**APPENDIX D:** Distance Education Committee Charge and Membership

**Charge:**
The Distance Education (DE) Committee provides ongoing coordination of the College’s activities related to distance education policies, priorities, standards, resource allocation, planning, and implementation. The Committee also provides input to the YCCD Technology Coordinating Committee and the College Technology Committee.

**Areas of Responsibility:**
The Committee makes recommendations to college administrators, faculty and staff regarding the direction and evaluation of Distance Education-related decisions campus-wide, including:
- Development, implementation, evaluation, and ongoing refinement of DE Plan
- Analysis and communication of applicable standards and guidelines (e.g., ACCJC Distance Learning Manual, Distance Education Guidelines from the California Community Colleges Chancellor’s Office) to determine and support MJC compliance
- Conducting regular surveys to determine MJC DE practices, strengths, and gaps
- Recommending faculty, staff and student training and support
- Setting minimum standards for Distance Education delivery
- Reviewing and recommending the delivery of online student services
- Communication with the Academic Senate on topics relevant to Senate purview over academic and professional issues, including curriculum, faculty professional development, educational program development, student preparation and success, relevant planning and budget development, etc.

**Meetings:**
Monthly during academic year and as needed.

**Membership:**
Administrative oversight: Dean overseeing Distance Ed
The Committee will be co-chaired by the Dean overseeing DE and the Faculty Instructional Design Coordinator.
The Committee will include:
1. Two Instructional Deans
2. Four Senate-appointed faculty representatives to include one from Library and one from Counseling
3. A YFA representative
4. A Curriculum Committee representative, recommended by the Curriculum committee and appointed by the Senate.
5. A Student Services representative
6. Distance Ed Office Staff
7. Two CSEA-appointed classified staff representatives
8. A Student Senate representative
9. Director of Media and IT
10. An IT representative from Central Services

**Terms:** Academic Senate, CSEA and College Unit appointees will serve a term of two years on the DEAC. Staff with direct responsibility affecting DE initiatives will be permanent committee members.