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](#)

Members (present in bold)

Members

Bixler, Luke (Technology Services); Coats, Cherishea (District DE Team); Cuevas, Angelic (Student Senate); 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** (Academic Senate, Tutoring); Riggs, Michelle (Institutional Advancement); Simpson, Floyd (A & R); **Sosa, Gio** (OEIRP); **Southerland-Amsden, Frances** (Classified Senate, SAS); **Weiss, Kay** (Admin); Wurtz, Keith (Admin)

Preliminary Business

Item	Notes	Action

Review the minutes from 9/13/23	9/13/2023 DEP Minutes	

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair	Cynthia's Chair Report	
Admin Report	Kay reported on the status and enrollments for CHC on the CVC Exchange.	
District DE Team	Brandi Mello's Report	
IERP Report	None	

New Business

Item	Recommendation & Discussion	Action

Ongoing Business

Item	Recommendation & Discussion	Action
Committee membership and reporting	Suggestions for additional committee members, number of members from each area and which representatives should give a regular report	A draft membership list will be brought to the 10/11 meeting
Student Satisfaction Survey	Most recent version of the DE Student Satisfaction Survey	Committee opted to wait on this until after review of the 2022-2023 PPR goals
Reviewing the goals from the 2022 PPR	2022-2023 Distance Education PPR	a brief discussion was begun; will be brought back to the 10/11 meeting

Concluding Business

Item	Notes	Action
Future Agenda Suggestions		

Announcements		
Next meeting is October 11, 2023 in LRC-110		

Future Business		
Item	**Notes**	**Action**