

Distance Education Program - Minutes

Meeting Details

Date: September 9, 2026

Time: 2:00 p.m. - 3:00 p.m.

Location: LRC 135, Zoom 874 392 77976

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
P	Adams, Matthew	Faculty
P	Brink, T.L.	Faculty
P	Call, Fatima	Faculty
P	Coats, Cherishea	District DE Team
P	DiPonio, Gwen	Curriculum
P	Gaddy, Duran	Faculty
P	Hamlett, Cynthia	Chair, Distance Education Director
P	Harris, Kashaunda	PDC
P	LeBlanc, Tate	OIERP
P	Mello, Brandice	District DE Team
A	Oxendine, Aaron	Technology Services
P	McAtee, Robert	Faculty/Counseling
P	Parsons, Toni	Associate Dean, Instructional Support Services
A	Riggs, Michelle	Institutional Advancement
P	Ruiz, Sandra	Co-Chair, DE Faculty Lead
—	Vacant	Student Senate
P	Simonson, Kristi	Web Developer
P	Sosa, Gio	OIERP
A	Southerland-Amsden, Frances	CS Rep
A	Thronson, Glen	Faculty
P	White, Matthew	SAS
P	Wurtz, Keith	VPI/ALO
Guests	Diana Vaichis	OIERP

Preliminary Business

Item	Notes	Action
Call to Order		2:13PM
Review 4/22/2026 minutes	4-22-2026 Minutes	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
 DEP Chair	• May 2026 CVC Consortium slides • May 2026 CVC Consortium Key Messages • The updated 2027 CVC Online Course Design Rubric has been released, and the CHC POCR team is working with it going forward. • Accessibility professional expert: Dakota Mattson	
 District DE Team		
 Administration		
 OIERP		
 POCR	No report (1 st meeting 9/11/26)	
 Announcements		

New & Ongoing Business

Item	Recommendation or Discussion	SD#	SEG#	Proposed action / next steps
Survey review	Spring 2024 DE Student Satisfaction survey , disaggregated No disproportionate impact identified. Syllabus access was easy for 80% of Black students and 89% of students ages 36–40, versus 95% overall. Other Canvas navigation gaps noted.			Review gaps; consider feedback from the Black Student Union and Pride Club; monitor the next survey.

Item	Recommendation or Discussion	SD#	SEG#	Proposed action / next steps
DEP leadership changes	Welcome Sandra Ruiz, DE Faculty Lead and co-chair of DEP Sandra also joins DECC and co-chairs POOCR. She will revise and facilitate the fall DE certification course with Cynthia's input.			
2026-2027 DEP Norms and Goals, Committee Charge	DEP Committee Norms Norms reviewed without changes. Discussed sharing committee updates with constituencies without adding to email fatigue. DEP Committee Charge Approved revised charge by vote, adding "other shared governance committees" to liaison language. RSI and accessibility were discussed but not named separately.			Discuss options for sharing DEP updates. Cynthia: spell out acronyms and forward charge to Crafton Council.
Recertification approvals	Mary Stupin DEP agreed Mary's ongoing DE work could count with evidence each semester.			Cynthia: request Mary's evidence.

Other Business

Item	Notes	Proposed action / next steps
DE addenda and Curriculum	Discussed DEP's role in Meta addendum review, DE checklist criteria, the revised Curriculum User Guide, and a possible DEP–Curriculum liaison.	Sandra: send guide to Cynthia. Gwen: seek Curriculum input. Revisit at a future meeting.
Adjourn:	Next meeting in two weeks, 9/23/2026	3:01

Standing Items

Item	Notes
✦ 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

DEP 2025-2026 Committee Accomplishments

Use this section to capture accomplishments discussed during the year.

Topic	SD#	SEG#
Certification Maintenance Policy approved by AS		

Acronyms used in this agenda

- SD# = Strategic Direction number(s)
- SEG# = Student Equity Goal number(s)

College Mission, Vision, and Values

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

- **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.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Strategic Directions

1. Increase Student Enrollment
2. Engage in Practices that Prioritize and Promote Inclusivity, Equity, Anti-Racism, and Human Sustainability
3. Increase Student Success and Equity
4. Develop a Campus Culture that Engages Students, Employees, and the Broader Community
5. Foster and Support Inquiry, Accountability, and Campus Sustainability

Student Equity Goals

1. Increase the percentage of African American/Black students who apply and enroll at CHC in the same year.
2. Increase the percentage of African American/Black students persisting from fall to spring.
3. Increase the percentage of Hispanic/Latinx students completing transfer level Math and English.

4. Increase the percentage of African American/Black students' degree or certificate attainment.
5. Increase the percentage of Hispanic/Latinx students transferring to a four-year institution.

Distance Education Program Committee Charge

The Distance Education Program Committee (DEP) 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 other shared governance committees, the California Virtual Campus Consortium (CVC), Distance Education Coordinators Organization (DECO), and the District Distance Education Coordination Council (DECC) to keep the campus informed about progress and outcomes.

Distance Education Program Committee Membership **Prefer two+ faculty, including as many of the following individuals as possible:**

- ✧ At least one representative from *Counseling*
- ✧ At least one representative from *Library Services*
- ✧ At least one representative from *Tutoring*
- ✧ At least one representative from *Curriculum*
- ✧ At least one representative from *Professional Development Committee*
- ✧ At least one representative from *Peer Online Course Review (POCR)*

Prefer two staff (one Classified Senate and one CSEA appointment), including as many of the following individuals as possible:

- ✧ At least one representative from *A&R*
- ✧ At least one representative from *Research*
- ✧ At least one representative from *SAS*

- ∄ At least one representative from *District DE Team*
- ∄ At least one representative from *Student Support Services*

At least one student

- Student Senate appointment
- As many other student voices as possible

Prefer two managers, including as many of the following individuals as possible:

- ∄ Director of Distance Education
- ∄ Manager that oversees DE Director
- ∄ VPI or designee
- ∄ VPSS or designee
- ∄ At least one representative from *Campus Technology Services*
- ∄ At least one representative from *Institutional Advancement*

Distance Education Program Committee Norms (2025-2026)

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support committee recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making