



## Distance Education Committee

The Gavilan College Distance Ed Committee (DEC) is a standing institutional committee.

### Purpose

To develop policies and promote practices that contribute to the quality and growth of distance education at Gavilan College.

More information is given in the DEC Bylaws .

### Members:

- Distance Ed Coordinator, (co-chair)
- Administrator for Distance Ed – VP of Academic Affairs
- I.T. Department Representatives: 1 or more
- Admissions and Records Representative: 1
- Administrative Assistant: 1
- Associated Students: 1 or more
- Academic Dean: 1

### *Associate Faculty\**

- At least 1 appointed by the Academic Senate

### *Fulltime Faculty\**

- At least 3 appointed by the Academic Senate

\*Faculty Members (1 co-chair)

### I. Purpose:

- a. To develop policies and promote practices that contributes to the quality and growth of distance education at Gavilan College. Bylaws may be amended as needed.
- b. The committee will support student success in Distance Education by making recommendations to the Academic Senate, District Technology Committee, and College President regarding:
  - i. Curriculum and instruction, evaluation and assessment, course design, accessibility, technology, infrastructure, and academic support services that affect all modes of distance education course delivery
  - ii. Accreditation compliance



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- iii. Ongoing faculty development and training in the areas of pedagogy and technology
- iv. Online student support and training
- c. Make recommendations to the A.S.:
  - i. Regarding the D.E. supplement Form
  - ii. Upon request, about Distance Education as an appropriate mode of learning

## **II. Membership**

- a. The Distance Education Committee will be composed of
  - i. a minimum of 5 faculty members, 3 full-time and 1 adjunct (at least one from GE and one from CTE) and one faculty Co-Chair, all approved by the Academic Senate, and the D.E. Coordinator co-chair (faculty).
    - 1. one voting Administrator of Distance Learning (VP of Academic Affairs), and
    - 2. one voting student member selected by the Associated Students;
    - 3. one voting member from IT
    - 4. One voting member from Admissions and Records.
    - 5. One voting Academic Dean
    - 6. The faculty DE Coordinator co-chair is a non-voting member except in cases of a tie vote of the Committee.

## **III. Terms**

- a. Faculty members will be appointed for terms of 3 years each. A reasonable effort will be made to ensure representation from diverse academic areas. The student representative will serve from semester to semester.
- b. Qualifications
  - i. The A.S.G.C. representative must be a Gavilan College student in good standing throughout the course of service to the Committee.
  - ii. In the event of a long term absence of a faculty member, the Chair will recommend a substitute to the Academic Senate.

## **IV. Meetings**

- a. The DEC will meet as appropriate during the academic year to ensure prompt implementation of its purposes.
- b. The DEC will meet on a regular basis to consider the following items as they relate to DE
  - i. Infrastructure
  - ii. Student support services
  - iii. Professional Development
  - iv. Assessment
- c. A quorum shall consist in 4 members of the Committee.

## **V. Training for Online Instructors**



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- a. Distance Education Committee (DEC) and shall work with the Distance Education Coordinator, **President of Academic Affairs**, Academic Senate and the Professional Development liaison to plan for and provide appropriate training for online instructors.
- b. Faculty helping faculty (Mentors)
  - i. The DEC will encourage "faculty helping faculty" relationships between new and more established online instructors by forming a Peer Online Course Review (POCR) Club.
  - ii. The DEC will administer a formal "mentors" program should it be developed in the future.

**VI. Liaison with Curriculum Committee**

- a. In order for a hybrid or fully online course to be taught, it is expected the Distance Educational Coordinator will be asked for approval in the curriculum process.
- b. Any perceived issues or substantive change issues will be reported to the committee.
- c. A member of the DEC will be a liaison to the Curriculum Committee so online course approval information/program changes might be better exchanged.

**VII. History of This Document**

- a. Bylaws recommended by the Distance Learning Committee
- b. By-laws submitted through the Shared Governance process