

College of Marin Academic Senate Subcommittee Distance Education Committee (DEC)

The Academic Senate voted at its September 23rd, 2010 meeting to approve the formation of a Distance Education Committee (DEC) as a subcommittee of the Academic Senate that will oversee the development and implementation of distance education offerings at College of Marin.

This Committee may include at least 8 volunteer faculty appointed by the Academic Senate from various disciplines who presently offer distance education classes including Math, the Sciences, Health Education, English, Philosophy, Business/Business Office Systems or Computer Information Systems, Modern Languages, and Multimedia Studies; additionally, one faculty member with curriculum expertise, a counselor and someone from DSPS. The chair will be elected by the committee.

This committee will:

- Develop long-term strategies for the development of distance education at College of Marin.
- Research and make recommendations to IT and the Director of Learning Resources on the best distance education platform.
- Provide guidelines and training in use of the new platform and if necessary, support for transferring existing courses from Blackboard to a new platform (if a change is recommended).
- Develop protocols and consistent procedures for all faculty to use for Distance Education classes.
- Develop and implement a method for ensuring academic integrity and student authentication.
- Research and develop policies regarding regular and effective student contact for distance education classes.
- Research and make recommendations to the Curriculum Committee on course outlines for distance education courses including ADA Compliance (Universal Design).
- Write up guidelines for distance education course outlines for the college's course outline handbook.
- Address Student Service issues including counseling and library support. Research and report on best practices for supporting students enrolled in distance education classes.
- Research and publish best practices for student success and retention in distance education classes. Post on DE Webpage.
- Make recommendations to the professional development committee for flex workshops.
- The committee will provide recommendations on selection and evaluation procedures for DE offerings.
- The Senate will consult with UPM on applicable items.