
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.; Cervantez, Jeff; Hamlet, Cynthia; Ivy, Krista; McAtee, Robert; Mello, Brandice; Olivera, Christopher; Reichert, Nicholas; Simonson, Kristi; Townsend, Jonathan; Gend, Peter

Non-Voting Members

Delahanty, Suzanne; Lares, Rhiannon **Spencer, Delmy; Weiss, Kay; Wurtz, Keith; 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/97173714039	Meeting was called to order at 1:03
Announcements from the Public (1 min)	No announcements.	

Approval of 5/12/2021 Minutes (3 min)	ETC Minutes 5/12/2021	Kelly motioned and TL seconded approval of minutes. Minutes approved as written. Jeff Cervantes abstained.
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Reports

Item	Report	Action
DE Lead Report (5 min)	<p>Cynthia introduced Peter Gend to the committee. ETC has recently lost three members. Discussed marketing to faculty who recently went through the verification process. TL suggested recruiting adjunct online faculty. Discussed keeping meetings online because of higher attendance. Brandi suggested recruiting for attendance rather than membership because ETC is large for a subcommittee of AS.</p> <p>CHC trained and certified another 18 instructors over summer. Running certification course and equity courses in the fall. The Diversity, Equity, and Inclusion (DEI) course focuses on strategies for bringing DEI to online instruction.</p> <p>Cynthia attended the Online Teaching Conference in June and learned a lot of new exciting strategies. MVC is using Canvas to do “Meet your Instructor.” Instructor creates small video and introduces their course. Students can see if course is good fit for them.</p>	
Technology Planning Committee Report (5 min)	No report today.	
Admin report (10 min)	Keith reviewed the proportion of sections by instruction method, possibility of fall going remote, fill rates by instruction method, and the possible plan for spring being 75% remote/online.	

New Business

Item	Recommendation & Discussion	Action
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“Hyflex” meeting test (10 min)	Meeting Owl The committee agreed to try out a hybrid meeting in the future, if necessary.	
Dual enrollment online (10 min)	See this email from Souts Xayaphanthong CCCCO statement on dual enrollment 4 big benefits of expanding college access with dual enrollment This topic is tabled until Ivan Peña attends a future meeting.	
Non-CHC training verification equivalency (10 min)	What specific criteria should we consider equivalent to our certification course? The committee concurred that the first three items on the criteria list are sufficient equivalencies.	
Archive of instructors no longer teaching for Crafton (10 min)	Certified Instructors list The committee determined to leave the list as-is for now.	

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)	Graciela Arriaga Mariana Moreno CHC Certified/Verified Instructors	Kelly motioned and Kristi seconded to authorize Cynthia to approve appropriate instructor training from @ONE without having to bring it before the committee.

Updates to CHC DE Website (10 min)	Review and suggest edits to the updated CHC DE website .	
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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 at 2:24

Future Business

Item	Recommendation & Discussion	Action
Student-facing section for DE website		
CVC Consortium		

ETC & Curriculum (DE addendum)		
HyFlex		