



Distance Education Program Committee

MEETING AGENDA

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

[Draft Membership List](#)

Members (tentative)

- Bixler, Luke (Technology Services)
 - Brink, T.L. (Faculty)
 - Coats, Cherishea (District DE Team)
 - Cuevas-Lee, 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)	10-11-2023 Minutes	

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair (10 minutes)	DEP Chair Report DECO slides and meeting recording	
District DE Team (5 minutes)	District DE Team Report	
IERP (5 minutes)		
Administration (5 minutes)		

New Business

Item	Recommendation & Discussion	Action
AS recommendation of the Peralta Equity Rubric (15 minutes)	Peralta Equity Rubric Describing the Peralta Rubric CVC-OEI Course Design Rubric AS feedback: <ul style="list-style-type: none"> Introduce a fourth column titled "I don't see it" or "N/A." Provide a clarification of UDL. Include a glossary of terms. Ensure that POER training is using/training on the rubric and emphasizing the importance of incorporating these elements. Amend the instruction to read: "Develop course content that encourages students to provide feedback on the learning experience with a focus on equity." 	

Ongoing Business

Item	Recommendation & Discussion	Action
Reviewing the 2022-2023 PPR goals (20 minutes)	2022-2023 Distance Education PPR document Hone in on Goals 3 & 4 to inform Student Survey	

Student Satisfaction Survey (15 minutes)	Most recent version of the DE Student Satisfaction Survey	
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Concluding Business		
Item	Notes	Action
Future Agenda Suggestions (2 minutes)		
Announcements (3 minutes)		
Next meeting is November 8, 2023 in LRC-110		

Future Business		
Item	Notes	Action
Faculty-facing survey		