Distance Education Committee Charter

Committee Membership
The Distance Education committee is composed of a minimum of six faculty and an Academic dean.

Parent Committees
The DE committee is a sub-committee of the Curriculum Committee with some duties to the Faculty Senate. DE reports to the Curriculum Committee for course approvals and reports to the Faculty Senate in shared governance discussions of policy, faculty development, and needs assessment for online/hybrid course delivery.

Committee Goals:
• Promote quality teaching and learning in Ohlone’s online and hybrid courses.
• Approve courses being offered either fully online or as hybrids (where part of the in-person scheduled class time is replaced by an online format) and forward recommendations to the Curriculum Committee.
• Ensure online course design includes regular, effective contact per Ohlone’s Regular Effective Contact Policy (required by Title V) through the DE course approval process and faculty training in “best practices” in online education.
• Assist with the design and development of faculty training to teach online courses.
• Conduct periodic needs assessment so that faculty development and resources reflect current “best practices” for online education.
• Provide stewardship along with academic departments to meet the intent of Accreditation standards.

Meetings:
The DE committee meets a minimum of once per month; however, members may occasionally be asked to meet on-call to address timely matters.

• Meeting times will be determined by committee members.
• Appointments are for two-year terms and are staggered to provide continuity from year to year.