
eLearning Committee Bylaws

Section 1

Role and purpose:

To provide guidance and expertise necessary to develop a rich and rigorous eLearning Ecosystem that produces a consistent, cohesive, quality learning experience for students; examine innovative eLearning models and initiatives, based on the most current national and local eLearning trends; and ensure the eLearning direction is directly linked to the Vision, Core Values, Mission, and Core Themes of the college.

The eLearning Committee provides counsel to the college community (Instructional Divisions, DRT, Continuing Education, ITS, and Students Affairs) in fulfilling the college's mission to ensure student success through provision and promotion of excellence in eLearning. The Committee advises the college community on building the foundation for eLearning curriculum and course development, in accordance with NWCCU requirements [State Authorization Reciprocity Agreement \(SARA\) guidelines](#).

Council Alignment: Constituency Councils – Faculty

Section 2

Tasks

1. Continue working on developing an eLearning college-wide vision that is based on the most current nationally-recognized eLearning trends, regional and national standards that include the following:
 - I. Distance Education Accreditation requirements
 - II. SARA guidelines
 - III. ADA Compliance
 - IV. Verification of student identity and attendance verification in online classes
 - V. Academic integrity
2. Evangelize the 5-Year eLearning Plan and work on achieving the initial goals:
 - I. Training requirements for faculty who teach online and hybrid courses;
 - II. Guidelines for an institutional plan/matrix to lead development, implementation, and evaluation of online courses and programs;
 - III. Accessibility guidelines and recommendations for video production and accessible course design.

3. Develop assessment for measuring progress toward/achievement of the 5-Year eLearning Plan goals.
4. Write recommendations on how to support the eLearning Institute initiative throughout the year.
5. Provide recommendations to the Office of Instruction and other stakeholders for establishing an institution-wide direction and framework for eLearning.
6. Committee will report to the aligned council twice a year – Fall and Spring

Section 3

Membership

| Membership: | Appointed/Elected by | Term |
|--|---|---|
| eLearning Director | Virtue of position | Permanent |
| Dean, Library Media Center & eLearning | Virtue of position | Permanent |
| Associate Dean, Office of Instruction | Virtue of position | Ex Officio |
| One Faculty representative from each division: A&H, IBIT, HSEWI, Science, Social Science | Faculty selected by Faculty council and/or department | 3-year commitment |
| One Instructional Designer | Representative selected by Director or department | 3-year initial commitment; additional 1-year terms may be renewed annually |
| One representative from each department: Disability Resource Services, Information Technology Services, Faculty Commons and Student Affairs | Representative selected by Director or department | 3-year commitment |
| One representative each from Continuing Education and Library Media Center Librarians | Representative selected by Director or department | 3-year initial commitment; additional 1-year terms may be renewed annually |

1. eLearning Committee members shall be selected based on the following criteria:

Teaching members:

- I. Experience with online and/or hybrid teaching
- II. Demonstrated interest in online pedagogy and instructional technology
- III. Demonstrated interest in participating in professional development that pertains to online learning and technology

Non-teaching members:

- IV. Demonstrated experience using educational technology for online learning and teaching
 - V. Demonstrated interest in participating in professional development that pertains to online learning and technology
2. eLearning Committee members can be either part-time or full-time faculty/employees.
 3. eLearning Committee members shall serve a term of three years.
 4. eLearning Committee members shall perform the following duties:
 - I. Attend all meetings scheduled by eLearning Director and Chairperson
 - II. Review all Canvas materials posted in Canvas prior to the meetings
 - III. Work on different tasks and projects related to the eLearning Committee mission
 5. eLearning Committee members shall represent the interests of the eLearning to other college groups and committees.
 6. eLearning Committee members shall communicate the results of the work the eLearning performs back to their units and divisions.
 7. eLearning Committee members shall stay abreast of eLearning trends and innovations (local, national, and international).
 8. A member of the Committee can be removed from the eLearning Committee for the following reasons:
 - I. No shows- Missing more than 3 meetings per academic year without sending a proxy
 - II. Disruptive behavior
 9. The Chairperson and Director of eLearning shall consult with all eLearning Committee members, as well as the head of the academic unit the member of the Committee represents before any decisions to remove the Committee member are made.
 10. eLearning Committee membership shall include voting and non-voting members.
 - I. One representative from each Academic Division
 - II. One representative from Library Media Center Librarians
 - III. One representative from Continuing Education
 - IV. One representative from Faculty Commons
 - V. One representative from eLearning Department
 - VI. One representative from Disability Resource Center
 - VII. One representative from Information Technology Services
 - VIII. One representative from Student Affairs
 - IX. Dean, Library Media Center
 - X. Director of eLearning

11. eLearning Committee non-voting members shall include:

- I. eLearning Committee Chairperson
- II. Dean, Library Media Center and eLearning
- III. Members at large and consultants

12. eLC new member application process:

- I. Regular vacancy: Start with an all campus announcement. The open application period will be at least 2 weeks and up to 2 months. If there are no successful candidates, then the committee will default to the midterm vacancy guidelines.
- II. Midterm vacancy: The Division Dean will appoint a faculty member. This individual will serve in an interim basis until the next open election period.

Section 4

Officers

eLearning Committee Officers

1. The officers of the eLearning Committee shall consist of the Chairperson and Director of eLearning.
2. The Chairperson will be elected by majority vote of the voting members present at the first Fall meeting of the eLearning Committee.
3. The Chairperson shall serve a term of one year and perform the following duties:
 - I. Work with the eLearning Director on designing agendas and other materials for the meetings
 - II. Conduct eLearning Committee meetings
 - III. Facilitate communication within the eLearning Committee and with other college groups and committees
 - IV. Represent the interests of the eLearning Committee to other college groups and committees
 - V. Assist eLearning Director with presentations at All-Faculty meetings, Instructional Cabinet, Educational Services, etc.
 - VI. Stay abreast of eLearning trends and innovations and provide information to the eLearning Committee.
4. eLearning Director is the Committee Convener and is appointed by virtue of position.
5. eLearning Director shall perform the following duties:
 - I. Work with the eLearning Committee Chairperson on designing agendas and other materials for the meetings
 - II. Schedule eLearning Committee meetings
 - III. Maintain eLearning Committee Canvas site

- IV. Facilitate communication within the eLearning Committee and with other college groups and committees
 - V. Represent the interests of the eLearning Committee to other college groups and committees
 - VI. Present results of the eLearning Committee work at All-Faculty meetings, Instructional Cabinet, Educational Services, etc.
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Section 5

Meetings

1. Meetings of the eLearning Committee shall be held monthly (during academic year) on dates decided by the eLearning Director and Chairperson in consultation with the membership.
 2. eLearning Committee Canvas site will be used by the committee for Meeting schedules, Agendas, Meeting Minutes, Attendance, Discussions and for all communication pertaining to the committee work.
 3. All materials and topics for the discussions will be posted to the Canvas site.
 4. Meeting agendas and Canvas materials shall pertain to business of the eLearning Committee and shall be published for the membership in Canvas several days prior to each meeting.
 5. The eLearning Committee members will be responsible for reviewing the resources and materials posted and for participating in discussions to prepare for the meetings.
 6. Special meetings may be called by the Chairperson and eLearning Director with written notice sent to the membership in advance. eLearning Committee members shall be notified about upcoming special meetings as soon as possible.
 7. A quorum shall be 50% of the voting membership.
 8. Decisions shall be made following a majority vote of voting members in attendance at the meeting.
 9. Members who are not able to attend the meeting can send a proxy vote.
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Section 6

Amending the bylaws

1. Each proposed amendment is added to the upcoming meeting agenda and discussed by the entire committee.
2. Amendment of any bylaw can be approved and adopted by a simple majority vote.

3. Proposed changes to the bylaws will be added to the committee's Canvas (or whatever LMS is in use) site so that all members have the opportunity to discuss the proposed change.
4. Changes take effect at the beginning of the next quarter or a date decided by the committee.

2019-2020 Membership

| Member | Representing |
|-------------------------------|--|
| Sukirti Ranade | Director of eLearning, voting |
| Heath Hayden | Interim Dean, Library Media Center & eLearning, non-voting |
| Joyce Carroll | Associate Dean, Academic Affairs, Ex-Officio, non-voting |
| Ron Austin | Digital Learning Manager, Instructional Design, voting |
| Donald Rowe | Faculty-IBIT, voting |
| Elizabeth Zahrt Geib | Faculty-Social Science, voting |
| Michelle Schewe | Faculty-Library Media Center, voting |
| Tatiana Mihaylova | Faculty-Science, voting |
| W. Orcajo(Dee Dee) | Faculty-HSEWI, voting |
| Wei Geiger(Spring Sabbatical) | Faculty-Arts & Humanities, voting |
| Sara Farag | Faculty-Science, non-voting |
| Archana Alwar | Faculty Commons, voting |
| Blaise Mitsutama | Continuing Education, voting |
| | Advising, Student Affairs, voting |
| Showkat Choudhury | Information Technology Services, voting |
| Raymona Baldwin | Disability Resource Center, voting |