CRAFTON HILLS COLLEGE

Distance Education Program Committee

MEETING AGENDA

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)

Guests:

Preliminary Business

Item	Notes	Action
Review 4-10-2024 meeting minutes (5 minutes)	[4-10-2024 DEP Minutes](#)	

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair (5 min)	April CCC DE Coordinators meeting [recording](#) and [slides](#) CVC Consortium [April 2024 Executive Director Update](#)	
📌 District DE Team (5 min)	None	
📌 Administration (5 min)		
📌 IERP (5 min)		
📌 POCR (5 min)		

New Business

Item	Recommendation & Discussion	Action
Proposed Distance Education Regulations (10 minutes)	Revisiting from last meeting: [Call for Action: Contact Elected Officials About Proposed Distance Education Regulations](#) (see also [the WCET blog for summaries of these proposed updates](#)) Looking for feedback on the four "Rulemaking Issue Papers" linked on the above webpage: "[Distance Education](#)," [Inclusive Access](#)," "[State Authorization Reciprocity Agreements](#)," and "[State Authorization In-State Authorization](#)."	
CHC CVC webpage (10 minutes)	Looking at the [CHC A & R CVC webpage](#) For reference: some [CVC pages from other CCCs](#)	
CHC Student Resources Hub 10 minutes)	Looking at the [Crafton Hills College Student Resources Hub](#) For reference: [Student Support Hub Resources](#)	

Student Readiness training (10 minutes)	We'll use this [Student Readiness Training Suggestions](#) document to keep track of committee suggestions for Student Readiness training. It will also be helpful to review the last iteration of [CHC-062,](#) [CHC 062 Content Ideas](#) from 2022, and other archived [CHC-062 documents](#)	
Committee Self-evaluation Survey (10 minutes)	(in your browser) https://rebrand.ly/Committee-Self-Evaluation or (on your phone): 	

Concluding Business

Item	Notes	Action
Other business (5 minutes)	First meeting, Fall 2024: Aug 14 or Aug 28?	
Future Agenda Suggestions (2 minutes)		
Announcements (3 minutes)		
Adjourn		

Future Business

Item	Notes	Action
📌 [Spring 2024 DEP semester goals](#)	Ongoing assessment of committee goals	