



Distance Education Program Committee

MEETING AGENDA

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

Preliminary Business

Item	Notes	Action
Review 11-13-2024 meeting minutes	11-13-2024 Minutes	Approve

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	<p>Online Teaching Conference registration is open: CHC will be funded to send 8 faculty</p> <p>CCC DECO Monthly Member Meeting 11-15-24 was focused on CVC Exchange Admin training</p> <p>12/5/2024 CVC/DECO Joint meeting: Key messages CVC & DECO Joint Meeting Chancellor's CVC_DECO Presentation Slides</p>	
📌 District DE Team	Revamping Student Resources Hub	
📌 Administration		
📌 IERP		
📌 POCR	<p>CVC Course Design Rubric Updates to include:</p> <ul style="list-style-type: none"> • Artificial Intelligence (AI) • Regular & Substantive Interaction (RSI) • Privacy/Security • Equity <p>Plug n Play course templates coming soon</p>	

New Business

Item	Recommendation & Discussion	Action
AI Policy Workgroup	District is planning a workgroup for Spring to develop an AI Policy and needs appropriate volunteers or suggestions for people who would be helpful.	Call for interested volunteers was made
Nectir AI Pilot	Nectir AI Pilot email	Information on this pilot was shared with the group

<p>CHC Online Learning Website, Student-facing pages (cont.)</p>	<p>Continued planning to revamp and improve the <i>student-facing</i> area of the CHC Online Learning website.</p> <p>Notes to be made on the Student-facing DE Website planning document</p>	<p>Some updates on planning and suggestions were made but the conversation turned mostly toward thinking about how CHC might facilitate Instructor Profiles might be integrated into the Class Schedule for students wanting to “meet” their instructors before registering. Item will be brought back to future meetings as we continue to develop an updated Online Learning website</p>
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<h3 style="text-align: center;">Concluding Business</h3>		
Item	Notes	Action
Other business		
Announcements		
Adjourn		

<h3 style="text-align: center;">Future Business</h3>		
Item	Notes	Action
<p> Fall 2024 DEP semester goals</p>	<p>Ongoing assessment of committee goals</p>	