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**; **Schoenfeld, Raquel**; **Simonson, Kristi**

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

Guests

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Called to order at 1:03pm 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 10/27/2021
Jeff motioned and Kelly seconded to approve the minutes as written. | |

Reports

Item	Report	Action
DE Lead Report (5 min)	TESS hired Joseph Kim, very faculty friendly. DECC agenda many faculty interested in Respondus, we currently have Respondus 4.0 and is anyone using it? https://cvc.edu/wp-content/uploads/2021/11/DII-21-300-01-CVC-Course-Exchange-as-an-Enrollment-Strategy-Tool.pdf	Cynthia will reach out to Danielle in the Math department and see if anyone is using it? Contact Cherishea and get a list of who is using it.
Technology Planning Committee Report (5 min)	None.	
Admin report (10 min)	None.	

New Business

Item	Recommendation & Discussion	Action
Work groups for currIQūnet and DE course catalog statements (15 min)	ETC currIQūnet META work group Course Catalog DE Statements work group Kelly, Jeff and T.L. signed up for a sub committee. If anyone thinks of some faculty members, email Cynthia.	

Chairs Council collab (15 min)	Chairs Council would like available ETC members to join them @ 9:00a Nov 19 in editing a draft list of the new DE regulations requirements to include in the course schedule for online classes. They would like a preliminary list to use as a springboard for their discussion. Draft list of new DE regs	

Ongoing Business

Item	Recommendation & Discussion	Action
Revising our charge (10 min)	ETC Charge revision draft document Discussion of ETC charge tabled until next meeting.	
Replacement course for CHC 062 (15 min)	Someone needs to revise or start a new COR for this course. DECC would like us to consider the role TESS will play in this kind of student training. CHC 062 revision planning document Possibly offer in summer for students just getting out of high school. Will be brought back to the next meeting.	
Courses in Review Process (5 min)	Curriculum would like to do an email approval of ANTHRO 107 to align with ESTH 107 & HIST 107. ETC approved ANTHRO 107 to move on. Courses currently under review and recently approved	
Instructor Verification (0 min)	No instructors in queue 15 people completed the IOTLA course and received their badges.	

Concluding business

Item	Recommendation & Discussion	Action
Future agenda suggestions (2 min)	Which Canvas integrations must be downloaded for students using mobile devices?	
Announcements (1 min)	Pronto only sends out to 400 members once it gets to 401, nobody past that will receive messages.	
Good of the Order (2 min)	Yay Team. Sign up for a sub committee or the wheel of names comes out!	
Adjourn	2:33pm	

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