

Crafton Hills College Distance Education Program Committee Minutes

Date: January 28, 2026
 Time: 2:00 – 3:00 PM
 Location: LRC 135
 Next Meeting: February 11, 2026

[Membership](#)

[Committee Norms](#)

Members:

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

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:		2:02 p.m.
Review 12-10-2025 minutes	12-10-2025 Minutes	Approved

Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
✚ DEP Chair	<ul style="list-style-type: none"> ▪ Updated RSI statement goes to AS on February 4 ▪ An optional mobile design fellowship (no stipend) will be offered 	
✚ District DE Team		Still receiving help requests regarding duplicate Canvas notifications from the three District emails
✚ Administration	None	
✚ OIERP	None	
✚ POCR	None	
✚ General Announcements		T.L. reported on the District AI committee

New & Ongoing Business

ITEM	RECOMMENDATION & DISCUSSION	ACTION
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 this semester.	Some suggestions were made. Work will continue at the 2/11/2026 meeting
Faculty-facing DE website	We'll look at the recent DE faculty survey and the CHC Online Teaching web pages to begin thinking about a fresh design.	Committee started looking at the existing site. Some suggestions have been made; Kristi removed a redundant link. Work will continue at the 2/11/2026 meeting

Concluding Business

ITEM	NOTES	ACTION

Other business		
Adjourn:		2:55 p.m.
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	
<p>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.</p>		
<p>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.</p>		
<p>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.</p>		