

Charge and Membership

Name of Committee or Task Force	Online Education Committee <i>(Formerly the Distance Learning Task Force)</i>
Purpose	<p>The Online Education Committee (OEC) is a participatory governance body that acts as the central coordinating body to assist The College by working closely with The Office of Instructional Technology & Distance Learning (ITDL) in the efficient and effective development, implementation, and support of Online Education Initiatives that enhance engagement and success of faculty, and of students, specific to Online and hybrid courses.</p>
Function	<ol style="list-style-type: none"> 1. Establish short-term and long-term planning goals for Online Education Initiatives that enhance engagement and success of faculty, and of students, specific to Online and hybrid courses by: <ol style="list-style-type: none"> a. Reviewing institutional and statewide data to make recommendations for goals and their related priorities; b. Reviewing and responding to the goals of Board of Trustees, the Superintendent/President, and the Educational Master Plan when formulating the priorities and planning activities; c. Evaluating the progress and attainment of Online Education Initiatives. 2. Train and engage Distance Learning faculty <ol style="list-style-type: none"> a. Act as an advisory group to ITDL in establishing process and training recommendations. b. Assist ITDL in the development and annual review of the Online Teaching Certification Program. 3. Train and engage Distance Learning students <ol style="list-style-type: none"> a. Act as an advisory group to ITDL in establishing the process and training recommendations. b. Assist ITDL in the development and annual review of the Online Learning Student Orientation/Readiness program. 4. Promote a faculty support network through: <ol style="list-style-type: none"> a. The Online Education Faculty Advisory Network (OE FANs); b. The annual Exemplary Online Instruction (EOI) Award; c. The ITDL Distance Learning Program (DLP). 5. Serve as resource for Online and Hybrid course development, implementation, and growth. 6. Collaborate, communicate, and market by: <ol style="list-style-type: none"> a. Facilitating ongoing conversations about issues surrounding Online Education among different campus constituencies. b. Communicating specific, pertinent information to campus constituencies. c. Working closely with the ITDL Distance Learning Program (DLP) to support inter-related initiatives and services.

<p>Annual Timeline of Outputs</p>	<p><i>Annual:</i></p> <ul style="list-style-type: none"> • Planning goals and training recommendations (spring, to be implemented for the following year.) • Exemplary Online Instruction (EOI) Award (spring) <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> • Online faculty training and engagement assessments • Online student training and engagement assessments • OE FANs (fall and spring) <p><i>Every three (3) years:</i></p> <ul style="list-style-type: none"> • Update Distance Learning Plan
<p>Reporting</p>	<p>Recommendations from the OEC go to the CPC for information and/or approval.</p>
<p>Membership</p>	<p>Co-Chair (Admin): Director, Instructional Technology & Distance Learning Co-Chair (Faculty): Appointed by Academic Senate 3 Full-Time Faculty: Appointed by Academic Senate (with online teaching experience). Adjunct Faculty: Appointed by CHI & Academic Senate (with online teaching experience). Faculty Coordinator for Online Education Classified: Distance Learning Specialist Student: Appointed by ASB Chief Information Systems Officer (CISO) (or designee) Dean of Student Success & Institutional Effectiveness (or designee)</p>
<p>Meeting Frequency and Schedule</p>	<p>Monthly: 3rd Tuesday of the month at 3:00-4:30pm</p>
<p>Other</p>	