**Distance Education Subcommittee**

**Co-Chairs:**

* One Representative
* Distance Education Coordinator

**Membership:\***

* Office of Instruction Representative
* Disability Services Representative
* Library Representative
* Student Services Representative
* Faculty, Liberal Arts\*\*
* Faculty, Business, Science, & Applied Technology\*\*
* Faculty, at large\*\*
* IT Representative

\*A member may represent multiple constituency groups.

\*\* The Distance Education Coordinator position may satisfy one of these faculty representative positions

**Length of Term:**

Co-Chairs Two Years

Members: Indeterminate

**How Selected:**

Members are appointed by respective shared-governance bodies.

DE Coordinator is a position with faculty re-assign time. Refer to DE Job Description.

**Committee Charge:**

The Berkeley City College Distance Education Committee ("BCCDEC") is a Subcommittee of the Berkeley City College ("BCC") Academic Senate. Its mission is to recommend policies, practices, and procedures that (1) aim to support faculty teaching in the online environment and (2) contribute towards the creation of high quality, engaging, and equitable online, hybrid, and web-enhanced courses to BCC students based on research and existing regulatory and accreditation requirements.

BCCDEC acts as the point of contact for issues related to distance education at BCC and serves as the primary recommending body to the BCC Academic Senate on issues related to distance education and online learning.  Additionally, BCCDEC, through the BCC Distance Education Coordinator, provides input to the Peralta Community College District Distance Education Committee.

Committee Functions:

* Inform the college community on issues related to distance education.
* Provide recommendations to the Academic Senate regarding issues related to distance education.
* Provide input and advice on distance education issues in order to promote the creation of a strategic distance education plan related to online education.
* Review the allocation of resources dedicated to distance education and effectiveness of distance education policy through distance education program review.
* Collaborate and coordinate with other Academic Senate subcommittees and college stakeholders on issues related to distance education.
* Support faculty in the development and delivery of distance education courses by identifying and promoting professional development opportunities.

**Recommends to:**

College Integrated Planning Committee

Academic Senate.

**Frequency of Meetings:**

Once per month during the academic year.