ETC Meeting Agenda

CRAFTON HILLS COLLEGE

ETC Charge

Discussing and evaluating ways that technology can promote student learning and assist faculty in teaching.

The Educational Technology Committee (ETC) is authorized by the Academic Senate to use quantitative and qualitative data to develop and recommend policies, professional development, and curriculum for CHC Distance Education (DE) that are consistent with equity, diversity, inclusion, and accessibility.

The primary duties of the committee include (but are not limited to):

1. Reviewing DE addendums through the process approved and adopted by the Curriculum Committee,
2. Making recommendations for professional development related to distance education,
3. Reviewing and making recommendations for new and existing educational technologies and services,
4. Making recommendations for DE pathways,
5. Reviewing and making revisions and recommendations for the Introduction to Online Learning course for students,
6. Reviewing and making revisions and recommendations for the Introduction to Online Teaching course for faculty,
7. Developing a best-practices rubric which includes course design standards for distance education for the purpose of review and recommendation for instructors of online instruction,
8. Forwarding ETC training recommendations so that management may assign from a pool of eligible instructors,
9. Reviewing the success of the DE courses through the use of online student surveys,
10. Serving as a liaison between campus needs and external entities,
11. Developing 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,
12. Conducting an annual review,
13. Making revisions and recommendations for the CHC Distance Education (DE) Plan to ensure compliance with state and national DE standards, regulations, and guidelines,
14. Making recommendations for CHC digital resources for online students and faculty,
15. Other AS charges as requested/applicable.

Members (present in bold)

Members
Boebinger, Kelly; Brink, T.L.; Cervantez, Jeff; Gend, Peter; Hamlett, Cynthia; Ivy, Krista; McAtee, Robert; Mello, Brandice; Olivera, Christopher; Polson, Elizabeth; Reichert, Nicholas; Simonson, Kristi

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

Guests
Taylor, Alyssa

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)	Meeting held via Zoom: https://cccconfer.zoom.us/j/91938281085	
Announcements from the Public (1 min)		
Approval of 9/08/2021 Minutes (2 min)	ETC Minutes 2/23/22	

Reports

Item	Report	Action
DE Lead Report (5 min)		
Technology Planning Committee Report (1 min)	None.	
Admin report (10 min)		

New Business

Item	Recommendation & Discussion	Action

SEAP Report (10 minutes)	Discussion of strategies to improve success and retention amongst African American and Latin X populations in DE courses.	

Ongoing Business

Item	Recommendation & Discussion	Action
PPR: DE Plan 2021-2022 (30 minutes)	Keith to lead review of the 2021-2022 DE Plan	
CHC 062 revision (20 minutes	Brought back from 2/23 meeting. Edits have been made by the AS Workgroup and Robert McAtee since we last looked at it. CHC 062 Course Outline (in progress) CHC 062 Content Ideas 2022	
Courses in Review Process (5 min)	Courses currently under review and recently approved	
Instructor Verification (0 min)	No instructors in queue	

Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)		
Good of the Order (3 min) *Future agenda items, colleague/program kudos, etc*		

Adjourn		

Future Business

Item		

Reference Documents

Topic	Documents
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
CVC Exchange/Consortium	Home College Readiness slides
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