



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)
- **Butler, Sara** (Dean, LAAS)
- **Coats, Cherishea** (District DE Team)
- **Grabow, Jimmy** (SAS-Counseling)
- **Hamlett, Cynthia** (DE Faculty Lead, Chair)
- **Harris, Kashaunda** (PDC)
- **Ivy, Krista** (Faculty/Library)
- **Oxendine, Aaron** (Technology Services)

- **McAtee, Robert** (Faculty/Counseling)
- **Mello, Brandice** (District DE Team)
- **Ramirez, Vanessa** (SAS)
- **Riggs, Michelle** (Institutional Advancement)
- **Kristi Simonson** (Web Development)
- **Simpson, Floyd** (A & R)
- **Sosa, Gio** (Dean, IERP)
- **Southerland-Amsden, Frances** (CS rep, SAS)
- **Wurtz, Keith** (VPI/ALO)
- **Zuniga, Ruby** (CSEA)

Guests:

Preliminary Business


Item	Notes	Action
Review 5-08-2024 meeting minutes (5 minutes)	5-08-2024 DEP Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair (5 min)	Online Teaching Conference report (session archives) August CCC DE Coordinators meeting recording and slides The first CVC meeting of the semester will be September 27.	
📌 District DE Team (5 min)	08-28-24 DE Team Report.docx	
📌 Administration (5 min)	Gio reminded that a first order of business is reviewing the Charge, Membership, and Norms – this will be first item on the next agenda	
📌 IERP (5 min)		
📌 PO CR (5 min)	The PO CR team met on 8/26/24 and is exploring the benefits and drawbacks of potentially becoming an AS subcommittee. We are also looking to finish the three courses to send for a spot-check by CVC so we can be Local PO CR Certified by the end of the semester and begin faculty reviews in Spring.	

New Business

Item	Recommendation & Discussion	Action
Results of the DE Student Satisfaction Survey, Pt. 1 (40 min, pt. 1)	Ruby Zuniga to present an overview of the DE Student Satisfaction Survey results.	Future goals: DEP would like to look at disaggregation of some of this data. The survey results will be shared at both Student Senate and Academic Senate
Training and PD Recommendations (40 min, pt. 2)	Based on the DE Student Satisfaction survey results, what faculty training and professional development should this	The document was shared and will be available for editing as we continue to explore the implications of

	committee recommend? We will revisit this over the next few meetings as we get more granular with the outcomes. Here is a document for keeping track of those suggestions .	the Student Satisfaction Survey
Revisit Fall 2024 DEP semester goals (10 min)	 Fall 2024 DEP semester goals	Some rearrangements of priorities were made; this will be revisited at the next meeting

Concluding Business		
Item	Notes	Action
Other business (5 minutes)		
Announcements (5 minutes)		
Adjourn		3:31

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