CRAFTON HILLS COLLEGE

Distance Education Program Committee
MEETING MINUTES

DEP Committee Charge

1. Developing policies and procedures that promote equity in distance education and ensure that decisions related to distance education are based on evidence and data,
2. Reviewing and assessing the effectiveness of distance education programs, with a particular focus on equity and evidence-based decision making,
3. Promoting the use of data and evidence in decision making related to distance education, including the use of assessment data, student feedback, and research on best practices,
4. Collaborating with other committees and departments to ensure that distance education policies and practices are aligned with the institution's equity and diversity goals and evidence-based decision-making principles,
5. Identifying and addressing any barriers to equity in distance education, including access to technology, resources, and support services, and ensuring that decisions related to distance education are based on evidence and data,
6. Providing regular updates to the institution on the progress and effectiveness of distance education policies and practices in promoting equity and evidence-based decision making,
7. Collaborating with faculty and staff to ensure that distance education programs are designed and delivered in ways that meet the needs of all students, including those from diverse backgrounds and with different learning styles, and that decisions related to distance education are based on evidence and data,
8. Making recommendations for DE pathways,
9. Making recommendations for technologies associated with distance learning and best practices in distance education programming,
10. Making recommendations related to the continued growth, quality, and success of the college's DE program,
11. Making recommendations for professional development to address evaluation findings,
12. Conducting review and verification of DE instructor training, in collaboration with SBVC, consistent with regulations and the+ collective bargaining agreement,
13. Conducting revision and updates to the DE portion of the CHC website (student and faculty pages) and customized micro-courses,
14. Conducting regular program planning and review; making revisions to and recommendations for the CHC Distance Education (DE) Plan to ensure compliance with state and national DE standards, regulations, and guidelines,
15. Serving as a liaison body with CVC Exchange.

[Committee Norms]

Membership

Members:

- **Brink, T.L.** (Faculty)
- Butler, Sara (Dean, LAAS)
- Coats, Cherishea (District DE Team)
- DiPonio, Gwen (Curriculum)
- Gaddy, Duran (Faculty)
- Grabow, Jimmy (SAS-Counseling)
- **Hamlett, Cynthia** (DE Faculty Lead, Chair)
- **Harris, Kashaunda** (PDC)
- **Ivy, Krista** (Faculty/Library)
- **Oxendine, Aaron** (Technology Services)
- **McAtee, Robert** (Faculty/Counseling)
- **Mello, Brandice** (District DE Team)
- Ramirez, Vanessa (SAS)
- Riggs, Michelle (Institutional Advancement)
- **Simonson, Kristi** (Web Development)
- Simpson, Floyd (A & R)
- Sosa, Gio (Dean, IERP)
- Southerland-Amsden, Frances (CS rep, SAS)
- **Thronson, Glen** (Faculty)
- Van Stee, Victoria (Student Senate)
- Wurtz, Keith (VPI/ALO)
- **Zuniga, Ruby** (CSEA)

Guests: Shella Scott, Hadi Natour, **Katrina Barringer**

Preliminary Business

Item	Notes	Action
Call Meeting to Order		2:06
Review 12-11-2024 meeting minutes	[12-11-2024 Minutes](#)	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	CCC Distance Education Coordinators Organization 1/17/2025 [Monthly Member Meeting Slides](#)	
📌 District DE Team	Faculty evaluations begin in March; faculty teaching online courses will need to request access for reviewers.	
📌 Administration		
📌 IERP		
📌 POCR	The POCR team is making final adjustments to the CHC POCR Resources shell in anticipation of offering faculty reviews before the semester is out. We have welcomed 4 new POCR members: Andrew Guevara, Danae Hart, Glen Thronson, and Butch Zein.	

New Business

Item	Recommendation & Discussion	Action
Shella Scott in attendance to provide updates on DE Pathways	Discussion will also include updates on the webpages related to student-facing Online Programs and Certificates and Online Campus webpages. Notes to be made on the [Student-facing DE Website planning](#) document.	The DE Pathways section of the Online Campus website is up and running. DEP committee was impressed with the design and functionality.
Expanded Employee Directory Prototype	Kristi Simonson to share progress made on faculty profiles that can be linked to the CHC Class Schedule.	Kristi shared how faculty profiles can be linked to a course in the class schedule. This item will be revisited when Michelle Riggs can attend.

Concluding Business

Item	Notes	Action
Other business		
Announcements		
Adjourn		3:30

Future Business

Item	Notes	Action
📌 Fall 2024 DEP semester goals	Ongoing assessment of committee goals	