Minutes 2/10/2021</a>	Kelly motioned and Robert seconded to approve the minute.
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## Reports

Item	Report	Action
DE Lead Report (5 min)	Tech Tuesdays @ 2:00 start Tuesday 3/2/21. Cynthia will have open Office Hours coming up, also Tech Tuesday invites will be sent out.	
Technology Planning Committee Report (5 min)	Committee had a discussion with Melissa about the new docking stations and she also went over the new app “App Stream” and what it covers.	
Admin report (10 min)	Keith presented the number of online students has increased in the last year by 21%. Students seem to be liking the online options. Skype will be going away and will be replaced by Microsoft Teams as of July 2021. If anyone is interested in going to the Online Teaching Conference please email Kay Weiss the dates are June 21-23, 2021. <a href="http://onlineteachingconference.org/">http://onlineteachingconference.org/</a>	

## New Business

Item	Recommendation & Discussion	Action
CHC Chat Options (10 min)	Melissa Oshman discussed the campus chat options for ETC recommendation	

## Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	<a href="#">Courses recently approved and currently under review</a> <a href="#">ETC Curricunet DE Course Evaluators' Guide</a>	
Instructor Verification (5 min)	No instructors in queue <a href="#">CHC Certified Instructors</a>	

## Old Business

Item	Recommendation & Discussion	Action
Updating DE policies/procedures for new federal RSI regulations (15 min)	<a href="#">CHC Regular &amp; Substantive Interaction</a> policy revision draft <a href="#">2021 Federal RSI regulation changes</a>	
Other documents and policies we are working on (10 min)	<a href="#">Training Equivalency statement</a> <a href="#">Faculty Handbook DE section draft</a>	

## Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (5 min)		
Announcements (2 min)		

<a href="#">Good of the Order</a> (3 min)	Thank you to Cynthia, Keith and Kay for all the behind the scenes work on DE and Remote instruction.	
Adjourn		2:17