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

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)
- **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)

- **Hamlett, Cynthia** (DE Faculty Lead, Chair)
- **Harris, Kashaunda** (PDC)
- **Lopez, Natalie** (Library)

- **Weiss, Kay** (Dean, LAAS)
- Wurtz, Keith (VPI/ALO)
- Zuniga, Ruby (CSEA)

Preliminary Business

Item	Notes	Action
Review 10/11 meeting minutes (5 minutes)	[10-11-2023 Minutes](#)	10-11-23 minutes were approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair (10 minutes)	POCR team will meet for the first time on 10/23 to start mapping out the CHC local review process. Xochilt Tirado from CVC will be in attendance to advise and answer questions. [CCC DECO slides](#) and [meeting recording](#)	
District DE Team (5 minutes)	DE Team watched a demo of Delphinium which they will bring to the next DECC meeting. This program will help with engagement, retention, and module views. It would be an added feature in Canvas. Recent Zoom updates include the notepad and summary features.	
IERP (5 minutes)		None
Administration (5 minutes)		None

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: • 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 POCR training is using/training on the rubric and emphasizing the importance of incorporating these elements.	Committee voted to recommend postponing implementation of the Peralta Equity Rubric into the CHC POCR process until after local POCR certification has been conferred by CVC and a training protocol for using the equity section has been established.

	• 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	Goals 3 & 4 were reviewed to inform DE Student Satisfaction Survey
Student Satisfaction Survey (15 minutes)	Most recent version of the DE Student Satisfaction Survey	Survey format ideas were shared; tentative questions, based on the appropriate PPR goals, were suggested

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		