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: **Christian Rolle** (Student Senate)

Preliminary Business

Item	Notes	Action
Call to Order		2:06 pm
Review 03-12-2025 meeting minutes	03-12-2025 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	3/21/2025 DECO Meeting Slides CCC Online Education Study	
📌 District DE Team	The 3/13/2025 DECC meeting was canceled due to illness; next meeting, 4/10/2025	
📌 Administration	No new report	
📌 IERP	The Real College Survey focuses on basic needs. Once the data is processed, Ruby will bring it back to DEP for feedback.	
📌 POCR	No new report	
🔗 General Announcements	Professional Development is planning for Fall In-service; faculty are encouraged to let Kashaunda know ASAP about any suggestions or potential sessions they would like to lead.	

New Business

Item	Recommendation & Discussion	Action
Faculty DE Survey	What kinds of questions might we ask + What do we want to do with this information? (Ongoing business) Faculty DE Survey Brainstorming	Some ideas were added to the planning document; this topic will be brought back to future meetings this and next semester.
Suggestions from Student Senate for Online Campus	Student-facing DE Website revamp.loop Student Senate feedback.loop Online Campus pages 1.loop Online Campus planning.loop (original planning doc)	Suggestions were shared with Kristi, who will consider how/if the proposed changes might be made.

| (CHC website) Faculty-facing Online Teaching section | Crafton Hills College Online Teaching website

CHC Online Teaching Portal Brainstorming | Tabled until 4/9 meeting. |

Concluding Business

Item	Notes	Action
Other business		
Adjourn		3:31 pm

Future Business

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