
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, 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, BrandBailes

Guests

Olivera, Chris

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 at 1:03 |
| Announcements from the Public (1 min) | None | |

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|---------------------------------------|---------------------------------------|--|
| Approval of 9/23/2020 Minutes (3 min) | ETC Minutes 4/14/2021 | Cheryl motioned and T.L. seconded to approve the minutes as written. |
|---------------------------------------|---------------------------------------|--|

Reports

| Item | Report | Action |
|--|--|--------|
| DE Lead Report (5 min) | We are losing some committee members, so we will have to recruit new members. | |
| Technology Planning Committee Report (5 min) | Offering Teams training; contact Melissa Oshman. | |
| Admin report (10 min) | Synchronous and Asynchronous Sections Outcomes Keith reviewed the student survey about fall instruction preferences | |

New Business

| Item | Recommendation & Discussion | Action |
|---|---|--|
| Updating CHC Student Support Services page (10 min) | CHC Support Services - Canvas Commons importable page | |
| 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. PDC needs feedback from ETC as well as classified staff to plan truly useful training opportunities. | T.L. Motioned and Krista seconded to move until after 2pm. |

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 | |
| Faculty Handbook - DE chapter (20 min) | Faculty Handbook DE Project in Planner | An ad-hoc meeting will be called before the end of the semester to finalize the DE chapter for the Faculty Handbook. |

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) | | |

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|---------|--|-------------------|
| Adjourn | | Adjourned at 2:17 |
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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>Hybrid-Flexible Course Design (an e-book!)</p> <p>HyFlex Course Design Examples (from a Spring Plenary presentation)</p> <p>HyFlex Course Design (UL Lafayette)</p> <p>Hyflex: Gathering Data (info sharing CCC DE Coordinators)</p> | |