Crafton Hills College Distance Education Program Committee Minutes

Date: December 10, 2025
Time: 2:00 – 3:00 PM
Location: LRC 135
Next Meeting: January 28, 2026

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** (Interim 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	11-12-2025 Minutes	Approved

Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
⚖ DEP Chair	• [December 2025 Consortium Key Messages](#) • [CVC-DECO Joint Meeting 12/2/2025](#) (slides) • [Results From a Comprehensive California Community Colleges Online Education Study](#) • Accessibility fellowships • Potential mobile design fellowships	The potential Academic Senate resolution to recommend all faculty use Canvas was discussed.
⚖ District DE Team		
⚖ Administration		
⚖ OIERP		
⚖ POCR	The upcoming accessibility fellowships will give faculty a head start on POCR by helping them prepare accessible, review-ready courses with less stress.	
⚖ General Announcements		

New & Ongoing Business

ITEM	RECOMMENDATION & DISCUSSION	ACTION
Zoom option needs	The committee needs a volunteer to monitor the Zoom aspect of our meetings; if this isn't possible, we might need to consider meeting only in person.	T.L. will begin attending remotely and monitor Zoom participation at each meeting.
DE Faculty Survey Results	Ruby Zuniga to present the [results from the DE Faculty Needs Survey](#) for comments and next steps based on the data.	The survey results were shared; many ideas for professional development and other DE improvements were gleaned and discussed. These will be shared with Academic Senate and PDC.

| DE Certification update + Refresh/Recert guidelines | The draft policy for DE recertification/training refresh has been revised. We continue to edit so this can be brought to the Academic Senate for a formal recommendation in Spring. | Tabled until 1/28/2026 |

Concluding Business

ITEM	NOTES	ACTION
Other business	T.L. announced an interesting AI chatbot project one of his students created. He recommended a press release about this.	
Adjourn:		3:04

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.