



## 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)
- 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:

Kristi Simonson

Preliminary Business		
Item	Notes	Action
Review 4-24-2024 meeting minutes (5 minutes)	<a href="#">4-24-2024 DEP Minutes</a>	Approved

Reports & Questions from the Constituency		
Constituent	Report/Question	Notes
📌 DEP Chair (5 min)	CVC Consortium 4/26: <a href="#">recording</a> , <a href="#">slides</a> , and <a href="#">key messages</a>	
📌 District DE Team (5 min)	<a href="#">District DE Report Summary 05-08-2024</a>	
📌 Administration (5 min)	None	
📌 IERP (5 min)	None	
📌 POCR (5 min)	The POCR team is finishing out the semester by meeting with Xochitl Tirado to norm our second and third reviewed courses. All three courses will be revised over the summer so we can send them to CVC for final review and Local POCR Certification	

New Business		
Item	Recommendation & Discussion	Action
Monitoring RSI - seeking input (10 minutes)	Committee reviewed <a href="#">some reflections</a> from other CCCs regarding monitoring of RSI; will bring this topic back in Fall 2024.	Revisit the topic at a Fall 2024 meeting.
CHC Student Resources Hub 15 minutes)	Revisiting the <a href="#">Crafton Hills College Student Resources Hub</a> For reference: <a href="#">Student Support Hub Resources</a> <ul style="list-style-type: none"><li><a href="#">Student Resources Hub Ideas Work Document</a></li></ul>	District DE is working on our campus Student Resources Hub; will revisit this in Fall.
Student Readiness training (15 minutes)	Seeking ideas and suggestions for Student Readiness Training. It may be helpful to review the last iteration of <a href="#">CHC-</a>	District DE has plans for a course or modules; will revisit this in Fall.

	<a href="#">062, CHC 062 Content Ideas</a> from 2022, and other archived <a href="#">CHC-062 documents</a> <ul style="list-style-type: none"> <li>• <a href="#">Student Readiness Training Suggestions</a></li> </ul>	
Thinking ahead: priorities for the Aug. 14 meeting (10 minutes)	DE Student Satisfaction Survey results; revisit the above items.	

Concluding Business		
Item	Notes	Action
Other business (5 minutes)		None
Announcements (5 minutes)		None
Adjourn		3:30 p.m.

Future Business		
Item	Notes	Action
 <a href="#">Spring 2024 DEP semester goals</a>	Ongoing assessment of committee goals	