Charter for the Windward Community College Distance Education Committee

Enacted Fall 2012 (tentative)

1. Name
The Windward Community College Distance Education Committee

2. Relevant System and College Policies
ACCJC - http://www.accjc.org/all-commission-publications-policies
UH System Distance Learning - http://www.hawaii.edu/dl/

3. Sanctioning Authority
The Windward Community College Distance Education Committee's authority is derived from the Chancellor.

4. Oversight
The Dean of Academic Affairs with authority over online learning, or another person designated by the Chancellor, will monitor the committee's ongoing activities.

5. Purpose
The purpose of the committee is to provide advice regarding online and other distance learning activities at Windward Community College.

The committee is charged specifically with the following tasks:

1. To encourage the development of online course and program materials to enhance student success and further the college's mission;
2. To help create and improve policies, procedures, data, and benchmarks for the assessment of online classes, including peer evaluations;
3. To develop outcome assessment measures that describe and evaluate the distance education program and provide the data on which future recommendations can be made;
4. To review and recommend changes to the college's support of distance learning, including facilities, equipment, the college website, and student support;
5. To advise the Office of Academic Affairs on class scheduling, with specific attention to the educational needs of the students, qualifications of instructors, the requirements of the college's certificates and degrees, and the general institutional goals of the college;
6. To assist in the effectiveness of the college's connection with external elements such as system-level committees and regional accreditation demands.
The committee can also consider other elements distance learning at their discretion or on the request of the administrator with oversight of the college's distance learning activities.

6. Membership
Membership is for one year and can be renewed indefinitely. Membership will last from the beginning of the academic year in August to the following July, with the expectation that the group will not meet in the summer except in the case of an emergency or in situations where only informal feedback is sought.

There will be seven regular (voting) members, which are as follows:

- Two positions will be filled by members of the faculty who have taught distance education classes for the college. The members shall be decided by self-nomination and a vote of members of the eligible group organized by the Office of Academic Affairs. These positions should be decided in early February for the following academic year.
- One position each from Division I, Division II, and Counseling (three positions total). The members, who can be either faculty or staff, shall be decided by self-nomination and a vote of members of the eligible group organized by the Office of Academic Affairs. These positions should be decided in late February for the following academic year.
- One position will be filled by a person appointed by the Director of Career and Technical Education. This position should be filled in February for the following academic year.
- One position will be filled by a person appointed by the Chancellor. This person can be a member of the college, a member of the community, or anyone else whose input would be valuable for improving the college's distance education activities. If possible, this position should be filled by March for the following academic year.

The committee will also have two ex-officio (non-voting) members, as follows:

- The Administrator overseeing distance education, or delegate. This position shall be the primary liaison between the committee and the college administration.
- The Coordinator of the Computing Services, or delegate.

7. Leadership
The chair will be elected by the voting members of the group. Only voting members of the committee can serve as chair. The chair will continue to be a voting member of the committee.

8. Compensation
There is no compensation for serving on this committee.
9. Meetings
A quorum for the meeting of the committee shall be 4 of the 7 voting members.

Face-to-face meetings can be organized by the chair or at the request of a majority of voting members.

Unless responding to an urgent need, meetings ought to be scheduled at least two weeks in advance and a draft agenda ought to be distributed at least a week in advance.

10. Decision-Making Procedures
The group shall formulate advice on online learning based on input from the college and the group's own deliberation. The advice ought to include the rationale for the advice and include, where appropriate, alternatives and opposing opinions.

Voting on specific proposals can be done via email or a secure online voting system.

The committee may organize assessments of the website, including focus groups, online surveys, and any other means to provide the college with useful information to improve the web-based resources.

11. Subgroups
The committee may create ad hoc groups to focus on particular issues as desired.

12. Documentation
The group's website address will be http://windward.hawaii.edu/committees/DL/.

Minutes to all meetings and all memos relating advice will be posted on the group's website.

Other documents, such as the results of surveys and focus groups, can be posted as decided by the group.

The chair is responsible for ensuring that all documentation is posted through whatever appropriate channel on the college's website.

13. Assessment of the Group
The group will ensure that an anonymous comment box is available on the group's webpage and will, by its own choice, by college policy, or by the direction of the Chancellor, participate in college-wide assessments of chartered groups and other forms of assessment.

14. Dissolution of the Group
The group can be dissolved with a memo to that effect from the Chancellor.

15. Modification of a Group's Charter
The charter can be modified by the Chancellor through an action memo.