



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		2:05
Review 02-26-2025 meeting minutes	02-26-2025 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
 DEP Chair	<ul style="list-style-type: none"> February 2025 CVC Executive Director Update <ul style="list-style-type: none"> A bullet-point breakdown of the above Consortium Key Messages Meeting Recording Presentations 	
 District DE Team	CCC Accessibility Center Accessibility Capability Maturity Model (ACMM) : accessibility standards framework that needs to be met over the next year and will be reassessed to capture maturity and repeat the process each year.	
 Administration	Sara recommends that all deans, department chairs, faculty reviewers and faculty having their online courses evaluated make use of CHC Course Reviewers Resources .	
 IERP	No report	
 POCR	The CHC POCR Team can officially announce that Crafton Hills is now a Local POCR Certified college!	
 General Announcements	None	

New Business

Item	Recommendation & Discussion	Action
Revision of RSI statement on CHC website	RSI Statement Revision Document (open for editing) WCET Regular and Substantive Interaction Update (11/2022)	Edits and suggestions were made. Student Senate would like to submit input

	CCCCO Guidance for Distance Education Regulation Changes (04/2023) ACCJC Pilot Quality Continuum Rubric for Distance Education CHC Regular and Substantive Interaction Course Evaluation Recommendations (for Deans)	on this document as well. Cynthia will consolidate and bring a revision back to the 4/09/2025 meeting.
Faculty DE Survey	What kinds of questions might we ask + What do we want to do with this information? (Ongoing business)	Tabled until 3/26/2025 meeting

Concluding Business		
Item	Notes	Action
Other business		
Adjourn		3:35p

Future Business		
Item	Notes	Action
 DEP 2024-2025 Committee Goals	Ongoing assessment of committee goals	