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; Coats, Cherishea; **Spencer, Delmy; Weiss, Kay; Wurtz, Keith**

Guests
DiPonio, Gwen; **Salt, Kim**

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Called meeting to order at 1:04 Meeting held via Zoom: https://cccconfer.zoom.us/j/97173714039	
Announcements from the Public (1 min)	None	

Approval of 9/08/2021 Minutes (3 min)	ETC_Minutes 10/13/2021 Jeff motioned and T.L seconded to approve the minutes as written. Robert and Racquel abstained.	Minutes approved. Robert and Racquel abstained.

Reports

Item	Report	Action
DE Lead Report (5 min)	Facilitation survey	
Technology Planning Committee Report (5 min)	None.	
Admin report (10 min)	None. If you do not receive an email on Sunday night referring to getting evaluated please email Kay Weiss.	

New Business

Item	Recommendation & Discussion	Action
DE Addendum in the new currIQūnet (20 min)	Gwen DiPonio and Kim Salt to answer the committee's questions about currIQūnet META and the course approval process	https://sbccd.sandbox.curriqunet.com/Account/Logon?ReturnUrl=%2fSearch admin@craftonhills Password: test
DE Title 5 amendments (15 min)	PROPOSED Regulatory action: Distance Education (15 Day) 15-DAY NOTICE OF MODIFICATIONS TO TEXT OF PROPOSED AMENDMENTS TO CALIFORNIA CODE OF REGULATIONS, TITLE 5 REGARDING DISTANCE EDUCATION	

	Cynthia is going to create work groups for everyone to work on the documents. This will go to the November Chairs meeting.	
Replacement course for CHC 062 (15 min)	CHC 062 revision planning document	https://docs.google.com/document/d/1pU-hYKHZeYYj2H7YN3zQwc2k36i-TCYh-c0yNKOyd9I/edit?usp=sharing

Ongoing Business

Item	Recommendation & Discussion	Action
Courses in Review Process (5 min)	Courses currently under review and recently approved It would be great if others could get on and give everything another set of eyes.	
Instructor Verification (5 min)	No instructors in queue	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)		
Announcements (1 min)	None.	
Good of the Order (2 min)		
Adjourn	2:30	

Future Business

Item		
Revising our charge	[ETC Charge revision draft document](#)	
Revision & updates to CHC certification training	[Current course - Intro to Online Teaching, Learning & Accessibility](#) -demo [New course - Introduction to Asynchronous Online Teaching & Learning](#)- demo (accessibility component not yet added) [New course - Introduction to LIVE Online Teaching & Learning](#)- demo	
Equivalency Rubric	[Training Equivalency Rubric draft document](#)	
Student-facing section for DE website		
CVC Exchange/Consortium		
HyFlex		

Reference Documents

Topic	Documents
State and Federal Regulations that guide our DE Addendum, training, and equivalency	• [Proposed Regulatory Action: Distance Education](#) • [Federal DE regulations that went into effect 7/1/2021](#) • [Code of Federal Regulations Title 34](#) • [Updating local DE policies/procedures to match updated federal/state definitions](#)
DE Addendum Course Review	[ETC Curricunet DE Course Evaluators' Guide](#)
Instructor verification/certification	[CHC Certified/Verified Instructors](#)