

Crafton Hills College Distance Education Program Committee Minutes

Date: November 12, 2025

Time: 2:00 – 3:00 PM

Location: LRC 135

Next Meeting: December 10, 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	ACTION
Call to Order:		2:00
Review 10-22-2025 minutes	10-22-2025 Minutes	

Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
✂ DEP Chair	CHC is hiring the external consultant DEP recommended (Sheri Miraglia of CCSF) for a RSI course sampling project. Sheri will do a random pull of 30 courses in February to review the syllabus, course announcements, office hour practices, instructor/student participation in discussions, and the type and amount of feedback provided to students via the gradebook, seeking as much evidence as possible of instructor-student interactions, as well as the nature and quality of those interactions.	
✂ District DE Team	Updates: ACMM denied, Accredible as our new badging tool, Brandi Mello out until the end of April 2026	
✂ Administration	none	
✂ OIERP	None	
✂ POCR	None	
✂ General Announcements	T.L.: AI Student Feedback Session report	
New & Ongoing Business		
ITEM	RECOMMENDATION & DISCUSSION	ACTION
RSI Statement Revision	A last look at the Draft revision of new RSI statement before it goes to the Academic Senate	Some minor changes were made; Cynthia will incorporate them and then bring this to Academic Senate ASAP

DE Certification update + Refresh/Recert guidelines	A draft policy for DE recertification/training refresh has been started. We need to make revisions before this can be brought to the Academic Senate to ask for a formal recommendation in early Spring semester.	The committee made comments and suggestions. Cynthia will continue to work on this document, incorporating the suggestions, and then bring back to the 12-10-2025 meeting for further comment.
Concluding Business		
ITEM	NOTES	ACTION
Other business		
Adjourn:		3:00
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	
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.