

ONLINE TEACHING & LEARNING COMMITTEE

Charge

Reports to and submits recommendations for consideration and approval to the College Technology Committee, Curriculum Committee and Academic Senate as appropriate; coordinates and communicates with other college committees as needed.

1. Makes recommendations regarding online course plan components and criteria, online course evaluation requirements, online course ADA compliance requirements and other related issues.
2. Recommends criteria for initial online faculty certification and any continuing in-service training requirements.
3. Recommends, develops and provides continuing in-service training workshops, forums and activities to support online faculty.
4. Recommends online course standards of good practice and quality control.
5. Recommends ADA compliance monitoring procedures and acts as a resource in the verification of online course material ADA compliance.
6. Recommends online instructional technology standards and implementation guidelines.
7. Prepares a Distance Education Plan as needed.
8. With the support of the Institutional Effectiveness, Success, and Equity office, conduct student and faculty needs assessment surveys and tabulate student demographic and success data annually. Promote student success in online courses by assessing the data to inform improvements for online learning policies and processes. Present a summary to College Technology Committee, Academic Senate, and other committees and councils when appropriate.

Meeting Schedule

Meeting dates determined by committee members, generally second Friday at 10:00 a.m. to noon, prior to College Technology Committee (CTC) meetings. Committee workgroups meet as needed.

Co-Chairs

- Distance Education Coordinator
- Dean, Learning & Technology Resources

Composition

- Administrator (appointed by Vice President of Instruction)
- Faculty (8)
 - Library Faculty Representative
 - Student Services Faculty Representative
 - Curriculum Committee Representative
 - Instructional Faculty Representatives (4)
 - Adjunct Faculty Representative
- Instructional Design Technology Specialist
- Disabled Student Programs & Services Faculty Representative

Ex-Officio (Non-Voting)

IS Representative

Document History

First Reading: 3/25/03

Second Reading 4/8/03

Approved: 4/8/03

Revised: May 2009
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