

Distance Learning Committee Bylaws

Adopted 11/13/2019

Purpose of the Committee

- promote the use of distance learning technologies
- address issues and concerns related to distance learning
- participate in decision-making and planning pertaining to distance learning

Member Composition

The Distance Learning Committee should be composed of the following members:

Minimum of two representatives from each academic college and a library representative who currently teach or have previously taught online

Members will serve two-year renewable terms. Each member should express their intent to renew their term at the April meeting of the Committee to extend their term, and may do so indefinitely as long as the member remains in good standing and fulfills member engagement standards.

The Vice Provost for Academic Affairs, Chief Information Officer of UITS, Director of Center of Online Learning, Director of Faculty Center, and Director of Quality Enhancement Plan, or their designated representative, as ex officio members

In the event of vacancies, selections for Faculty Senate Committees are made by the Committee on Committees on the basis of the faculty member's prioritization of interest in Faculty Senate Committees. Adopted by Faculty Senate on November 6, 2017.

Committee Officers

The Distance Learning Committee will elect by majority vote within the Committee a Chair Elect and a Secretary or have the option to invite the Administrative Coordinator of the Center of Online Learning to fulfill the duties of the secretary. In the event the Chair is no longer able to fulfill the duties, the Chair Elect serves as temporary chair until a new chair is elected.

Chair Elect will be elected to serve a one-year term, followed by a one-year term as Chair
Secretary will be elected to serve a one-year term

Member Engagement

The Distance Learning Committee may conduct business electronically, in person, or by other means. The committee will take into account that engagement should be assessed on a variety of metrics. We recognize participation may be a challenge for some, but we consider contributions of attendance, serving on subcommittees, and providing input prior to meetings a strength of participation.

Meeting Calendar

The Distance Learning committee shall aim to meet a minimum of six times per academic year. Additional meetings may be called at the discretion of the chair to consider urgent items raised in Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

Meeting Content and Procedure

Fall Term (September, October and November): COOL updates, Academic Affairs/budget updates, promote the use of online learning technologies, discuss issues related to online learning, and other items designated by the faculty senate.

Spring Term (February, March and April): COOL updates, Academic Affairs/budget updates, promote the use of online learning technologies, approve course improvement grants, discuss issues related to online learning, and other items designated by the faculty senate. In April, Members who wish to remain on the Commit

Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide

