



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

- **Beechko, Alex** (Faculty)
- **Brink, T.L.** (Faculty)
- Coats, Cherishea (District DE Team)
- Cuevas-Lee, Angelic (Student Senate)
- DiPonio, Gwen (Faculty/Curriculum)
- Firtha, Christie (PT Faculty)
- Grabow, Jimmy (SAS-Counseling)
- **Hamlett, Cynthia** (DE Faculty Lead, Chair)
- Harris, Kashaunda (PDC)
- **Ivy, Krista** (Faculty/Library)
- **Lopez, Natalie** (Faculty/Library)
- **Oxendine, Aaron** (Technology Services)
- McAtee, Robert (Faculty/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 1-24-2024 meeting minutes (5 minutes)	1-24-2024 DEP Minutes	1-24-2024 Minutes were approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
DEP Chair (5 minutes)	Chair update in the CVC report	
District DE Team (5 minutes)	None	
Administration (5 minutes)	Kay discussed the CHC Course Reviewers Canvas resource shell	
IERP (5 minutes)		
CVC (5 minutes)	February 2024 Consortium Key Messages February 2024 Consortium Update (slides) February 2024 Consortium Meeting (recording) 46 CVC enrollments this semester, 38 of which are from Crafton.	
POCR (5 minutes)	POCR Team does not meet again until 2/26/24	
DE Pathways (5 minutes)	None	

New Business

Item	Recommendation & Discussion	Action
Institutional Transformative Assessment: Digital Learning (10 minutes)	Gio to discuss a potential upcoming visit from Growing Inland Achievement (GIA) to discuss last spring's Institutional Transformation Assessment (ITA) survey findings regarding Digital Learning.	Committee agreed to invite the ITA team to the 3-13-2024 regular meeting
CHC Course Reviewer's Canvas shell (15 minutes)	Review CHC Course Reviewers Canvas shell for suggestions	

Ongoing Business		
Item	Recommendation & Discussion	Action
Spring 2024 Committee Goals, cont'd (20 minutes)	Prioritizing DEP semester goals	Goals from previous meeting were discussed; discussion of DE PPR and committee charge goals to continue at 2/28 meeting

Concluding Business		
Item	Notes	Action
Future Agenda Suggestions (2 minutes)	None	
Announcements (3 minutes)	None	
Adjourn		3:23 p.m.

Future Business		
Item	Notes	Action
<ul style="list-style-type: none"> DE Training Refresh Faculty-facing survey 		