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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.; Cervantez, Jeff; Hamlet, Cynthia; Ivy, Krista; McAtee, Robert; Mello, Brandi; Rivera, Christopher; Reichert, Nicholas; Simonson, Kristi; Townsend, Jonathan

## Non-Voting Members

Delahanty, Suzanne; Lares, Rhiannon; Spencer, Delmy; Weiss, Kay; Wurtz, Keith; 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: <a href="https://cccconfer.zoom.us/j/97173714039">https://cccconfer.zoom.us/j/97173714039</a>	
Announcements from the Public (1 min)		

Approval of 5/12/2021 Minutes (3 min)	<a href="#">ETC Minutes 5/12/2021</a>	
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## Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Planning Committee Report (5 min)		
Admin report (10 min)		

## New Business

Item	Recommendation & Discussion	Action
“Hyflex” meeting test (10 min)	<a href="#">Meeting Owl</a>	
Dual enrollment online (10 min)	See this <a href="#">email from Souts Xayaphanthong</a> <a href="#">CCCO statement on dual enrollment</a> <a href="#">4 big benefits of expanding college access with dual enrollment</a>	
Non-CHC training verification equivalency (10 min)	What <a href="#">specific criteria</a> should we consider equivalent to our 50-hour certification course?	
Archive of instructors no longer teaching for Crafton (10 min)	<a href="#">Certified Instructors list</a> <a href="#">Archive document</a>	

## Ongoing Business

Item	Recommendation & Discussion	Action
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)	Graciela Arriaga Mariana Moreno <a href="#">CHC Certified/Verified Instructors</a>	
Updates to CHC DE Website (10 min)	Review and suggest edits to the updated <a href="#">CHC DE website</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		

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## Future Business

Item	Recommendation & Discussion	Action
Student-facing section for DE website		
CVC Consortium		
ETC & Curriculum (DE addendum)		
HyFlex		