

**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 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:

- Implement 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 for faculty
- Advise faculty on strategies to increase retention and persistence
- Ensure accessibility (508-compliance) in Distance Education courses through outreach and trainings
- 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
- Providing a liaison to District Distance Education Committees, Taskforces and Work Groups
- Conduct regular communications with college stakeholders

FSC Approved 5-3-11

Revised 9-17-13

Revised 10/2014 (pending approval)

## Committee Membership

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

<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 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.

<b>Membership</b>	Co-chairs (2)	Two faculty that teach online will serve as committee co-chairs.
	Distance Education Coordinator (1)	Distance Education Coordinator will be a permanent member of the committee and may serve as Co-chair providing he/she is faculty and is elected by the committee
	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

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