Distance Education Steering Committee By-laws
June 2020

History
In 2014, Academic Affairs created the Distance Education Steering Committee and appointed the inaugural Faculty Coordinator for Distance Education who served as the committee’s chair. Initial committee members were selected from earlier task forces to represent Academic Affairs, department chairs, Schools, Summer School, the Library, and the Teaching and Learning Team.

Composition (13 members)*
DE Faculty Coordinator (committee chair)
Associate Provost for Curriculum and Academic Administration
Director of Teaching Learning Team
DE Training & Development Coordinator
One faculty representative from the Library, the Honors College, and each school: SOTA, SBE, EHHP, HSS, LCWA, SSM.
Summer School Director

*Representation of constituencies may overlap. To limit committee size, a member may fulfill two roles: e.g., the Associate Provost or the DE Faculty Coordinator may already represent one of the Schools.

Selection of Committee Members
For representatives associated with a position (e.g., Summer School Director; Associate Provost for Curriculum and Academic Administration), members are selected by the nature of their role. It is recommended, but not required, that the DE Steering Committee chair also serves on an advisory committee to confirm future members for confirmation by the Provost. For schools, the chair of the advisory committee will contact each dean for a recommended representative to serve on the Distance Education Committee.

Term of appointment
For representatives associated with a position (e.g., Summer School Director; Associate Provost for Curriculum and Academic Administration), the term of appointment is unlimited. For Library, Honors College, or school representatives, the term is a 3-year appointment.

Meetings
Meetings are monthly, although the committee may determine that greater frequency is necessary depending upon pending tasks. A member may attend in person or remotely but the number for a quorum is four members. The DE Faculty Coordinator will schedule the meeting at least two weeks prior, provide a meeting agenda at least one week prior, and a secretary will take the meeting minutes and provide a version for committee approval at least one week before the subsequent meeting.
**Duties**
The DE Steering Committee addresses issues related to Distance Education. Topics may include, but are not limited, to the following:

1. The DE budget and faculty compensation for DE training opportunities
2. Course caps versus classroom size
3. Online, hybrid, and emergency remote teaching, Internships, and DE policy documents
4. The use of exam proctoring services and course fees
5. Final exam scheduling
6. Best practices of online education on campus: e.g., teaching evaluations, chair assessment of courses and teaching, evaluation rubrics, and the use of new applications for online and emergency remote teaching (ERT)
7. Student readiness for online learning
8. NC-SARA* and SACSCOC accreditation
9. Marketing and visibility of DE to include the bi-monthly DE Connect newsletter

*https://nc-sara.org/about-nc-sara

**Records**
Records include meeting agendas and minutes, which will be stored in a shared cloud on the CofC server and shared with all current members and the Office of the Provost and Academic Affairs.

**Faculty Educational Technology Committee**
The DE Steering Committee will communicate with the Educational Technology Committee (ETC), a standing committee under the direction of Faculty Senate. ETC meets regularly to discuss and advocate to improve technology for classroom and online courses.

**Public web site**
The official DE webpage for the College: https://academicaffairs.cofc.edu/distance-education/index.php

**Amendments**
Any member of the DE Steering Committee may propose an amendment, or amendments, to these by-laws, which would require a majority vote of approval by the DE Steering Committee and approval by the Provost for final adoption.

*Approved June 8, 2020, by the DE Steering Committee
Submitted June 11, 2020, to the Interim Provost*