



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



Membership

Members

- Bixler, Luke (Technology Services)
- Brink, T.L. (Faculty)
- Coats, Cherishea (District DE Team)
- Cuevas, Angelic (Student Senate)
- DiPonio, Gwen (Curriculum)
- Firtha, Christie (PT Faculty)
- Grabow, Jimmy (SAS-Counseling)
- Hamlett, Cynthia (DE Faculty Lead, Chair)
- Harris, Kashaunda (PDC)
- Lopez, Natalie (Library)
- McAtee, Robert (Counseling)
- 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 (Dean, IERP)
- Southerland-Amsden, Frances (CS rep, SAS)
- Weiss, Kay (Dean, LAIS)
- Wurtz, Keith (VPI/ALO)
- Zuniga, Ruby (CSEA)

Preliminary Business

Item	Notes	Action
Review 9/27 meeting minutes (5 minutes)	9/27/2023 DEP Minutes	

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair (10 minutes)	September 2023 CVC Consortium Key Messages	
District DE Team (5 minutes)	District DE Report	
IERP (5 minutes)		
Administration (5 minutes)		

New Business

Item	Recommendation & Discussion	Action
Canvas Preferred Pronouns Expansion (10 minutes)	Ask CVC if they have recommendations for this item	

Ongoing Business

Item	Recommendation & Discussion	Action
Committee membership (10 minutes)	Confirming DEP committee membership to send back to Crafton Council Membership (Draft)	Adjustments to be made and then the list will be sent back to Crafton Council
Reviewing the 2022-2023 PPR goals (20 minutes)	2022-2023 Distance Education PPR document	Work was begun and will continue at 10/25/23 meeting
Student Satisfaction Survey (15 minutes)	Most recent version of the DE Student Satisfaction Survey	Tabled until 10/25/23 meeting

Concluding Business

Item	Notes	Action
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Future Agenda Suggestions (2 minutes)		None
Announcements (3 minutes)		None
Next meeting is October 25, 2023 in LRC-110		Adjourn 3:35

Future Business		
Item	Notes	Action
Adding the Peralta Rubric to POCR process (10/25)		