

Charge and Membership

Name of Committee or Task Force	Online Education Committee
Purpose	<p>The Online Education Committee (OEC) is a participatory governance body that acts as the central coordinating body to assist The College and College Planning Council by working closely with The Office of Online Learning & Educational Technology (OLET) in the efficient and effective development, implementation, and support of Online Education Initiatives that enhance engagement and success of faculty, and of students, specific to Online and hybrid courses.</p>
Function	<ol style="list-style-type: none"> 1. Establish short-term and long-term planning goals for Online Education Initiatives that enhance engagement and success of faculty, and of students, specific to Online and hybrid courses by: <ol style="list-style-type: none"> a. Reviewing institutional and statewide data to make recommendations for goals and their related priorities; b. Reviewing and responding to the goals of Board of Trustees, the Superintendent/President, the Strategic Plan, the Information Technology Plan, and the Strategic Enrollment Management Plan when formulating the priorities and planning activities; c. Evaluating the progress and attainment of Online Education Initiatives. d. Supporting programs and initiatives designed to promote student equity and success in online and hybrid courses. 2. Train and engage Distance Learning faculty <ol style="list-style-type: none"> a. Act as an advisory group to OLET in establishing process and training recommendations. b. Assist OLET in the development and annual review of the Online Teaching Certification Program. 3. Train and engage Distance Learning students <ol style="list-style-type: none"> a. Act as an advisory group to OLET in establishing the process and training recommendations. b. Assist OLET in the development and annual review of the Online Learning Student Orientation/Readiness program. 4. Promote a faculty support network through: <ol style="list-style-type: none"> a. The Online Education Faculty Advisory Network (OE FANs); b. The OLET Online Learning Program 5. Serve as a resource for Online and Hybrid course development, implementation, and growth. <ol style="list-style-type: none"> a. Act as an advisory group for synchronous and asynchronous modalities in online teaching 6. Collaborate, communicate, and market by: <ol style="list-style-type: none"> a. Facilitating ongoing conversations about issues surrounding Online Education among different campus constituencies. b. Communicating specific, pertinent information to campus constituencies. 7. Working closely with the OLET to support inter-related initiatives and services.

<p>Annual Timeline of Outputs</p>	<p><i>Annual:</i></p> <ul style="list-style-type: none"> ● Planning goals, accomplishments, and recommendations (spring, to be implemented for the following year.) ● Distance Education Annual Data report (in Fall for previous year) <p><i>Ongoing:</i></p> <ul style="list-style-type: none"> ● Online faculty training and engagement assessments ● Online student training and engagement assessments ● OE FANs (fall and spring) <p><i>Every three (3) years:</i></p> <ul style="list-style-type: none"> ● Collaborate with the Information Technology Advisory Committee to inform the goals and strategies pertaining to Distance Education in the Information Technology Plan. ● Collaborate with the Enrollment Management Oversight Committee to inform the goals and strategies pertaining to Distance Education in the Strategic Enrollment Management Plan.
<p>Reporting</p>	<p>Recommendations from the Online Education Committee go to the College Planning Council for information and/or approval.</p>
<p>Membership</p>	<ul style="list-style-type: none"> ● Co-Chair (Admin): Associate Dean, Online Learning & Educational Technology ● Co-Chair (Faculty): Online Education Faculty Coordinator ● 7 Full-Time Faculty: Appointed by Academic Senate (with online teaching experience and across various schools). ● 2 Part-Time Faculty: Appointed by CHI (with online teaching experience). ● 1 Classified: Appointed by AFT (Recommended: Distance Learning Specialist) ● 1 Classified: Appointed by Classified Senate ● 1 Student: Appointed by ASB ● 1 STHD Student: Appointed by ASB ● Chief Information Systems Officer (CISO) (or designee) ● Dean of Institutional Effectiveness (or designee) ● Curriculum Chair (or designee) ● Student Equity Faculty Coordinator (or designee) ● Manager, Student Technology Help Desk (STHD) ● Manager, Online Learning Program <p>Resource:</p> <ul style="list-style-type: none"> ● Director, Academic Services ● Dean, Academic Affairs (Viking Pathways Representative) <p>Appointed faculty by Academic Senate serve a three-year term limit that is renewable for a second term. Appointed classified staff by the Classified Senate serve a two-year term limit that is renewable for a second term. Appointed classified staff by the AFT do not have a term limit.</p>
<p>Meeting Frequency and Schedule</p>	<p>Monthly: 3rd Tuesday of the month at 3:00-4:30pm</p>