
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 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.

Members (present in bold)

Boebinger, Kelly; Brink, T.L.; DiBartolo, Chery; 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/98518497825	Called to order 1:02pm
Announcements from the Public (1 min)	None	

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 3/10/2021 Minutes approved as written	Kelly motioned and Jonathan seconded to approve Minutes as written.
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Reports

Item	Report	Action
DE Lead Report (5 min)	Summer training "Introduction to Online Teaching, Learning & Accessibility" June 28- July 30, and Introduction to Live Online Teaching & Learning" date TBD.	
Technology Planning Committee Report (5 min)	None	
Admin report (10 min)	Keith- working on the Fall schedule with F2F and remote courses. Keith answered questions from the committee regarding F2F and remote learning.	

New Business

Item	Recommendation & Discussion	Action
Fall return to campus (15 min)	Some members expressed concerns about proctoring. There was also talk of future entry into the CVC-OEI Consortium.	
ETC using Teams and Sharepoint (15 min)	The committee logged into Teams for an early walkthrough	

Ongoing Business

Item	Recommendation & Discussion	Action
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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 (10 min)	Project in MS Planner Cynthia added committee members to this planner; any member will be able to login, see work that needs to be done and make changes where necessary.	
DE Faculty Handbook (10 min)	Project in MS Planner Cynthia added committee members to this planner; any member will be able to login, see work that needs to be done and make changes where necessary.	

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)	Cynthia gave a shout out to Krista (and all Library staff) and Nick & Karen (and all	

	Tutoring staff) for doing a great job with remote student support..	
Adjourn		Adjourned at 2:32pm

Future Business

Item	Recommendation & Discussion	Action