

Faculty Senate Committee: Distance Education Policy and Procedural Manual

1. Transfer of responsibilities from current committee members to new committee Members.

- a. Upon election, the Chair will provide the new members with a copy of the committee's charge and any other documents that are relevant and necessary for conducting the ongoing business of the committee. This meeting is usually the final meeting in the Spring semester.

2. Elect Chair

- a. After the announcement of the committee members by the Committee on Committees and the ensuing confirmation by the Faculty Senate, the current Chair will call a meeting, no later than the end of the spring semester, for the purpose of electing a Chair for the following year. Other business may also be done at this meeting.

3. Meeting dates

- a. At the meeting during which the new Chair is to be elected, the new committee will decide upon an initial meeting date for the following Fall semester. The Chair will send out reminders before that first Fall meeting to remind members of the meeting time and inform them about the meeting place.
- b. After the first meeting date is scheduled, the new chair will inform the Faculty Senate office of the names of the new committee, the name of the new chair and the date for the first meeting for Fall. This will be done prior to September 15 or any other date designated by the Faculty Senate office.
- c. At the first meeting of the Fall semester the meeting dates for that semester, and tentative dates for the Spring semester will be set by the committee. To accomplish this, the Chair will send out a request for schedules and create a list of possible dates and times for consideration by the committee.
- d. After the meeting dates have been set, a list of dates will be forwarded to the President of the Faculty Senate, through the Faculty Senate office. The President often wishes to attend a meeting of the committees.
- e. The Secretary will include the next meeting date, time and place on all minutes sent to members.

4. Duties of the Chair

- a. The Chair establishes the agenda for each meeting. The items on the agenda are proposed by the committee membership or other interested parties. Those items from outside the committee must be submitted in writing. See attached Procedures for submitting concerns to the Faculty Distance Education Committee
- b. This Chair is responsible for contacting the committee about any meeting change.

- c. The Chair runs the meeting according to Roberts Rules, as modified for a small group.
- d. The Chair formally prepares any motion for submission to the Faculty Senate. Each motion should be submitted in writing, written in context of the relevant portion of the Faculty Guide. The new sections should be in bold type and any deletions underlined. Add this legend to the bottom of each motion sent. The motions should be sent to the Faculty Senate President, care of the Faculty Senate office.
- e. The Chair should assign a volunteer to be present at the Faculty Senate meeting at which the motion will be discussed. This member will present the motion to the Faculty Senate and answer any questions. The member will then report back to the committee the response of the Faculty Senate.
- f. The Chair will keep in contact with the Faculty Senate office to learn of the actions taken by the University President on motions sent on from the Faculty Senate.
- g. FS committee chair is responsible for completing and submitting the committee's annual report to the FS Office Professional by May 15th each year.

5. Duties of the Committee

- a. The duties of the committee are based [on the charge as written](#). The charge will be reviewed every three years. The committee may make suggestions toward modifying the charge during that review process or in any other year.

6. Procedures for submitting concerns to the Faculty Distance Education Committee

- a. Items can be sent from the Faculty Senate, usually in the form of minutes of Faculty Senate meetings.
- b. Items can be sent by the administration, usually in writing.
- c. Items can be brought to the table by committee members. The item(s) should be in writing, and preferably in an initial draft of a motion so that the committee may discuss the idea both in principle and in language.
- d. Items can be suggested, in writing, by the constituents of the committee members.
- e. Faculty members often have suggestions and ask committee members to address these suggestions.
- f. For the committee member to have a clear idea of the level and type of concerns expressed, the ideas should be submitted in writing so that there is a clear understanding of the concerns and ramifications of actions desired by the person making the original suggestion.