ETC Meeting Agenda

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 of 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.; Hamlett, Cynthia; McAtee, Robert; McLaren, Meridyth; Olivera, Christopher

Non-Voting Members
Cabrales, Joe; Coats, Cherishea; Delahanty, Suzanne; Mello, Brandice; Milligan, Marty; Oshiro, Alan; Simonson, Kristi; Southerland, Frances; Weiss, Kay; White, Anthony; Wurtz, Keith

Guests
Taylor, Alyssa;

Agenda Items

Preliminary Business

Item	Recommendation & Discussion	Action
Call Meeting To Order (1 min)		
Announcements from the Public (2 min)		
Approval of 4/27/22 Minutes (3 min)	ETC Minutes 9/28/22	

Reports

Item	Report	Action
DE Lead Report (10 min)	DECC Minutes 9-12-22 Crafton has signed the CVC Master Agreement CVC Implementation Team We are waiting to hear what our next steps will be; Cynthia will report on any progress at future ETC meetings.	
Technology Planning Committee Report (2 min)		
Admin report (10 min)		

New Business

Item	Recommendation & Discussion	Action
CVC implementation team	ETC needs to formally recommend someone to serve as the Academic Senate designee on the CVC implementation team.	

Ongoing Business

Item	Recommendation & Discussion	Action
DE 4-Year Plan - GOALS (30 minutes)	We need to review and update the **Goals, Objectives, Resources, and Actions** for the next 4 years. • Goals, Objectives, Resources, and Actions • Progress on Prior Goals • DE 4-Year Plan PDF • DE Student Satisfaction Survey • PPR Handbook	
Course prep assistance for faculty (30 minutes)	Per previous discussion of the DE Student Satisfaction survey, ETC is in the process of crafting a global email to DE faculty to address tips and tricks for general course (and pre-course) preparation. Work document for this task	

Concluding business

Item	Recommendation & Discussion	Action
Announcements (2 min)		
Adjourn		

Future business

Item	Recommendation & Discussion	Action
CVC Consortium/POCR	Discussion assembling a POCR team. Discussion about getting volunteers to go through a) POCR training and b) the course review process. Supporting documents: • Local POCR process flow (infographic) • DECO 9/16/22 CVC Update (slideshow)	

Reference Documents

Topic	Documents
CVC Consortium	Home College Readiness Workshop(slides) CVC: A Pathway Toward Equity & Student Success(slides)
State and Federal Regulations that guide our DE Addendum, training, equivalency, and (sometimes) funding	• 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
Instructor verification/certification	CHC Certified/Verified Instructors