CRAFTON HILLS COLLEGE

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)
- DiPonio, Gwen (Curriculum)
- Gaddy, Duran (Faculty)
- 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)
- **Thronson, Glen** (Faculty)
- Wurtz, Keith (VPI/ALO)
- **Zuniga, Ruby** (CSEA)

Guests: Shella Scott

Preliminary Business

Item	Notes	Action
Review 10-09-2024 meeting minutes	[10-09-2024 DEP Minutes](#)	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	[CCC DECO Monthly Member Meeting 10.18.24](#) (slides) 10/18 DECO meeting discussion items: • ACCJC standards for regular and effective contact • #FreetheTranscripts (Parchment) • Poll regarding RSI training (should we recommend?) • Canvas New Discussions (many unhappy folks) • CVC@ONE will offer a Self-Paced course on AI in Spring • Presentation on AI Whack-A-Mole	
📌 District DE Team	Zoom will be limiting how long recordings will be available (1 year). District DE will send out info on this via email and during Flex/In-Service.	
📌 Administration	No report	
📌 IERP	Student Focus Groups: District *may* have money for this; if so, students would need to be recruited, etc. This could go into program review. More information will be forthcoming.	
📌 POCR	• AS subcommittee is (at this point) a no-go • Explored other options, but status at this point is that we will remain somewhat "independent" • The three POCR courses for Local POCR Certification are very close to being submitted for final review	

New Business

Item	Recommendation & Discussion	Action
EMP Goals	[CHC Educational Master Plan](#)	Clarifications were made by Gio regarding how EMP

		Goals already underpin the DEP committee charge.
DE Refresh	To maintain training reciprocity with SBVC and other colleges in our region (and the state) we need to come up with a DE "recertification" or "refresh" strategy we can bring to AS for consideration/approval.	Suggestions were made for various DE Refresh modes: • In-Service sessions • @ONE-adoptable course offerings • A series of micro-courses • Other professional development Concerns voiced: • Union contract issues (faculty should be paid for DE Refresh if done outside of In-Service and for part-timers • Offerings need to be convenient for all types of faculty This topic will be brought back to a future meeting
CHC Online Learning Web Part 1	We begin a series of planning meetings for revamping and improving both the student-facing and faculty-facing sides of the CHC Online Learning and Teaching areas of the college website. Notes to be made on the [Student-facing DE Website planning](#) document	Discussion was started; we will bring this back to the 12/11/24 meeting

Concluding Business

Item	Notes	Action
Other business		
Announcements		
Adjourn		

Future Business

Item	Notes	Action

| 📌 [Fall 2024 DEP semester goals](#) | Ongoing assessment of committee goals | |