

**Faculty Senate**  
**DISTANCE EDUCATION COMMITTEE**

**Committee Description**

The Distance Education (DE) Committee is charged with reviewing, creating, and recommending policies, procedures, and practices to the Faculty Senate in order to promote strategic, high-quality, and sustainable growth and delivery of distance education at DVC that fosters academic excellence, equity, and student success.

**Committee Charge**

The committee's duties include, but are not limited to:

- Develop and implement DVC strategic plan goals for online learning
- Develop policies and procedures to meet college, state, federal and accreditation requirements
- Monitor Distance Education rules and regulations
- Evaluate enrollment data, student performance indicators and other relevant Distance Education data
- Promote best practices, training and support to enhance Distance Education pedagogy
- Advise faculty on strategies to increase retention and persistence
- Provide data and guidance to departments and other college bodies on Distance Education program strategies
- Ensure accessibility (508-compliance) in Distance Education courses through outreach, training and support
- Recommend policies and procedures regarding test-taking security, student verification, and authentication
- Promote equity in Student Services and Academic Support Services for Distance Education students at San Ramon and Pleasant Hill campuses
- Develop programs that provide students with training and support for successful online learning
- Consult with college Distance Education Coordinator on local, state, and national Distance Education issues
- Serve as a liaison to District Distance Education Committees, Taskforces and Work Groups
- Conduct regular communications with college stakeholders

## Committee Membership

The membership is comprised of up to 11 faculty (six minimum), one academic manager, two classified staff and an ASDVC representative.

<b>Reporting Status</b>	Reports to the Faculty Senate
<b>Term</b>	The Distance Education Committee is a standing committee of the Faculty Senate. Chairs and members two-year terms. Members may be re-appointed for an additional term.

<b>Membership</b>	Co-chairs (2)	Two members will serve as committee co-chairs. At least one chairperson must be a faculty currently teaching online.
	Distance Education Coordinator (1)	Distance Education Coordinator will be a permanent member of the committee.
	Management (1) <i>Ex-Officio</i>	Dean, Library, Educational Technology and Learning Support
	Faculty (6-11)	Minimum of 6 instructors with online teaching experience from diverse disciplines, including at least one San Ramon Campus faculty.  Desired liaison roles include: 1 Technology Comm. member 1 SLOAC member 1 Assistive Technology Specialist 1 Non-instructional faculty 1 Developmental Ed instructor
	Classified (2)	Drawn from Instructional technology support, LMS administration, LMS technical support, or assistive technology staff.
	ASDVC liaison (1)	Current Student