



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 2-28-2024 meeting minutes (5 minutes)	2-28-2024 DEP Minutes	Approved

Reports & Questions from the Constituency		
Constituent	Report/Question	Notes
 DEP Chair (5 min)	There have been no CVC Consortium or DECO meetings since we met last. The next meetings are DECO (4/19) and CVC (4/26).	
 District DE Team (5 min)	District DE Team Report	
 Administration (5 min)	Kay reported on CVC numbers for the current semester.	
 IERP (5 min)	Gio reported that there has been a good showing so far for student responses to the DE Student Satisfaction survey. We will get more information as the semester winds down.	
 POCR (5 min)	<p>The Peer Online Course Review (POCR) team completed its first official review (FIRET-100) and CVC local norming session. In the coming weeks, we will work on the second (CSCI-110) and third (MATH-110) courses and have scheduled norming sessions for them. We may not have all three badged for the exchange by semester end, but we are getting close and will certainly get there by early fall.</p> <p>When the time comes, we would like to ask IERP to track POCR course success.</p>	

New Business		
Item	Recommendation & Discussion	Action

District Canvas Race Identifier (15 minutes)	A request was made for race and underage identifiers to be integrated into Canvas Gradebook. DECC discussed this at the last two meetings; SBVC requested a hold on implementation pending feedback from the campus DE committees and other governing bodies.	Kay will communicate these concerns to Keith and Delmy for further campus and district discussions.
Proposed Distance Education Regulations (5 minutes)	Call for Action: Contact Elected Officials About Proposed Distance Education Regulations For future discussion, it is recommended to look at the four “Rulemaking Issue Papers” linked on the above webpage: “Distance Education,” Inclusive Access, “State Authorization Reciprocity Agreements,” and “State Authorization In-State Authorization.”	Committee agreed to review the documents and bring any recommendations back to the next meeting
Faculty and student DE website sections (15 minutes)	Continued discussion about updates and improvements to both the faculty-facing and student-facing DE sections of the website.	A work document “wish list” was created for housing ideas for both sections of the campus website.
Faculty Directory/Profiles (10 minutes)	Thinking about a more student-friendly faculty directory or “Meet Your Instructor” section of the website (doesn’t need to be DE only); a place where faculty can include information (profile, course descriptions, “meet me” videos, etc.) that will allow students to get to know instructors a little before or after signing up for their classes.	The potential for and problems with this concept were discussed. Item to potentially be brought back to a future meeting.

Concluding Business		
Item	Notes	Action
Other business (5 minutes)		
Future Agenda Suggestions (2 minutes)		
Announcements (3 minutes)		
Adjourn		3:31 p.m.

Future Business		
Item	Notes	Action
 Spring 2024 DEP semester goals	Ongoing assessment of committee goals	