

Crafton Hills College Distance Education Program Committee Agenda

Date: March 11, 2026
 Time: 2:00 – 3:00 PM
 Location: LRC 135
 Next Meeting: March 25, 2026

[Membership](#)

[Committee Norms](#)

Members:

Adams, Matthew (Faculty)	Mello, Brandice (District DE Team)	Southerland-Amsden, Frances (CS rep)
Brighton, Breanna (Faculty)	Oxendine, Aaron (Technology Services)	Thronson, Glen (Faculty)
Brink, T.L. (Faculty)	McAtee, Robert (Faculty/Counseling)	White, Matthew (SAS)
Coats, Cherishea (District DE Team)	Parsons, Toni (Associate Dean, Instructional Support Services)	Wurtz, Keith (VPI/ALO)
DiPonio, Gwen (Curriculum)	Riggs, Michelle (Institutional Advancement)	Zuniga, Ruby (CSEA, OEIRP)
Gaddy, Duran (Faculty)	Rolle, Christian (Student Senate)	
Hamlett, Cynthia (Chair, Interim Distance Education Director)	Simonson, Kristi (Web Developer)	
Harris, Kashaunda (PDC)	Sosa, Gio (Dean, IERP)	

Guests:

Lauren Bond (English)







Charge:

The Distance Education Program Committee ensures that distance education at CHC is equitable, high quality, and guided by evidence-based decision making. It develops, reviews, and assesses policies and practices using data, assessment results, student feedback, and research to guide improvement. Working with faculty, students, staff, departments, and other committees, DEP aligns distance education with the college's equity, diversity, and student success goals while addressing barriers in technology, resources, and support. The committee makes recommendations on pathways, technologies, professional development, instructional practices, and evolving external standards to strengthen the CHC distance education program. It also assists in reviewing and verifying DE instructor training, in collaboration with SBVC, to ensure regulatory compliance. Additional responsibilities include maintaining and updating DE resources such as the CHC DE website, micro-courses, and training; contributing to regular review of the CHC Distance Education Plan; and serving as a liaison to the CVC, DECO, and District DE to keep the campus informed about progress and outcomes.

Preliminary Business

TOPIC	DISCUSSION	ACTION
Call to Order:		2:05
Review 2/25/2026 minutes	2-25-2026 Minutes	Approved

Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
 DEP Chair	February 2026 CVC Consortium: <ul style="list-style-type: none"> • Key Messages • Meeting Recording • Presentation Slides 	
 District DE Team	No report (DECC meeting on 3/12)	
 Administration	Toni: <ul style="list-style-type: none"> • no HVAC in LRC over spring break • Angela is going take over the OER web page 	
 OIERP		
 POCR	No report (POCR meeting on 3/13)	
 General Announcements	Peralta Equity Online Conference registration and call for proposals is available at this link.	

New & Ongoing Business

ITEM	RECOMMENDATION & DISCUSSION	ACTION
Turnitin Clarity Pilot discussion	Faculty from the English department have created a position statement and would like more information from Cherishea about the potential Turnitin Clarity pilot.	The pilot and concerns around it were discussed. This tool will be discussed further at the 3/12 DECC meeting (Cynthia will report back, if needed), and Lauren will reach out to the SBVC English dept for further conversation.

RSI Syllabus Elements + Communication module	We are building a copy/paste ready syllabus Communication elements template for online instructors as well as an importable (through Canvas Commons) Communication Plan module . This is to be completed/approved by the group by the end of the meeting.	The resources were shared, accreditation requirements were discussed, and prompt feedback to Cynthia on any of the resources was requested so the resources could be sent out to faculty with in the next few days.
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Concluding Business

ITEM	NOTES	ACTION
Other business		
Adjourn:		3:05

Standing Items

ITEM	NOTES	ACTION
DEP 2025-2026 Committee Goals	Ongoing assessment of committee goals	
Distance Education 2025 Program and Planning Review	Ongoing assessment of DE PPR Goals and Objectives	

Mission Statement
 The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement
 To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values

We rely on the following values to support our vision and mission:

Respect: To champion active listening and open dialogue within our community.

Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.