

<p style="text-align: center;">Reedley College Distance Education Committee Operating Agreement</p>
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Purpose:

1. The Distance Education Committee shall report and make periodic recommendations to The Academic Senate, Madera/Oakhurst Faculty Association, and The Reedley College Council on all matters related to Distance Education under each constituency organization's purview (consistent with those of the Western Association of Schools and Colleges' Accrediting Commission for Community and Junior Colleges, Title 5, and the California Education Code).
 - a. Policies and procedures related to the development of and support for programs, degrees, and courses in distance education.
 - b. Standards of proficiency that will be recommended to teach a distance education course.
 - c. Policies and procedures that provide technical, administrative, and academic support to ensure distance learner success.
 - d. Policies and procedures that provide technical, administrative, and professional support for faculty who elect to teach distance education courses.
 - e. Development of outcomes assessment measures that evaluate the success of distance education.
 - f. Periodic review and assessment of past, current, and future facilities, equipment, and software needs.
 - g. Development and accessibility of student services to online students.

Jurisdiction:

College: A committee that coordinates, oversees, and reports on functions and programs common to all Reedley College locations (e.g., Accreditation mandates a single program review process; the System Office mandates the submission of single ARCC, Basic Skills Initiative, Matriculation, and Student Equity data).

Product:

RC Distance Education Guidelines; RC Distance Education Plan

Composition:

VP of Instruction/Dean or designee (appointed by the College President)	Administrator	Standing Member
DSPS representative (appointed by the Academic Senate)	Certificated	
Writing, Math, or Tutorial Center representative (appointed by the Academic Senate)	Certificated	

Counseling representative (appointed by the Academic Senate)	Certificated	
6 Faculty Representative (appointed by the Academic Senate) In appointing these faculty representatives, every effort shall be made to include a range of faculty including at least 1 faculty representative from the MCC campus	Certificated	
CTE Faculty Representatives		
CSEA representative (appointed by CSEA)	Classified	
Student representative (appointed by ASG)	Student	
Auxiliary/non-instructional faculty (appointed by Academic Senate)	Certificated	

1. Faculty members on the committee should also be able to represent or serve as a liaison with the following constituencies: Academic Senate Curriculum Committee, Madera/Oakhurst Technology Advisory Committee; Reedley campus Technology Advisory Committee; State Center Federation of Teachers. Representation of these groups is preferable, but not required.
2. Any recommendation for change in the structure of the faculty, student, staff, or administrative representatives on the Committee must be made prior to the last Academic Senate meeting of the academic year. Such changes will take effect at the beginning of the next fall semester.
3. If a new academic department or division is created, a new representational structure will be considered.
4. The chair will be a faculty member from the committee nominated and chosen by confidential ballot.

Meetings Schedule:

The Distance Education Committee shall meet at least twice a semester as announced by the chair during the academic year.

Quorum:

The committee can only vote on issues with a quorum of at least 51% of its members.

Operating Procedures

1. The Distance Education Committee shall meet at least twice a semester as announced by the chair during the academic year.
2. The Distance Education Committee shall develop, write, evaluate, and update the Reedley College Distance Education Plan.

3. The Distance Education Committee shall report and make periodic recommendations to appropriate College Committees on relevant Distance Education matters.

Reedley College Goal:

The RC DE Committee directly impacts the following goals:

- Continue progress in developing, implementing, and evaluating the assessment of learning outcomes at the course, program, degree, and institutional levels.
- Increase the use of technology throughout the college in support of teaching and learning and increase access to and dissemination of information among students and staff.
- Review ¹Score Card, program review data, and other applicable sources to identify and implement strategies to improve student success, including persistence and retention, in basic skills, ESL and SPAR (student progress and achievement rate).
- Begin implementation of the Educational Master Plan with emphasis on planning for the separation of Madera Community College Center from Reedley College, identifying growth areas, class size, and professional development of administrators, faculty, and staff.

Reedley College Strategic Goals:

The RC DE Committee directly impacts the following objectives:

- 1. Excellence in Education
- 2. Institutional Effectiveness