



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:

- **Brink, T.L.** (Faculty)
- **Butler, Sara** (Dean, LAAS)
- Coats, Cherishea (District DE Team)
- **Gaddy, Duran** (Faculty, POCR)
- Grabow, Jimmy (SAS-Counseling)
- **Hamlett, Cynthia** (DE Faculty Lead, Chair)
- **Harris, Kashaunda** (PDC)
- **Ivy, Krista** (Faculty/Library)
- Kuria, William (Student Senate)
- **Oxendine, Aaron** (Technology Services)

- **McAtee, Robert** (Faculty/Counseling)
- **Mello, Brandice** (District DE Team)
- Ramirez, Vanessa (SAS)
- Riggs, Michelle (Institutional Advancement)
- **Simonson, Kristi** (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 8-28-2024 meeting minutes (5 minutes)	8-28-2024 DEP Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair (10 min)	<ul style="list-style-type: none"> A&R met with Parchment to begin implementing the new process for transcripts CVC enrollments September 2024 Executive Director Update DECO meeting highlights (slides, including ACCJC DE Rubric Listening Session slides) Welcome, William Kuria 	
📌 District DE Team (5 min)	District DE Report 9-25-2024	
📌 Administration (5 min)	No report	
📌 IERP (5 min)	Presenting the DE survey to Student Senate on 9/27, and get feedback for	
📌 POCR (5 min)	POCR is working on a committee charge and membership parameters to present to Academic Senate.	

New Business

Item	Recommendation & Discussion	Action
Charge, Membership, and Norms (15 min)	DEP Charge (<i>at the top of this agenda</i>) DEP Membership (<i>link at the top of this agenda</i>) DEP Committee Norms (<i>link at the top of this agenda</i>)	No changes to the charge or norms. Cynthia will reach out to Curriculum to ask for a new appointee, and to Delmy to ask if Student Services is being adequately represented
EMP Goals (10 min)	CHC Educational Master Plan	Bring back next time when Gio is in attendance

Federal (and ACCJC) Regular & Substantive Interaction Regulations and Guidelines (15 min)	<ul style="list-style-type: none"> ACCJC Policy on Distance Education and on Correspondence Education ACCJC Quality Continuum Rubric <p>Seeking feedback on strategies for improving RSI for courses that will be reviewed by ACCJC (ongoing)</p>	Reviewed the rubric; item will be brought back later in the semester to recommend PD and changes to campus RSI policy page
Online Programs Flyer (5 min)	Michelle Riggs requests review of and recommendations for this Online Programs flyer .	Bring back next time when Shella Scott is in attendance

Concluding Business		
Item	Notes	Action
Other business (5 minutes)	None	
Announcements (5 minutes)	None	
Adjourn		3:16

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