



# Distance Education Advisory Committee (DEAC) Bylaws

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PBC:

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## **Committee Purpose**

### **Role**

The Distance Education Advisory Committee (DEAC) advises and reports to PBC. It regularly updates and seeks input from the college Planning Councils (SSPC and IPC), Academic Senate and Classified Senate on a range of issues related to online teaching and learning.

### **Responsibilities**

DEAC's advisory responsibilities include:

- Develop and update DE Strategic Plan that improves online teaching and learning, with input and guidance from the Planning Councils and Academic Senate (for final approval at PBC), and monitor the college's implementation of this plan.
- Analyze student success data with distance education offering patterns to identify trends, needs and recommendations.
- Identify faculty and campus DE needs and provide solutions.
- Develop and oversee online course improvement initiatives, such as the Peer Online Course Review (POCR) process and associated data analysis.
- Discuss and identify changes and updates in online teaching and learning, including state requirements for DE.
- Draft recommended policies and procedures related to online teaching and learning with input and guidance from the Planning Councils and Academic Senate (for final adoption by PBC).
- Advise on training and professional development offerings related to online teaching & learning, as well as student support, to ensure that faculty and classified professional development needs are met and maintained.
- Develop Distance Education Handbook, which will be comprehensively updated every three years, with minor updates being applied annually as needed. The DE Handbook will be taken to Academic Senate and IPC for feedback and guidance, and to PBC for final approval and adoption.

## Membership

### Composition

- 17-19 Members
  - 2 Co-Chairs - Appointed by Position
    - Dean of ASLT
    - Faculty Coordinator of Online Instruction
  - 2 Faculty - Appointed by Position
    - Instructional Designer
    - OER/ZTC Faculty Coordinator
  - 6 Faculty - Appointed by Academic Senate
    - ASLT Faculty Division Representative
    - BDW Faculty Division Representative
    - COUN Faculty Division Representative
    - HSS Faculty Division Representative
    - KAD Faculty Division Representative
    - S&T Faculty Division Representative
  - 3 Classified - Recommended by Classified Senate and Appointed by CSEA
    - DRC Classified Department Representative
    - Library & Learning Center Classified Department Representative
    - Student Services Classified Department Representative
  - 3 Classified At-Large Representatives - Recommended by Classified Senate and Appointed by CSEA
  - 1-3 Students - Appointed by the ASCC, depending on interest and availability

### Membership Terms

Terms for all members not appointed by position will be for two years (August-June) except for initial appointments and any mid-term replacements, which will result in staggered terms. Appointments will be made by June preceding the terms of appointment. Student terms will be for one year (August 15 - June 30), with appointments made in August.

### How Members are Appointed or Selected

Faculty are appointed by Academic Senate, and Classified are recommended by Classified Senate and appointed by CSEA. Students are appointed by ASCC.

### Annual Orientation of Members

All new members must complete PBC's orientation on college participatory governance.

### Expectations of Service

Committee members will

- commit to attend all meetings.
- review agenda documents prior to each meeting.
- notify co-chairs if unable to attend scheduled meetings.
- solicit feedback from and report out to constituent groups.

## **Removal**

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester, per PBC's guidelines.

## **Dissemination of Information**

DEAC Meeting Information Guidelines & Practices:

- Agendas will be distributed to committee members and the campus community by the Dean of ASLT's office in advance of meetings.
- Agendas and meeting summaries will be posted regularly to the DEAC [Meetings webpage](#).
- [Cañada DEAC webpage](#) will be regularly updated with current information, committee membership, bylaws, meeting agendas and video summaries, meeting days and times.

## **Meetings**

### **Frequency of Meetings**

DEAC will meet monthly. Meeting agendas and required attendance will be determined by the Committee Co-Chairs in advance and will represent the Committee's areas of focus as needed. Meeting dates, times and locations will be determined at the start of each Academic Year by the Committee Co-Chairs and sent to all members with calendar invitations included.

### **Meeting Agenda**

DEAC Co-chairs are responsible for drafting meeting agendas. Committee members can request the addition of agenda items by contacting one of the co-chairs, or filling out and submitting the [agenda item proposal form](#).

### **Decision-Making**

DEAC uses the consensus method of decision-making based on quorum (half the membership +1).

### **Actions & Decisions on College Policy**

Actions, decisions and/or recommendations will be forwarded to the PBC, Academic Senate, and/or all appropriate groups. Any member of DEAC can submit a brief rationale for their vote, which can be shared along with the recommendation.

## **Bylaws Change Process**

Any committee member can propose a change to the bylaws. The bylaws can be amended and adopted by consensus of the members of DEAC.

## **Evaluation**

Annual progress summary and possible recommendations will be presented to the PBC.