# CRAFTON HILLS COLLEGE

# Distance Education Program Committee
# MEETING AGENDA

## 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.

[DEP Committee Norms](#)

[Membership](#)

## Preliminary Business

| Item | Notes | Action |
|---|---|---|
| Call to Order | | |
| Review 05-14-2025 meeting minutes | 05-14-2025 Minutes | |

## Reports & Questions from the Constituency

| Constituent | Report/Question | Notes |
|---|---|---|
| 📌 DEP Chair | DECO August Meeting Slides | |
| 📌 District DE Team | District DE Updates Sept 2025 for DEP | |
| 📌 Administration | | |
| 📌 OIERP | | |
| 📌 POCR (PPR) | Stipends for POCR completion/badging will be offered to faculty and reviewers alike (funded through OER grant). We are limited to 5 courses that can be funded. | |
| 🔨 General Announcements | | |

## New & Ongoing Business

| Item | Recommendation & Discussion | Action |
|---|---|---|
| Review of Charge, Membership, and Norms | DEP Charge (*top of this agenda*) <br> DEP Membership (*link at the top of this agenda*) <br> DEP Committee Norms (*link at the top of this agenda*) | |

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|---|---|---|
| | [DEP 2025-2026 Committee Goals](#) | |
| Potential hybrid meeting model | Some of our members would like the option to occasionally attend via Zoom, but we would need a consistent volunteer to monitor Zoom during meetings to make that feasible. | |
| [CVC Exchange](#) Data | 38 Fall 2025 Enrollments to CHC from other colleges<br>24 Fall Enrollments to other colleges from CHC | |
| Review 2024-2025 Committee self-Evaluation | [2024-2025 Committee Self Evaluation – Distance Education](#) | |
| CHC DE Course Evaluation Resources | Review and commentary on the [DE Course Evaluation Resources](#) Canvas shell (to be disseminated to all faculty who are reviewing and/or having DE courses evaluated). | |
| DE Refresh/Recert guidelines | We will want to draft a policy and bring it to Academic Senate to ask for a formal recommendation. Most CCCs have already taken action on this issue. The [spreadsheet linked here](#) includes a sample of CCC campus certification & recertification policies, though it is a few years old and not comprehensive. | |

## Concluding Business

| Item | Notes | Action |
|---|---|---|
| Other business | | |
| Adjourn | | |

## Standing Items

| Item | Notes | Action |
|---|---|---|
| 📌 [DEP 2025-2026 Committee Goals](#) | Ongoing assessment of committee goals | |
| Distance Education [2025 Program and Planning Review](#) | Ongoing assessment of DE PPR Goals and Objectives | |