



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.

[DEP Committee Norms](#)



[Membership](#)

- Members:
- **Adams, Matthew** (Faculty)
 - **Brighton, Breanna** (Faculty)
 - Brink, T.L. (Faculty)
 - Butler, Sara (Dean, LAAS)
 - Coats, Cherishea (District DE)
 - **Gaddy, Duran** (Faculty)
 - Grabow, Jimmy (SAS-Counseling)
 - **Hamlett, Cynthia** (Chair, DE Director)
 - Harris, Kashaunda (PDC)
 - Oxendine, Aaron (Technology Services)
 - McAtee, Robert (Faculty/Counseling)

- Mello, Brandice (District DE)
- Ramirez, Vanessa (SAS)
- **Reichert, Nick** (Associate Dean, Instructional Support Services)
- **Riggs, Michelle** (Institutional Advancement)
- **Rolle, Christian** (Student Senate)
- 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		2:00
Review 05-14-2025 meeting minutes	05-14-2025 Minutes	Approved

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 (<i>top of this agenda</i>) DEP Membership (<i>link at the top of this agenda</i>) DEP Committee Norms (<i>link at the top of this agenda</i>)	Michelle will work on condensing the charge; Cynthia & Nick will work on

	DEP 2025-2026 Committee Goals	cleaning up the membership list; Breanna suggested one change to the norms (was approved and edited). Charge and membership list will be brought back to the 9/24 meeting.
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.	Discussion about the pros and cons of a hybrid model. Committee was ambivalent; to be revisited at the 9/24 meeting.
CVC Exchange Data	38 Fall 2025 Enrollments to CHC from other colleges 24 Fall Enrollments to other colleges from CHC	Committee would like more detailed data at the 9/24 meeting.
Review 2024-2025 Committee self-Evaluation	2024-2025 Committee Self Evaluation – Distance Education	Results were briefly discussed. It was decided that the next DEP committee self-evaluation will be completed during the last meeting of the year.
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).	Tabled until 10/8
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.	Tabled until 10/8

Concluding Business		
Item	Notes	Action
Other business		None
Adjourn		3:02

Standing Items		
Item	Notes	Action
 DEP 2025-2026	Ongoing assessment of committee goals	

[Committee Goals](#)

Distance Education [2025](#)
[Program and Planning](#)
[Review](#)

Ongoing assessment of DE PPR Goals and Objectives