

DE Committee Bylaws

Distance Education Committee Bylaws BYLAWS, 3/2/2026

ARTICLE I: Distance Education Committee

The name of this committee shall be Distance Education Committee

ARTICLE II: PURPOSE

The Distance Education (DE) Committee, a standing committee of the Academic Senate:

- Uphold equitable student-centered distance education through the development of rigorous course design and teaching standards.
- Supports student learning and success by fostering campus-wide collaboration on effective distance education practices and policies in compliance with federal and state requirements
- Advocate for increased representation at decision-making discussions related to distance education, enrollment management, emerging technologies, and statewide distance education programs and opportunities.

ARTICLE III: MEMBERSHIP

1. Seated Members:

- a. 9 voting faculty members, preferably consisting of:
 - i. 3 TGE
 - ii. 3 CTE
 - iii. 1 Student Dev
 - iv. 1 At-Large
 - v. 1 at-large associate faculty
 - vi. Efforts will be made to include representation from instructional and non-instructional faculty as well as from both transfer/GE and CTE areas.
 - vii. One non-voting member of administration from the Office of Instruction who oversees Distance Education.
- b. One non-voting student member selected by the Student Senate, if possible.
- c. The district's Instructional Technology Specialists will sit on the committee as ex-officio members.
- d. The Chair (DE Coordinator) is a non-voting member except in cases that make or break a tie vote of the Committee.

2. Preferred qualifications:

- a. Regularly teaches online and/or has ongoing experience with online education.

- b. Committed to advocating for maintaining high quality standards distance education
 - c. Ongoing professional development in distance education, Canvas, accessibility, and/or educational technology.
 - d. See Appendix A
- 3. Terms of Membership:
 - a. Three-year terms.
 - b. The elections should be staggered so that roughly equal numbers are elected each cycle.
 - c. In the event that a member misses more than two consecutive meetings, the Senate may be informed of a need for a substitute
 - d. At the end of each term, a call for volunteers will be put out. Selection is based on the membership qualifications and overall committee balance. This will be decided by the committee chair in conjunction with the Academic Senate Executive Committee.
 - e. See Appendix B
- 4. Member Responsibilities:
 - Maintain ongoing professional currency in distance education, accessibility, and instructional technology to support informed decision-making.
 - Participate in shared operational duties, including rotating note-taking and documentation responsibilities.
 - Provide expert guidance and constructive feedback to the DE Coordinator and Technology Mediated Instruction (TMI) on policies, procedures, initiatives, and emerging needs.
 - Foster and champion a campus-wide culture of high-quality online instruction, grounded in best practices and regulatory compliance.
 - Promote professional development opportunities by highlighting relevant TMI events, @ONE trainings, and external workshops, and by recommending sessions for inclusion on the TMI calendar.
 - Engage in advocacy for effective, compliant, and student-centered distance education practices.
 - Offer ongoing input and direction on DE-related web resources for both students and faculty to ensure accuracy, usability, and alignment with college standards.

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

1. All meetings of the Distance Education Committee shall be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
2. All meetings shall be conducted in accordance with *Robert's Rules of Order (Revised Edition)* as modified by the Brown Act.

3. Agendas for all regular meetings shall be posted on the [DE Committee website](#) at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas shall be posted at least 24 hours in advance. Time shall be set-aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation shall be stipulated on the agenda.
4. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second.
5. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be presented for approval vote at the next noticed meeting and made publicly available on the [DE Committee website](#)

ARTICLE V: MEETINGS

1. Regular Meetings: The DE will meet a minimum of three times a semester not to conflict with the Curriculum Committee meeting dates. Meetings will be on Mondays from 3:30 - 5:00 PM.
2. Special Meetings: none.
3. Quorum: A quorum shall consist of a simple majority of voting membership.

ARTICLE VI: OFFICERS AND THEIR DUTIES

Chair Duties

- Prepare agendas and lead meetings
- Report to committee information from statewide meetings including CCC DECO and other statewide committees
- Report to the committee information from local committees including Academic Technology Committee (ATC), Technology Planning Council, and Curriculum Committee
- Report to the Academic Senate

A. The Chair of the DE Committee or a designee will be a liaison to the Curriculum Committee so approval activities might be better coordinated.

ARTICLE VII: SUBCOMMITTEES

None

ARTICLE VIII: AMENDMENTS

None

ARTICLE IX: Appendices

Appendix A: Rationale for qualifications

- The college risks compliance violations without expertise on this committee. ACCJC has recently increased its emphasis on institutions' oversight of online instruction. In November 2024, the Commission rolled out a new '[Distance Education Rubric](#) to assist peer reviews and ensure quality in DE offerings. Furthermore, [ACCJC's institutional actions for 2025](#) include multiple colleges placed on Warning or required to submit follow-up reports.
- This is not a typical governance committee - distance Education is a high-stakes, expertise-dependent area governed by layered, evolving regulations and technologies. Understanding how these systems intersect - and how Butte College has historically implemented them—requires years of intensive, ongoing training and experience. Regulations include include
 - Title 5
 - Federal Regular & Substantive Interaction (RSI) requirements
 - ACCJC accreditation standards
 - CCC Chancellor's Office mandates
 - ADA/504/508 accessibility laws
 - Internal Butte College DE policies and processes
- Rotating members at the exact point they become most experienced places the college at risk for compliance violations. ACCJC has recently increased its focus on institutional oversight of online instruction, including the rollout of the 2024 Distance Education Rubric, and several colleges in 2024 received formal actions (Warnings, follow-up reports) for DE-related deficiencies. Expert committee members reduce this risk and preserve alignment with accreditation expectations.

Appendix B: Rationale for removing term limits

- Because the committee's responsibilities directly impact accreditation, federal and state regulations, instructional quality, ADA/Title II compliance, and the training and approval of online instructors, DEC service requires long-standing, institution-specific expertise. The committee must rely on members who understand not only the regulations but how Butte College has historically implemented them, how past issues were resolved, and what precedents guide current decisions. While term limits support healthy governance in many areas, applying rigid limits to the DEC unintentionally undermines institutional continuity, compliance stability, and instructional excellence. The following rationale outlines why long-standing membership is not only beneficial, but necessary for the committee to meet its charge.
- DEC maintains critical institutional memory needed for compliance and instructor onboarding. High turnover compromises the consistency and integrity of quality control processes.
- The committee's charge involves specialized decision-making that newer members cannot immediately shoulder. DEC is not a committee where operational competence aligns neatly with preset term limits. The work requires continuity across accreditation cycles, multi-year regulatory updates, and long-standing institutional memory-expertise

that cannot be reset on a schedule without disrupting quality and compliance. Term limits cut members off exactly at the point they are most experienced.

- Distance Education is not a standard committee-its work is highly technical, compliance-sensitive, and continuity-dependent. Limiting membership to two three-year terms unintentionally destabilizes the college's online teaching infrastructure and jeopardizes the very quality and compliance the committee is responsible for safeguarding. Allowing long-standing members to continue serving protects instructional quality, maintains accreditation alignment, preserves institutional memory, and ensures Butte College continues to deliver excellent, legally compliant online education.