

Faculty Senate
DISTANCE EDUCATION COMMITTEE

Committee Charge and Function

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

In addition to regular communications with college stakeholders, the committee's duties in matters regarding DE include, but are not limited to:

- Strategic planning for online learning
- Developing policies and procedures to meet college, state, federal and accreditation requirements
- Monitoring DE rules and regulations
- Evaluation of enrollment data, student performance indicators and other relevant DE data
- Promoting best practices, training and support to enhance DE pedagogy for faculty
- Advising faculty on enrollment management strategies
- Ensuring accessibility (508-compliance) in DE courses through outreach and trainings
- Recommending policies and procedures regarding test-taking security, student verification, and authentication
- Promoting equity in Student Services and Academic Support Services for DE students
- Developing programs that provide students with training and support for successful online learning
- Consulting with college Distance Education Coordinator on local, state, and national DE issues
- Providing a liaison to District DE Council and District Learning Management Working Group

Note: All matters related to specific course approval, course content, instructor selection, and specific scheduling are the purview of the Instruction Office and individual Departments.

Committee Membership

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

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| Reporting Status | Reports to the Faculty Senate |
| Term | The DE Committee is a permanent sub-committee of the Faculty Senate. Chairs and members can serve up to two consecutive two-year terms (a total of four years). Members may serve longer given no other candidates step forward and member is re-affirmed by the Faculty Senate. |

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| Membership | Co-chairs (2) | Two faculty that teach online will serve as committee co-chairs. |
| | Distance Education Coordinator (1) | DE Coordinator will be a permanent member of the committee and may serve as Co-chair if elected. |
| | Management (1) <i>Ex-Officio</i> | Dean, Library, Educational Technology and Learning Support |
| | Faculty (6-11) Desired liaison roles include: 1 Technology Comm. member 1 SLOAC member 1 Assistive Technology Specialist 1 Non-instructional faculty 1 Developmental Ed instructor | Minimum of 6 online instructors, which includes at least one San Ramon Campus faculty, from diverse disciplines. |
| | Classified (3) | Drawn from Instructional technology support, LMS administration, LMS technical support, college web site or IT personnel, or assistive technology staff. |
| | ASDVC liaison (1) | Current Student |

FSC Approved 5-3-11

Revised 9-17-13

Revised 10/2014 (pending approval)