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# ETC Meeting Agenda

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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

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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/98518497825">https://cccconfer.zoom.us/j/98518497825</a>	
Announcements from the Public (1 min)		

Approval of 9/23/2020 Minutes (3 min)	<a href="#">ETC Minutes 4/14/2021</a>	
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## Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Planning Committee Report (5 min)		
Admin report (10 min)	<a href="#">Synchronous and Asynchronous Sections Outcomes</a>	

## New Business

Item	Recommendation & Discussion	Action
Updating CHC Student Support Services page (10 min)	<a href="#">CHC Support Services - Canvas Commons importable page</a>	
Discussion: DE training suggestions for classified staff (20 min)	Classified staff often have the burden of addressing student DE concerns without necessarily being trained in what to say/do/recommend. <b>PDC needs feedback from ETC as well as classified staff to plan truly useful training opportunities.</b>	

## Ongoing Business

Item	Recommendation & Discussion	Action
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Courses in Review Process (5 min)	<a href="#">Courses currently under review and recently approved</a> <a href="#">ETC CurricUNET DE Course Evaluators' Guide</a>	
Instructor Verification (5 min)	No instructors in queue <a href="#">CHC Certified Instructors</a>	
Faculty Handbook - DE chapter (20 min)	<a href="#">Faculty Handbook DE Project in Planner</a>	

### Old Business

Item	Recommendation & Discussion	Action
No old business		

### Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)		
Announcements (1 min)		
Good of the Order (2 min)		
Adjourn		

## Future Business

Item	Recommendation & Discussion	Action
Minimum criteria for certification	What counts as equivalent to our 50-hour certification course?	
HyFlex	<p>A number of faculty have been asking about this hybrid teaching model.</p> <p><a href="#">Hybrid-Flexible Course Design</a> (an e-book!)</p> <p><a href="#">HyFlex Course Design Examples</a> (from a Spring Plenary presentation)</p> <p><a href="#">HyFlex Course Design</a> (UL Lafayette)</p> <p><a href="#">Hyflex: Gathering Data</a> (info sharing CCC DE Coordinators)</p>	