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:

- **Barringer, Katrina** (Student Senate)
- **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)
- **Reichert, Nick** (Tutoring, Faculty)
- 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:

Preliminary Business

Item	Notes	Action
Call to Order		2:03
Review 03-26-2025 meeting minutes	[04-09-2025 Minutes](#)	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
📌 DEP Chair	[CCC DECO Monthly Member Meeting 4.18.25](#) [DE Student Satisfaction Survey summary](#) was presented to the Academic Senate on 4/16/25	
📌 District DE Team	[YuJa Panorama](#) demo scheduled for May 6.	
📌 Administration	No report	
📌 IERP	No report	
📌 POCR	No report	
🗣 General Announcements	None	

New Business

Item	Recommendation & Discussion	Action
Continued evidence-gathering for the Standard 2 accreditation narrative	[DE Program Committee Input Worksheet Standard 2.1 - 2.8](#)	The committee spent time reviewing existing suggestions and adding new ones. Cynthia will edit and return to Alex.
DE Faculty Survey	[DE Faculty Survey Brainstorming document](#)	Tabled until a later meeting.

Concluding Business

Item	Notes	Action
Other business		

Adjourn		2:51

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