

Distance Education Program - Minutes

Meeting Details

Date: September 23, 2026

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

Location: LRC 135, Zoom 874 3927 7976

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
A	Coats, Cherishea	District DE Team
P	DiPonio, Gwen	Curriculum
P	Gaddy, Duran	Faculty
P	Hamlett, Cynthia	Chair, Distance Education Director
A	Harris, Kashaunda	PDC
P	LeBlanc, Tate	OIERP
P	Mello, Brandice	District DE Team
P	Oxendine, Aaron	Technology Services
A	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
A	Simonson, Kristi	Web Developer
A	Sosa, Gio	OIERP
A	Southerland-Amsden, Frances	CS Rep
P	Thronson, Glen	Faculty
P	White, Matthew	SAS
A	Wurtz, Keith	VPI/ALO

Preliminary Business

Item	Notes	Action
Call to Order		2:04
Review 9/09/2026 minutes	09-09-2026 Minutes DEP Committee Meeting Summary	Approved

Reports & Questions from the Constituency

Constituent	Report/Question	Notes
 DEP Chair	August 21, 2026 DECO meeting slides	In the interest of shorter meeting times, external meeting materials will be shared for review; discuss only items needing DEP input.
 District DE Team	Monthly updates resume; evaluations, ACMM work, and accessibility training continue. Student orientations and a faculty support module are in development; PlayLab integration is being explored. Token creation is restricted; extra permissions require District DE review. Nectar AI is available; one-on-one trainings will be recorded.	Brandice will send a written report with links.
 Administration	No report.	
 OIERP	No updates (Tate).	
 POCR	POCR Team is working with the new 2027 CVC Online Course Rubric and updating all processes and resources to align. A couple of reviews are in progress.	
 Announcements	No substantive announcements.	

New & Ongoing Business

Item	Recommendation or Discussion	SD#	SEG#	Proposed action / next steps

Sharing DEP information with constituents and stakeholders	Discussing concrete suggestions for sharing DEP work with the CHC campus Ask each group what DEP updates it wants; members can use existing contacts.			Cynthia/Sandra: draft outreach brief. Members: ask groups; Toni: deans.
Faculty-facing Website	Review of the revision mock-up of the Online Teaching website front page Review mock-up categories, order, and resources. Academic integrity update belongs with Senate.			Members: send feedback. Cynthia & Sandra: refine page.
Faculty Accessibility Survey?	Baseline Understanding of Need Exploring the need for faculty information about accessibility needs for PD planning and support Survey fatigue noted. Districtwide scope with campus identifiers suggested; no survey approved.			Bring survey concept to DECC.
Recommendations regarding RSI monitoring	Discussion to shape a future agenda item – working document Coaching found RSI gaps. Discussed evaluation, training, faculty support, and contract issues; no model adopted.			Members: send ideas. Cynthia: update evaluator shell. Continue at DEP.
Homework for 10/14 meeting: DEP input on AI policy	AP 3775 Artificial Intelligence (AI) Review deferred; shared-governance questions raised.			Members: review by 10/14. Cynthia: relay feedback. Revisit at DEP.

Other Business

Item	Notes	Proposed action / next steps
	No additional business.	
Adjourn:		3:02

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