

Distance Education Program - Minutes

Meeting Details

Date: April 22, 2026

Time: 2:00 p.m. - 3:00 p.m.

Location: LRC 135

Acronyms used in this agenda

- SD# = Strategic Direction number(s)
- SEG# = Student Equity Goal number(s)

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

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

Preliminary Business

Item	Notes	Action
Call to Order		2:02
Review 3/25/2026 minutes	3-25-2026 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
✂ DEP Chair	Title II ADA deadline changes	
✂ District DE Team	Quizzing survey for STEM	
✂ Administration		
✂ OIERP		
✂ POCR	We will be doing one faculty review with the new rubric over summer (Natalie)	
✂ Announcements	- Recertification proposal went to Academic Senate - Volunteers to try Sandra Ruiz's RSI tool	

New & Ongoing Business

Item	Recommendation or Discussion	SD#	SEG#	Proposed action / next steps
RSI Coaching Sessions	Discussion of any concerns or recommendations Materials may be found in the CHC DE Sandbox			Any suggestions will be sent to Cynthia
Input on organization of info and design of Online Teaching front page	Here is the Online Teaching home mock-up			Any comments or suggestions will be sent to Cynthia

Committee Self-Evaluation	https://rebrand.ly/Committee-Self-Evaluation 			Committee completed the survey before adjournment. The link will be sent out to anyone who couldn't attend.
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Concluding Business

Item	Notes	Proposed action / next steps
Other business		
Adjourn:		3:00

Standing Items

Item	Notes	Proposed action / next steps
✦ 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	

DEP 2025-2026 Committee Accomplishments

Use this section to capture accomplishments discussed during the year.

Topic	SD#	SEG#

College Mission, Vision, and Values

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

- **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.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Strategic Directions

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.
4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

Distance Education Program Committee 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.

Distance Education Program Committee Membership

Prefer two faculty, including as many of the following individuals as possible:

- ✧ At least one representative from *Counseling*
- ✧ At least one representative from *Library Services*
- ✧ At least one representative from *Tutoring*
- ✧ At least one representative from *Curriculum*
- ✧ At least one representative from *Professional Development Committee*
- ✧ At least one representative from *Peer Online Course Review (POCR)*

Prefer two staff (one Classified Senate and one CSEA appointment), including as many of the following individuals as possible:

- ∄ At least one representative from *A&R*
- ∄ At least one representative from *Research*
- ∄ At least one representative from *SAS*
- ∄ At least one representative from *District DE Team*
- ∄ At least one representative from *Student Support Services*

At least one student

- Student Senate appointment
- As many other student voices as possible

Prefer two managers, including as many of the following individuals as possible:

- ∄ Director of Distance education
- ∄ Manager that oversees DE Director
- ∄ VPI or designee
- ∄ VPSS or designee
- ∄ At least one representative from *Campus Technology Services*
- ∄ At least one representative from *Institutional Advancement*

Distance Education Program Committee Norms (2025-2026)

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support committee recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.

- We will stay focused on topics under the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making

To export your Word document to an accessible PDF

1. Start by clicking the "File" menu toward the top left corner.
2. Select "Save As" from the left-side menu
3. Click the file extension/type drop-down menu and choose "PDF (*.pdf)." Then,
4. Select the "More options..." blue link just below the drop-down menu. When the "Save As" window appears,
5. Select the "Options" button at the bottom of that window. This will pop up one more small window for your PDF "Options."
6. Here, you want ensure that "Create bookmarks using:" is checked if you have headings or bookmarks of any kind in your document (recommended for longer documents of 10 pages or more), "Document properties" is checked, and "Document structure tags for accessibility" is also checked.
7. Lastly, select the "Okay" button in the Options window, and finish by selecting the "Save" button in the Save As window.

Accessibility checklist for editors

- Use built-in heading styles (Heading 1, Heading 2, etc.) instead of manually bolding/underlining.
- Write full words the first time you use an acronym; avoid unexplained abbreviations.
- Use tables only for data; include a clear header row; avoid merged cells where possible.
- If you add links, use descriptive link text (not "click here").
- If you add images, charts, or logos, include concise alt text and ensure information is not conveyed by color alone.
- Exporting to PDF: use "Save As PDF" (not print-to-PDF) and verify that text is selectable and headings/tags are preserved.