

# Crafton Hills College Distance Education Program Committee Agenda

Date: October 22, 2025  
Time: 2:00 – 3:00 PM  
Location: LRC 135  
Next Meeting: November 12, 2025

[Membership](#)

[Committee Norms](#)

## Members:

|                                                                |                                                                 |                                      |
|----------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------|
| Adams, Matthew (Faculty)                                       | Harris, Kashaunda (PDC)                                         | Simpson, Floyd (A & R)               |
| Brighton, Breanna (Faculty)                                    | Oxendine, Aaron (Technology Services)                           | Sosa, Gio (Dean, IERP)               |
| Brink, T.L. (Faculty)                                          | McAtee, Robert (Faculty/Counseling)                             | Southerland-Amsden, Frances (CS rep) |
| Butler, Sara (Dean, LAAS)                                      | Mello, Brandice (District DE Team)                              | Thronson, Glen (Faculty)             |
| Coats, Cherishea (District DE Team)                            | Reichert, Nick (Associate Dean, Instructional Support Services) | White, Matthew (SAS)                 |
| Gaddy, Duran (Faculty)                                         | Riggs, Michelle (Institutional Advancement)                     | Wurtz, Keith (VPI/ALO)               |
| Grabow, Jimmy (SAS-Counseling)                                 | Rolle, Christian (Student Senate)                               | Zuniga, Ruby (CSEA, OEIRP)           |
| Hamlett, Cynthia (Chair, Interim Director, Distance Education) | Simonson, Kristi (Web Development)                              |                                      |

## Charge:

The Distance Education Program Committee ensures that distance education at CHC is equitable, high quality, and guided by evidence-based decision making. It develops, reviews, and assesses policies and practices using data, assessment results, student feedback, and research to guide improvement. Working with faculty, students, staff, departments, and other committees, DEP aligns distance education with the college's equity, diversity, and student success goals while addressing barriers in technology, resources, and support. The committee makes recommendations on pathways, technologies, professional development, instructional practices, and evolving external standards to strengthen the CHC distance education program. It also assists in reviewing and verifying DE instructor training, in collaboration with SBVC, to ensure regulatory compliance. Additional responsibilities include maintaining and updating DE resources such as the CHC DE website, micro-courses, and training; contributing to regular review of the CHC Distance Education Plan; and serving as a liaison to the CVC, DECO, and District DE to keep the campus informed about progress and outcomes.

## Preliminary Business

| TOPIC                     | DISCUSSION                         | FURTHER ACTION |
|---------------------------|------------------------------------|----------------|
| Call to Order:            |                                    |                |
| Review 10-08-2025 minutes | <a href="#">10-08-2025 Minutes</a> |                |

| Reports & Questions from the Constituency                                                               |                                                                                                                                                                                                                                                                                                                                       |        |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| CONSTITUENT                                                                                             | REPORT/QUESTION                                                                                                                                                                                                                                                                                                                       | NOTES  |
|  DEP Chair             |                                                                                                                                                                                                                                                                                                                                       |        |
|  District DE Team      |                                                                                                                                                                                                                                                                                                                                       |        |
|  Administration        |                                                                                                                                                                                                                                                                                                                                       |        |
|  OIERP                 |                                                                                                                                                                                                                                                                                                                                       |        |
|  POCR                  |                                                                                                                                                                                                                                                                                                                                       |        |
|  General Announcements |                                                                                                                                                                                                                                                                                                                                       |        |
| New & Ongoing Business                                                                                  |                                                                                                                                                                                                                                                                                                                                       |        |
| ITEM                                                                                                    | RECOMMENDATION & DISCUSSION                                                                                                                                                                                                                                                                                                           | ACTION |
| Brandon Dominguez training verification                                                                 | Mr. Dominguez, a new adjunct faculty member, would like us to review <a href="#">the credentials he has provided</a> to determine equivalency with <a href="#">CHC DE Instructor Training Verification Standards</a>                                                                                                                  |        |
| RSI Statement Revision                                                                                  | <a href="#">Current RSI statement</a> on the CHC website<br><a href="#">Draft revision of new RSI statement</a> to replace the above                                                                                                                                                                                                  |        |
| DE Certification update + Refresh/Recert guidelines (early discussion)                                  | 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 <a href="#">spreadsheet linked here</a> includes a sample of CCC campus certification & recertification policies, though it is a couple of years old and not comprehensive. |        |
| Concluding Business                                                                                     |                                                                                                                                                                                                                                                                                                                                       |        |
| ITEM                                                                                                    | NOTES                                                                                                                                                                                                                                                                                                                                 | ACTION |
| Other business                                                                                          |                                                                                                                                                                                                                                                                                                                                       |        |
| Adjourn:                                                                                                |                                                                                                                                                                                                                                                                                                                                       |        |

| Standing Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                   |        |
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| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | NOTES                                             | ACTION |
| <a href="#">✦ DEP 2025-2026 Committee Goals</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ongoing assessment of committee goals             |        |
| <a href="#">✦ Distance Education 2025 Program and Planning Review</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Ongoing assessment of DE PPR Goals and Objectives |        |
| <b>Mission Statement</b><br>The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.                                                                                                                                                                                                                    |                                                   |        |
| <b>Vision Statement</b><br>To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |        |
| <b>Institutional Values</b><br>We rely on the following values to support our vision and mission:<br><b>Respect:</b> To champion active listening and open dialogue within our community.<br><b>Integrity:</b> To uphold honesty in our interactions and academic pursuits and maintain community collaboration.<br><b>Diversity &amp; Inclusion:</b> To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.<br><b>Innovation:</b> To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.<br><b>Leadership:</b> To develop and inspire current and future leaders through professional development, mentorship, education, and experience. |                                                   |        |