ETC Meeting Minutes

The Educational Technology Committee (ETC) is authorizedby the Academic Senate to develop and recommend policies for CHC Distance Education (DE). The committee makes recommendationsfor DE pathways, reviews and makes revision and recommendations for the Intro to Online Learning course(sICHC 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 programand makes recommendations for professional development to address identified deficiencies. Makes recommendationsfor the CHC online portal. Develops recommendationsrelated 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	1:01
Announcements from the Public (1 min)	None	

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 2/24/2021	Kelly motioned and John seconded to approve the minute.

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia will be running the 4-week Equity course. Cynthia and DSPS have asked TESS to create a zoom sub account.	
Technology Planning Committee Report (5 min)	None.	
Admin report (10 min)	Those who want to go to the Online Teaching Conference should email Kay by the end of the week.	

New Business

Item	Recommendation & Discussion	Action
No New Business	None.	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review and recently approved ETC Curricunet DE Course Evaluators' Guide	

Instructor Verification (5 min)	No instructors in queue CHC Certified Instructors	
Updates to CHC DE Website (15 min)	CHC Online Teaching Discussion of getting rid of or possibly moving the DE certified courses and/or instructors lists to another area of the website or a SharePoint folder.	

Old Business

Item	Recommendation & Discussion	Action
CHC Chat Options (10 min)	Discussion of the results of the campus survey Zoom was the most popular, Teams and Pronto came in second.	Kelly motioned and Jonathan seconded to use Teams be reserved for interaction with co-workers. Keith will share the vote that the committee came up with, with the Presidents Cabinets.
Revisitation of 2018 course caps documents (15 min)	Resolution S18.01 - Online Course Caps PC Response to Resolution S18.01 DE Course Caps Recommendations F17	Reach out to Gio and see what the new numbers are supporting the Online Course Caps. Cheryl will take another look at the CAPS
Final draft of update to DE RSI policy revision (5 min)	CHC Regular & Substantive Interaction policy final draft 2021 Federal RSI regulation changes	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (5 min)		
Announcements (2 min)	No 3/24 meeting due to spring break	
Good of the Order (3 min)	We all work very well together and are very productive. Thank you to the committee.	
Adjourn	2:28	

Future Business

Item	Recommendation & Discussion	Action