

# Crafton Hills College Distance Education Program Committee Minutes

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

[Membership](#)      [Committee Norms](#)

## Members:

<b>Adams, Matthew</b> (Faculty)	Harris, Kashaunda (PDC)	Simpson, Floyd (A & R)
<b>Brighton, Breanna</b> (Faculty)	<b>Oxendine, Aaron</b> (Technology Services)	Sosa, Gio (Dean, IERP)
<b>Brink, T.L.</b> (Faculty)	McAtee, Robert (Faculty/Counseling)	Southerland-Amsden, Frances (CS rep)
Butler, Sara (Dean, LAAS)	Mello, Brandice (District DE Team)	<b>Thronson, Glen</b> (Faculty)
Coats, Cherishea (District DE Team)	<b>Reichert, Nick</b> (Associate Dean, Instructional Support Services)	<b>White, Matthew</b> (SAS)
<b>Gaddy, Duran</b> (Faculty)	Riggs, Michelle (Institutional Advancement)	Wurtz, Keith (VPI/ALO)
Grabow, Jimmy (SAS-Counseling)	<b>Rolle, Christian</b> (Student Senate)	Zuniga, Ruby (CSEA, OEIRP)
<b>Hamlett, Cynthia</b> (Chair, Interim Director, Distance Education)	<b>Simonson, Kristi</b> (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		2:01
Review 10-08-2025 minutes	<a href="#">10-08-2025 Minutes</a>	Approved

## Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
🔗 DEP Chair		
🔗 District DE Team	No report	
🔗 Administration	No report	
🔗 OIERP	No report	
🔗 POCR	Cynthia has been working with CVC on the Draft Updated Rubric Pilot. The new rubric will be available in Spring or Summer 2026. CHC POCR team will work to integrate the new rubric quickly.	
🔗 General Announcements	<ul style="list-style-type: none"> <li>• T.L. wanted to discuss strategies for mitigating large outage issues (such as the Canvas outage on 10/20)</li> <li>• Nick: Connex/CraniumCafe going away</li> </ul>	

### 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>	The committee unanimously agreed that Mr. Dominguez's credentials do not meet CHC standards for equivalency. Cynthia will reach out to him and his dean.
RSI Statement Revision	<a href="#">Current RSI statement</a> on the CHC website <a href="#">Draft revision of new RSI statement</a> to replace the above	Revisions were made by the committee. Cynthia will synthesize and bring back to the 11/12 meeting.
DE Certification update + Refresh/Recert guidelines (early discussion)	We will want to draft a policy and bring it to the 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.	Cynthia will draft a tentative policy and bring it back to a future meeting for review.

## Concluding Business

ITEM	NOTES	ACTION
Other business		
Adjourn		3:01 p.m.

## Standing Items

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	

### Mission Statement

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.

### Vision Statement

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.

### Institutional Values

We rely on the following values to support our vision and mission:

**Respect:** To champion active listening and open dialogue within our community.

**Integrity:** To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

**Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

**Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

**Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.