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)
- 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)
- **Van Stee, Victoria** (Student Senate)
- Wurtz, Keith (VPI/ALO)
- **Zuniga, Ruby** (CSEA)

Guests: Katrina Barringer, Hadi Natour

Preliminary Business

Item	Notes	Action
Call to Order		2:02
Review 02-12-2025 meeting minutes	02-12-2025 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	CCC DECO Monthly Member Meeting 2-21-25 (slides) DECO meeting discussion items: • Slides 12-13 DE Modalities Definitions + Data Mart • Slide 16-18 STAC (Systemwide Technology Access Collaborative) 2026 Program Partners	
📌 District DE Team	Student Orientations for Canvas are in the works (one a travel theme and one a Dungeons and Dragons theme!	
📌 Administration	Sara has been encouraging deans to get faculty who need training to join the CHC cohort	
📌 IERP	No report	
📌 POCR	No report	
📌 General Announcements	No announcements	

New Business

Item	Recommendation & Discussion	Action
Faculty DE Survey	Starting the process for a Faculty DE Survey	The committee is preparing to begin this work in the remaining Spring 2025 meetings.
Expanded Employee Directory Prototype	Kristi Simonson to share progress made on faculty profiles that can be linked to the CHC Class Schedule	Kristi will go ahead with a simple version of the Expanded Employee Directory pages. Communications will go out before Fall semester and

		DEP will request an In-service presentation on this topic to inform faculty about the process.
CHC Online Learning Website, Student-facing pages (cont.)	Continued planning to revamp and improve the *student-facing* area of the CHC Online Learning website (edit) Notes to be made on the [Student-facing DE Website planning](#) document	Cynthia will attend Student Senate on 3/28/25 for recommendations on the CHC Online Learning section of the website.

Concluding Business		
Item	**Notes**	**Action**
Other business		
Adjourn		3:21

Future Business		
Item	**Notes**	**Action**
📌 [DEP 2024-2025 Committee Goals](#)	Ongoing assessment of committee goals	