Charter for the Windward Community College

Distance Education Committee

Date Effective: July 1, 2014

1. **Name**

Windward Community College Distance Education Committee

2. **Relevant System and College Policies**

ACCJC - [http://www.accjc.org/all-commission-publications-policies](http://www.accjc.org/all-commission-publications-policies)

UH System Distance Learning - [http://www.hawaii.edu/dl/](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 distance learning, or another person designated by the Chancellor, will have oversight over the committee.

5. **Purpose**

The purpose of the committee is to provide advice to the college 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 advise on the creation and improvement of policies, procedures, and assessment of distance learning classes;

3. With the assistance of the Institutional Effectiveness Committee, to advise on 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 offer advice on the college's support of distance learning, including facilities, equipment, the college website, and student support;
5. With the assistance of the disabilities counselor and other appropriate resources, to offer advice on policies and procedures to ensure that accessibility issues are responded to appropriately;

6. 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; and

7. To assist the college in effectively connecting with external organizations and complying with policies, such as system-level committees and regional accreditation standards.

The committee can also consider other elements that affect distance learning, either at the committee's discretion or at the request of administration.

6. Membership

Membership is for one year with no term limits. Membership will last from the beginning of the academic year in August to the following July, with the expectation that the committee 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 nine regular (voting) members and one ex-officio (non-voting) member:

• Two positions will be filled by members of the faculty who have taught distance education classes for the college. The members will be decided by self-nomination and a vote of instructors who have taught a distance education course, organized by the Office of Academic Affairs.

• Two are halftime or greater faculty or staff members, one each from Division I (Humanities, Language Arts, and Academic Affairs) and Division II (Mathematics and Business, Social Sciences, Natural Sciences). They are decided by self-nomination and a vote of each division's members, organized by the Office of Academic Affairs.

• One is a full-time faculty or staff member from Student Affairs. The representative is decided by self-nomination and a vote of the Office of Student Affairs, organized by the Office of Student Affairs.

• One is a person appointed by the Director of Continuing and Community Education.

• One is a person appointed by the Chancellor. The committee will forward three nominees to 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.

• One is the Coordinator of Computing Services, or a delegate.
• One is the Coordinator of Media Services, or a delegate.

• In addition, the committee will also have one ex-officio (non-voting) administrator overseeing distance education, or a delegate. This position is the primary liaison between the committee and the college administration.

All positions will be decided in February for the following academic year. The two positions for faculty who have taught distance education classes should be filled first to avoid duplicate nominations.

7. Leadership

The chair will be elected by the voting members of the committee. 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 5 of the 9 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 committee shall formulate its advice on distance learning based on input from the college and the committee'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.

11. Subcommittees

The committee may create ad hoc committees to focus on particular issues as desired.

12. Documentation

The committee's website address will be http://windward.hawaii.edu/committees/distance_education.

Minutes to all meetings and all advisory memos will be posted on the committee's website.
Other documents, such as the results of surveys and focus groups, can be posted as decided by the committee.

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

13. Assessment of the Committee

The committee will ensure that an anonymous comment box is available on the committee's web page and will, by its own choice, by college policy, or by the direction of the Administrator overseeing distance education, participate in college-wide assessments of chartered committees and other forms of assessment.

14. Dissolution of the Committee

The committee can be dissolved by a memo to that effect from the Chancellor.

15. Modification of the Committee's Charter

The charter can be modified by the Chancellor through a memo. The committee can make suggestions to the Chancellor, via the Administrator overseeing distance education, to modify the charter.