



## 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.



#### Members (present in bold)

#### Members

Bixler, Luke (Technology Services); Coats, Cherishea (District DE Team); DiPonio, Gwen (Curriculum); Grabow, Jimmy (SAS-Counseling); Hamlett, Cynthia (Chair); Harris, Kashaunda (PDC); Lopez, Natalie (Library); Mello, Brandice (District DE Team); Olivera, Chris (Faculty); Ramirez, Vanessa (SAS); Reichert, Nicholas (AS rep; tutoring); Riggs, Michelle (Institutional Advancement); Simpson, Floyd (A & R); Sosa, Gio (OEIRP); Southerland-Amsden, Frances (SAS); Weiss, Kay (Admin); Wurtz, Keith (Admin)

#### Guests

#### Preliminary Business

Item	Notes	Action
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Introductions		
Approval of Minutes	No previous minutes	

Reports & Questions from the Constituency		
Constituent	Report/Question	Notes
DEP Chair	Chair requested that a Zoom option be offered for those who will find it difficult to attend in person.	The committee voted unanimously to offer a Zoom option.
Admin Report (example)		
District DE Team (example)		
OEIRP Report (example)		

New Business		
Item	Recommendation & Discussion	Action
Review Committee Charge		Charge was reviewed and approved.
Committee Norms	<a href="#">Initial draft of DEP committee norms</a>	Edits were made and the norms were approved by unanimous vote.
Suggestions for additional committee members? Which representatives should give a regular report?		This will be ongoing.
Student Satisfaction Survey	Most recent version of the <a href="#">DE Student Satisfaction Survey</a>	Revisions to the previous survey were started. Item tabled to continue at the next meeting.
Reviewing the goals from the 2022 PPR	<a href="#">2022-2023 Distance Education PPR document</a>	Tabled until a future meeting.

Ongoing Business		
Item	Recommendation & Discussion	Action

Concluding Business		
Item	Notes	Action
Future Agenda Items	Number of representatives from each area	
Announcements		
Adjourn		3:26

Future Business		
Item	Notes	Action