
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; Olivera, Christopher; 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: https://cccconfer.zoom.us/j/98518497825	Meeting called to order at 1:02pm
Announcements from the Public (1 min)		

Approval of 9/23/2020 Minutes (3 min)	ETC Minutes 4/28/2021	Kelly motioned to approve; TL seconded. Committee voted to approve the 4/28/2021 minutes.
---------------------------------------	---------------------------------------	---

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia reported that TESS will be working on implementing changes to comply with ASCCC Resolution 13.02, which mandates that faculty and students will be able to use their preferred name in all campus and digital contexts.	
Technology Planning Committee Report (5 min)	No report	
Admin report (10 min)	No report	

New Business

Item	Recommendation & Discussion	Action
QFE - Fall 2020 DE Course Evaluation Survey (15 min)	Survey results	
Non-CHC training verification equivalency (15 min)	What specific criteria should we consider equivalent to our 50-hour certification course?	Cynthia will confer with SBVC DE Leads about shared criteria expectations.

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/Verified Instructors	
Faculty Handbook - DE chapter (10 min)	Finalizing Faculty Handbook DE Project in Planner	
Updates to CHC DE Website (5 min)	CHC DE Website Project in Planner - Changes will be made over summer and suggestions for further changes will be requested in Fall 2021 ETC meetings.	Cynthia will continue to work on the website over the summer and bring it back to the committee in Fall for changes or approval.

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		Meeting adjourned 2:02

Future Business

Item	Recommendation & Discussion	Action
HyFlex	Hybrid-Flexible Course Design (an e-book!) HyFlex Course Design Examples (from a Spring Plenary presentation) HyFlex Course Design (UL Lafayette) Hyflex: Gathering Data (info sharing CCC DE Coordinators)	