



Charter for Distance Education Committee

Spring 2022-Spring 2023

This Charter is established between the Distance Education Committee (DEC) and the Academic Senate to structure the process and planned outcomes included herein through the 2022-2023 academic year.

Purpose
The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning. The committee advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment and recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.

Charge
The Distance Education Committee is primarily responsible for assisting faculty in the creation and implementation of well-designed courses that utilize current on-line teaching approaches, and best practices, taking into consideration the wide range of diversity in our student body and ensuring that courses are equity minded and supportive of students' needs.
The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the on-line environment by identifying and connecting with external, internal, and district resources; providing professional development opportunities; and connecting with established campus resources, sources of support, and the district.

Guiding Principles and Assumptions
A. The Distance Education Committee is a standing committee of the Academic Senate.
B. The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and best practices for distance education.
C. The Distance Education Committee exists to illuminate the range of andragogical approaches needed when teaching in a distance education format.

Equity
The Distance Education Committee's role in addressing equity concerns is to ensure faculty have access to training, resources, and tools that support their ability to create welcoming, inclusive, and equitable learning opportunities for all students.

Scope & Expected Deliverables
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The Distance Education Committee is a standing committee of the Academic Senate and is subject to the Brown Act (SPGM, p.71). Thus, it will keep/post agendas and minutes accordingly.

The Distance Education Committee will meet twice a month. Once as a whole group and once in work groups.

The whole group will meet to address voting items and to identify key issues or areas of concern or discussion items for whole group input. This meeting will generate minutes and have an agenda posted 72 hours prior to the meeting.

The workgroups will focus on specific topics or elements that need more attention. Notes will be kept in a shared document for all committee members to review.

The committee will identify key training topics each semester and offer them to the faculty as Flex activities.

The Faculty Chair will report to the Academic Senate and create agenda items as needed.

Membership

The Distance Education Committee will be comprised of faculty. Full-time faculty and associate faculty are welcome. All committee members are voting members. The Committee will seek to recruit faculty members representing all four schools at Norco College.

Meeting Time/Pattern

The Distance Education Committee meets the 3rd Wednesday of the month @ 3-4:30pm with a video conferencing option, if allowed. Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

Roles of Chairs and Members

The Co-Chair/Co-Chair(s) are accountable to Distance Education Committee to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agendas and facilitating meetings of the Distance Education Committee based on best practices and guidelines for effective facilitation.

The Co-Chairs are also expected to participate in a district-wide DE Chairs meeting once a month with the Dean of Distance Education.

The Faculty Co-Chair sits on the Academic Council as a DE Representative. The Council meets once a month.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Distance Education Committee that can help to achieve the Distance Education Committee charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Distance Education Committee. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with Distance Education Committee peers with the intention of finding consensus on all issues that come before the Distance Education Committee.

Meeting Procedures and Expectations

The Chair(s), and members of this governance entity will adhere to meeting and governance best practices as follows:

- Meeting agendas are issued in advance of meeting times.
- Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward.
- Minutes or notes are taken to record the groups' progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.