



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 Team)
 - **Gaddy, Duran** (Faculty)
 - Grabow, Jimmy (SAS-Counseling)
 - **Hamlett, Cynthia** (Chair)
 - **Harris, Kashaunda** (PDC)
 - **Oxendine, Aaron** (Technology Services)
 - McAtee, Robert (Faculty/Counseling)

- **Mello, Brandice** (District DE Team)
- 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		2:03
Review 09-10-2025 meeting minutes	09-10-2025 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
🚩 DEP Chair	September CVC Executive Director Update September DECO Meeting slides RSI Micro-Course Pathway Course 1: CHC Fundamentals of RSI Curriculum (Gwen) plans to add RSI criteria to the DE Addendum template in CurrIQunet/Maverick.	
🚩 District DE Team	Brandi issued another reminder about the Zoom recordings deletion deadline on Oct 2.	
🚩 Administration	None	
🚩 OIERP	None	
🚩 POCR	Stipends have been offered on a first come, first served basis; requirement to complete the Course Prep Form and get started.	
📌 General Announcements	Christian would like attendance at Student Senate.	

New & Ongoing Business

Item	Recommendation & Discussion	Action
Revised charge and membership list	Draft revised DEP charge Draft revised DEP membership list	Suggestions for edits were made. Cynthia will bring the revisions back to the 10/8 meeting.
CVC Exchange Data (*PPR)	Spreadsheet of CVC Exchange courses that CHC students are taking this semester.	
RSI “blind study”	Should we hire an external consultant to gather an RSI sample ahead of accreditation review? (context info)	The committee recommended that the DE Director contact the external consultant to obtain rates, availability, and other information. If the proposal is feasible, the committee will recommend to Keith that the project move forward.
Requirement to use Canvas for online/hybrid courses	Pursuing a recommendation or resolution from AS to require the use of Canvas (instead of outside methods or platforms) for CHC online and hybrid courses, and a <i>recommendation</i> for faculty to use Canvas in face-to-face classes as well (document storage, announcements, etc.)	The committee endorsed asking AS to write a resolution requiring faculty to use Canvas in online courses as well as formally recommend use of Canvas in face-to-face classes.
DE Faculty Survey (*PPR)	Draft DE Faculty Survey . We will bring the refined survey questions to the Academic Senate for feedback and hope to send the survey out before the end of October.	Suggestions and recommendations were made. The draft survey will go to AS on 10/1; Ruby will finalize and bring it back to the 10/8 meeting for a final review before the survey goes out.

Concluding Business

Item	Notes	Action
Other business	None	
Adjourn		3:08

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	