



## 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

- **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)
- Oxendine, Aaron (Technology Services)
- **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 11-08-2023 meeting minutes (5 minutes)	<a href="#">11-08-2023 Minutes</a>	Minutes were approved

## Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair Report (10 minutes)	<a href="#">1-24-2024 DEP Chair Report</a> The below documents and slide decks offer a detailed overview of the CCC DECO, CVC Consortium, and DETCHE meetings since November 2023 <a href="#">CCC DECO 11.17.2023 Monthly Meeting</a> <a href="#">CCC DECO+DETCHE 12.06.2023 System-Wide Meeting</a> <a href="#">12/12/2023 Joint Consortium &amp; CCC DECO Key Messages</a> <a href="#">CCC DECO 1.19.2024 Monthly Meeting</a>	
District DE Team (5 minutes)	<a href="#">District DE Team Report</a>	
IERP (5 minutes)		
Administration (5 minutes)		

## New Business

Item	Recommendation & Discussion	Action
Spring 2024 Committee Goals (15 minutes)	<input type="checkbox"/> Analyze results of DE Student Satisfaction Survey <input type="checkbox"/> Faculty-facing DE survey <input type="checkbox"/> What DE trainings should we prioritize for In-service/flex <input type="checkbox"/> DE Training Refresh <input type="checkbox"/> Recommend training for managers <input type="checkbox"/> Look at reviewer shell and ask AS for approval for peer reviewers <input type="checkbox"/> Review goals and objectives from the PPR <input type="checkbox"/> Standing agenda items: CVC report, POCR report,	

	DE Pathways	
	<input type="checkbox"/> Revisit charge for other goals	

Ongoing Business		
Item	Recommendation & Discussion	Action
Student Satisfaction Survey (30 minutes)	Final review: a few last-minute verbiage suggestions were made; survey was approved to go out ASAP.	DEP will revisit once the results are in and have been processed and analyzed.

Concluding Business		
Item	Notes	Action
Future Agenda Suggestions (2 minutes)		
Announcements (3 minutes)		
Adjourn		3:52 p.m. (those who were able stayed to finish up with the student survey)

Future Business		
Item	Notes	Action