



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

Preliminary Business

Item	Notes	Action
Review 10/25 meeting minutes (5 minutes)	10-25-2023 Minutes	Minutes were approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair (10 minutes)	<p>The POCR Team is gathering information to develop the CHC review process and plans to meet three more times before the end of the fall semester.</p> <p>PDC, in conjunction with SBVC PD, will be coordinating a “DE Training Refresh” element into the Spring Flex/Inservice schedule. Details are still being determined.</p>	
District DE Team (5 minutes)	District DE Team Report	
IERP (5 minutes)		
Administration (5 minutes)		

New Business

Item	Recommendation & Discussion	Action
Theme & Keynote suggestions for OTC '24 (5 minutes)	If anyone has suggestions, email Cynthia.	

Ongoing Business

Item	Recommendation & Discussion	Action
Student Satisfaction Survey (50 minutes)	<p>Student surveys shared by other CCCs</p> <p>CHC DE Student Satisfaction Survey (previous version)</p> <p>2022-2023 Distance Education PPR (See Goals 3 & 4)</p>	Suggestions and comments were made; 5 th Wednesday workgroup meeting (11-29-2023) scheduled to continue working on this survey

Concluding Business

Item	Notes	Action
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Future Agenda Suggestions (2 minutes)		None
Announcements (3 minutes)		None
Next meeting is January 24, 2024 (same time; room to be announced)		
Adjourn		3:24 p.m.

Future Business		
Item	Notes	Action
Faculty-facing survey		