



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)
- 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)
- **White, Matthew** (SAS)
- Wurtz, Keith (VPI/ALO)
- **Zuniga, Ruby** (CSEA)

Guests:

Preliminary Business

Item	Notes	Action
Call to Order		2:02pm
Review 09-24-2025 meeting minutes	09-24-2025 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
✦ DEP Chair	September 2025 CVC Meeting materials: September 2025 Consortium Key Messages Meeting Recording Presentation Slides	Changes to the CVC Consortium charter were explained. Cynthia will reach out to the CHC stakeholders and meet to determine a new structure.
✦ District DE Team		
✦ Administration		
✦ OIERP		
✦ POCR	Breanna Brighton has received her POCR badge for ASL 101.	
✦ General Announcements		

New & Ongoing Business

Item	Recommendation & Discussion	Action
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DE Faculty Survey (*PPR)	DE Faculty Survey – Final Draft Academic Senate reviewed and made suggestions. We will complete the survey today to test its functionality. https://rebrand.ly/DE-Faculty-Survey 	Changes were suggested and made. The survey will go back to the Academic Senate on 10/15 for re-approval.
Last look to approve the revised charge and membership list	Draft revised DEP charge Draft revised DEP membership list	The revisions were accepted and will be integrated into the 10/22/2025 agenda.
Canvas for all hybrid & online courses mandate	Letter from Student Senate to Academic Senate requesting support for a Canvas mandate	Changes were suggested and once made, will go back to the Student Senate. Presentation to the Academic Senate will be requested for 11/5/2025.
RSI Statement Revision	Current RSI statement on the CHC website Draft revision of new RSI statement to replace the above	Committee members were asked to review both versions of the RSI statement and come back to the 10/22 meeting with suggestions.

Concluding Business

Item	Notes	Action
Other business		
Adjourn		3:02pm

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