

DISTANCE EDUCATION COMMITTEE CHARTER

ARTICLE I: NAME

The name of this committee shall be the Distance Education (DE) Committee.

ARTICLE II: PURPOSE

This committee is established to uphold equitable student-centered distance education through the development of rigorous course design and teaching standards. The committee also supports student learning and success by fostering campus-wide collaboration on effective distance education practices and policies in compliance with federal and state requirements. Finally, this committee advocates for increased representation at decision-making discussions related to distance education, enrollment management, emerging technologies, and statewide distance education programs and opportunities.

ARTICLE III: AUTHORITY

The DE Committee is a standing subcommittee of the Academic Senate and operates under authority granted by the Academic Senate, College Council, and the Superintendent/President as outlined in AP 4105 Distance Education.

ARTICLE IV: RESPONSIBILITIES

This committee will:

- 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.
- Recommend policies, including those designed to help the college comply with federal, state, and accreditor expectations for distance education, as well as policies for the ongoing professional development of DE instructors, policies regarding training in the use of the Learning Management System (LMS), and policies for ensuring that all course materials are accessible to people with disabilities.
- Act as an advisory group in establishing training recommendations and DE approval processes.

ARTICLE V: MEMBERSHIP

This committee will be chaired by the Distance Education and Accessible Learning Resources Coordinator, with an Office of Instruction representative appointed by the Chief Instructional Officer serving as vice chair. Additional voting members are described in the current committee

bylaws, which also outline the appointment procedures for all members. Term limits do not apply to this committee.

ARTICLE VI: MEETINGS

The committee will meet a minimum of three times a semester on dates not to conflict with the Curriculum Committee meeting dates, as outlined in the current committee bylaws.

ARTICLE VII: AMENDMENTS

Amendments to this charter may be proposed by any committee member but must be approved by two-thirds of the seated committee members exercising their right to vote. Moreover, amendments must also be ratified by the Academic Senate, College Council, and the Superintendent/President in order to take effect.

ARTICLE VIII: DISSOLUTION

The DE Committee will remain active until dissolved by formal action of the Academic Senate, College Council, and the Superintendent/President.