



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)
- **Katrina Barringer** (Student Senate)
- Oxendine, Aaron (Technology Services)

- **McAtee, Robert** (Faculty/Counseling)
- **Mello, Brandice** (District DE Team)
- Ramirez, Vanessa (SAS)
- **Reichert, Nicholas** (Tutoring)
- 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: Alex Beechko

Preliminary Business

| Item | Notes | Action |
|-----------------------------------|------------------------------------|----------|
| Call to Order | | 2:06 |
| Review 03-26-2025 meeting minutes | 03-26-2025 Minutes | Approved |

Reports & Questions from the Constituency

| Constituent | Report/Question | Notes |
|-------------------------|---|-------|
| 📌 DEP Chair | Shortened meeting on 4/23/2025 | |
| 📌 District DE Team | District DE is looking at YuJa (accessibility) and Pronto Suite. More information will be brought back to this committee at a later date. | |
| 📌 Administration | | |
| 📌 IERP | Ruby has begun work on the faculty-facing survey and will bring a rough draft to a future meeting. | |
| 📌 POCR | Two faculty participating in our POCR “soft launch.” POCR web pages are in the works. | |
| 📌 General Announcements | | |

New Business

| Item | Recommendation & Discussion | Action |
|---|---|--|
| CAPs landing page language for Online Program and Certificate Pathways | Shella Scott would like recommendations. This document contains a couple of her suggestions, for discussion and potential wordsmithing. | The committee likes the first description; Cynthia will reach out to Shella to let her know. |
| Alex Beechko in attendance to gather evidence from the DE Program Committee on Standard 2 for the accreditation narrative | IEAOC Standard 2.1 - 2.8 | Alex will be invited back to the 4/23 meeting; Cynthia and Ruby will work together on data from the DE PPR. Robert will make suggestions for student support aspect. Other committee members will bring back their ideas for |

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|--|---|--|
| | | evidence regarding the standards. |
| (CHC website) Faculty-facing Online Teaching section | Crafton Hills College Online Teaching website CHC Online Teaching Portal Brainstorming | Cynthia will do more research of other CCCs DE faculty websites, make some edits, and bring back to a future meeting for comments and revisions. |

| Concluding Business | | |
|---------------------|-------|--------|
| Item | Notes | Action |
| Other business | | |
| Adjourn | | 3:11 |

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