

DISTANCE EDUCATION ADVISORY COMMITTEE CHARTER

STATEMENT OF PURPOSE

- Ensure that the Distance Education curriculum is adequately supported to promote high quality instruction that will equal or surpass traditional classroom delivery.
- Provide a mechanism for maintaining a coordinated effort of the various campus units affecting the delivery of distance learning offerings including instruction, assessment, student services, technology support, and faculty development training.

RESPONSIBILITIES AND TASKS

- In conjunction with the Technology Advisory Committee, search and solicit information from multiple sources on new technology, software, and teaching methods that may improve the delivery of DE courses.
- Determine if personnel support is adequate in number and qualification.
- Coordinate with Faculty Development and ITC to determine the necessary training for instructors and support personnel.
- Ensure that DE is assessed annually using approved assessment methods. Determine if quality of DE course is equal to a classroom delivered course.
- If inquiry and assessment determine that new equipment, software, or personnel are required, the requirements will be placed into the College's Strategic Plan.
- Keep DE instructors advised of all major findings. For new courses advise instructors on requirements for CPC DE Review Board approval as outlined in the Curriculum Reference Manual (Appendix VI) ([CPC Manual](#))

AUTHORIZATION

Authorized by the FSEC November 2, 2007

STRUCTURE OF THE COMMITTEE

Eligibility

Tenure/Non-Tenure	Full Time/Part Time	Elected/Appointed
T/N	F/P	A

Composition

- Two (2) faculty that teach distance education courses
- One (1) representative from DL production
- One (1) representative from EMC
- One (1) representative from the IT unit of the college
- One (1) representative from Student Services
- The Accreditation Liaison Officer (ALO)
- The Assessment Specialist
- The Dean of University College
- The Director of Management, Information & Research (MIR)
- The Disability Specialist
- The Distance Learning Coordinator
- The Web Support Specialist (upon hire)
- Additional members may be assigned as needed

All members have voting privileges. If members leave the committee, they are replaced by the chair of the Committee on Committees (COC) in consultation with the chair of the Faculty Senate Executive Committee (FSEC). A chairperson will be elected by simple majority.

SCOPE OF AUTHORITY

The committee will report to the FSEC, but has the authority to communicate and make requests for services of any campus or UH system unit. It may submit inputs directly into the Strategic Plan and make requests of other funding sources without FSEC approval. Deviations from this charter must be approved by the FSEC.

MEETINGS

Meetings will be held at least once a month. Minutes will be taken and posted on the intranet.

DOCUMENTATION/COMMUNICATION

- Minutes will be taken each meeting and posted on the intranet.
- An end of semester report will be forwarded to the FSEC.
- The Distance Learning Coordinator works with the ITC webmaster to ensure the web sites that provide DE information to the campus and public are properly maintained.