

# BYLAWS OF THE DISTANCE LEARNING COMMITTEE (DLC)

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Revision adopted Sept. 21, 2009

## I. PURPOSE

- a. The Distance Learning Committee (DLC) will establish minimum technical qualifications for instructors teaching online whenever such instruction replaces any regularly scheduled face-to-face instruction.
- b. It will also establish, review and implement course diagnostic standards for the approval of the initial offering of an online course for "regular student contact," ease of navigation, and ADA compliance.

## II. MEMBERSHIP

- a. The Distance Learning Committee will be composed of five voting faculty members and one faculty Chair, all appointed by the Academic Senate, one voting Administrator of Distance Learning, and one voting student member selected by the Associated Students. The school's Instructional Technology Specialists will sit on the committee as ex officio members.
- b. The faculty Chair is a non-voting member except in cases of a tie vote of the Committee.
- c. Composition of the Distance Learning Committee
  - ... Chair – Coordinator of Technology Mediated Instruction (TMI)
  - ... Academic Senate representative
  - ... Curriculum Committee representative
  - ... Administrator of Distance Learning
  - ... Student representative
  - ... Three faculty members
    - *Associate Faculty*
    - *Two Full-Time faculty, one representing Transfer/General Education and one representing Career/Technical education program areas*
- d. Terms

The three faculty member representatives will be appointed for staggered terms of 3 years each. A reasonable effort will be made to ensure representation from diverse academic areas. The student

representative will serve from semester to semester.

e. Qualifications

- ... Faculty and Administration Members of the Distance Learning Committee will be certified online instructors.
- ... The A.S. representative must be a Butte College student in good standing throughout the course of service to the Committee.
- ... In the event of a long term absence of a faculty member, the Chair will recommend a substitute to the Academic Senate.

### **III. MEETINGS**

- a. The DLC will meet as appropriate during the academic year to ensure prompt implementation of its purposes.
- b. The Committee will meet on a regular basis to consider online courses submitted for diagnostic approval, modifications to the Course Diagnostic Standards for Online and Hybrid Courses, and the content and scheduling of ongoing Learning Management System (LMS) training and online certification courses.
- c. A quorum shall consist in 4 faculty/administrative members of the Committee.

### **IV. DIAGNOSTIC APPROVAL OF INDIVIDUAL ONLINE AND HYBRID COURSES**

- a. The Course Diagnostic Standards for Online and Hybrid Courses, and its associated checklist, shall be distributed campus-wide and be made available on the DLC Web site.
- b. The course will be presented to the Committee for approval.
- c. The Committee will meet to deliberate, voting either to approve the course as compliant with the Course Diagnostic Standards or requesting of the course instructor/designer changes which will meet those standards.
- d. On approval of a submitted online course, the Committee will submit approval information to (a) the instructor/designer; (b) the instructor/designer's department chair; (c) the Vice President of Learning. If the course does not meet the Diagnostic Standards, the Committee will send a letter with recommended changes to the instructor/designer and to the department Chair. The instructor/designer must resubmit the course for approval.
- e. According to the joint Academic Senate/Administration agreement, courses not approved by the Distance Learning Committee will be removed from the academic schedule prior to the beginning of the semester.

## **V. CERTIFICATION OF ONLINE INSTRUCTORS**

- a. Butte College, through TMI, in association with DLC, shall provide appropriate online and face-to-face training .
- b. Upon successful completion of certified online instructor training, names of instructor/designers will be reported to (a) the instructor/designer's department Chair; and(b) the Vice President of Learning.

## **VI. “FACULTY HELPING FACULTY”**

- a. The DLC will encourage “faculty helping faculty” relationships between newly certified and more established online instructors.
- b. The DLC will administer a formal “faculty helping faculty” program should it be developed in the future.

## **VII. LIAISON WITH CURRICULUM COMMITTEE**

- a. In order for a hybrid or fully online course to be taught, it is expected that three independent but related processes be completed
  - ... Approval by the Curriculum Committee of a course outline or modified course outline (which would require separate approval by the Coordinator of TMI).
  - ... Approval by the Distance Learning Committee of a submitted hybrid or fully online course as compliant with the Diagnostic Standards.
  - ... Certification by the Distance Learning Committee of the intended online instructor.
- b. The Chair of the DLC will be a liaison to the Curriculum Committee so approval activities might be better coordinated.

### **History**

Purpose approved by the Academic Senate Dec. 7, 2005.

Bylaws originally approved March 8, 2006 by the Distance Learning Committee; submitted to Academic Senate for approval.

Modifications adopted March 23, 2006 and October 8, 2007.

This current revision makes changes in the Committee composition, including the elimination of a historical requirement that Committee members be certified online instructors by the end of the Spring 2008 semester.

References to COIT have been eliminated in favor of “certified online instructor training.”

The description of the course presentation procedure has been generalized to allow for ongoing changes in the specific process, such as whether the course is presented by the instructor/designer or instructional technologists.

Reference to a future mentoring program has been changed to “faculty helping faculty.”