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; Gend, Peter; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert;Mello, Brandice;**Olivera, Christopher; Reichert, Nicholas; Simonson, Kristi**

Non-Voting Members
Alexander, Robert;Bailes, Brandi;**Delahanty, Suzanne**; Lares, Rhiannon;**Spencer, Delmy; Weiss, Kay; Wurtz,**Keith

Guests
Meridyth McLaren

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	Called to order 1:01pm
Announcements from the Public (1 min)		

Approval of 8/25/2021 Minutes (3 min)	ETC Minutes 8/25/2021	Jeff motioned; Kelly seconded. The 8-25-21 minutes were approved.

Reports

Item	Report	Action
DE Lead Report (5 min)	Cynthia reported that Robert Alexander is the student representative on ETC. Robert introduced himself. Brandi has a scheduling conflict with the PPAC meeting. District is hiring two new specialists, one additional. Panda Pros allows anyone to sign on for 1 on 1 consulting session on Canvas. Cynthia reviewed additional training that will be sent out to campus.	
Technology Planning Committee Report (5 min)	No report	
Admin report (10 min)	Chairs and deans are working on moving the spring schedule to 75% remote/online and 25% F2F. Chairs were also directed to have at least one F2F option, where possible. Right now 40% is online remote. Chairs need to get everything in by Friday.	

New Business

Item	Recommendation & Discussion	Action
QFE - Fall 2020 Distance Education Course Student Evaluation (15 min)	Disaggregated evaluation results report Differences in gender with NetTutor/Office 365. Might indicate that males more likely to have access to computer. NetTutor is good for some things and not others. F2F is lower quality.	

	Difference might be subject specific. Might also have to do with assignments being related to NetTutor. Students need to be encouraged to use discussion boards. Address this head on with PD Committee. Discussion boards are effective learning tools if done well. Idea of PD focusing on Discussion boards. Cynthia will reach out to PD to work on training. See if disaggregated by course to see if instructor by gender had an impact on "Ample opportunity was provided for me to interact with the course instructor."	
Meridyth McLaren to discuss union concerns about CHC DE training expectations (20 min)	[CHC Instructor Verification Process](#) McLaren suggested that the union is concerned about a certain number of hours being required when assessing training equivalency. It was determined that while ETC/CHC does not require a certain number of hours of training - only specific content approved by ETC - that we're complying with union expectations but that the language used to describe our training requirements and equivalency could be more clear. Adjustments will be made ongoing.	

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process	[Courses currently under review and recently approved](#) [ETC Curricunet DE Course Evaluators' Guide](#)	
Instructor Verification (5 min)	Glen Blanco (here is his[SQOT syllabus](#)) [CHC ETC Approved Instructors](#) It was determined that Glen could forego full CHC training and do separate accessibility training to achieve full training equivalency.	

| Non-CHC training verification equivalency (10 min) | What specific criteria should be considered equivalent to our DE training content? | |

Old Business

Item	Recommendation & Discussion	Action
Updates to CHC DE Website (10 min)	Review and suggest edits to the updated CHC DE website.	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)		
Announcements (1 min)	Student Connect Webinar 9/10/21	
Good of the Order (2 min)		
Adjourn		Adjourned 2:31pm

Future Business

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

ETC & Curriculum (DE addendum)		
HyFlex		