



Distance Education Advisory Committee (DEAC) Bylaws

Date Submitted to PBC:

Approved by PBC:

Contents

- COMMITTEE PURPOSE
 - 1. Role 3
 - 2. Responsibilities 3
- MEMBERSHIP 3
 - 1. Membership Terms 4
 - 2. How Members are Appointed or Selected 4
 - 3. Annual Orientation of Members 5
 - 4. Expectations of Service 5
 - 5. Removal 5
- CO-CHAIR SELECTION 5
- DISSEMINATION OF INFORMATION 5
- MEETINGS 6
 - 1. Frequency of Meetings 6
 - 2. Meeting Agenda 6
 - 3. Decision-Making 6
- ACTIONS & DECISIONS ON COLLEGE POLICY 6
- BYLAWS CHANGE PROCESS 6
- EVALUATION 6

COMMITTEE PURPOSE

1. Role

The Distance Education Advisory Committee (DEAC) reports to PBC and regularly updates the college Planning Councils (SSPC and IPC). DEAC goals and related work are aligned with the related goals of the Educational Master Plan and Strategic Enrollment Management Plan. DEAC:

- Assists in the strategic planning of the college with regards to distance education, including formulating related goals and identifying resources needed to meet those goals.
- Discusses updates in distance education, including policy changes, use of instructional technology, and ongoing college initiatives that assist online teaching and learning.
- Supports faculty professional development and training in distance education modalities to ensure high quality program standards as outlined by the Online Education Initiative (OEI). This increases student access, supports student success, and addresses equity gaps.
- Seeks to identify, address and promote diversity, equity, inclusion, accessibility and anti-racist practices.

2. Responsibilities

- Seeks input and vets the Distance Education Strategic Plan (DESP) with Councils.
- Drafts and submits DESP to PBC (usually during the spring semester).
- Provides an annual report to PBC based on DESP.
- Advises the Online Teaching and Learning Team on matters specific to Distance Education.

MEMBERSHIP

1. Membership Terms

For most DEAC members, a “term” is a two year (four semester) commitment that can be renewable. Exceptions are student representatives who are appointed by ASCC for a duration of one semester.

2. How Members are Appointed or Selected

DEAC membership ensures representation of college constituency groups—faculty, classified, students and administration. Committee members are appointed through the CSEA (in collaboration with Classified Senate) , Academic Senate, and Associated Students of Cañada College. Classified representatives are also vetted through California School Employee Association (CSEA).

Current structure (from Compendium of Committees):

David Reed	ASLT Dean (Co-Chair)	Admin	By position
TBD (Fall 2023)	Instructional Technologist	Classified	By position
Celeste Kidd	Alternate Media Instructional Aide (DRC Rep)	Classified	By position
Julian Taylor	Tutor Coordinator (Learning Center Rep)	Classified	Classified Senate
Maria Huning	SSPC Representative	Classified	Classified Senate
Allison Hughes	Instructional Designer	Faculty	By position
Nada Nekrep	Distance Education Coordinator (Co-Chair)	Faculty	IPC (?)
Sarah Harmon	OER/ZTC Coordinator / Representative	Faculty	AS (?)
Cassie Begley	Faculty Representative (KAD)	Faculty	AS
Danielle Peletier	Faculty Representative (HSS)	Faculty	AS
David Gainey	Faculty Representative (BDW)	Faculty	AS
Jeanne Digel	Faculty Representative (ST)	Faculty	AS
Sandra Mendez	Faculty Representative (Counseling)	Faculty	AS
Lesly Ta	Associated Student Senate Delegate	Student	ASCC

3. Annual Orientation of Members

Committee co-chairs participate in the Planning and Budget Council's annual "PBC Orientation." Committee members are invited to attend.

4. Expectations of Service

Committee members will

- commit to attend the meetings.
- review agenda documents prior to each meeting.
- notify co-chairs if unable to attend scheduled meetings.
- solicit feedback from and report out to constituent groups.
- contribute ideas for future agenda items.

5. Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

CO-CHAIR SELECTION

The Dean of ASLT serves as Co-Chair by assignment, and the Faculty Coordinator of Online Instruction serves as Co-Chair by appointment from IPC. Faculty Co-chairs serve for a two-year term in alignment with their coordination assignment. Co-chairs and committee members are to be confirmed by the last regular committee meeting in the spring semester (in preparation for service to begin the next academic year).

DISSEMINATION OF INFORMATION

DEAC Meeting Information Guidelines & Practices:

- Check-in with agenda item presenters one week prior to a meeting.
- Distribute meeting agendas 72-hours prior to a meeting.
- Draft meeting summaries should be reviewed/approved at subsequent meetings.
- Agendas and meeting summaries are to be posted regularly to [DEAC Meetings webpage](#).
- [Cañada DEAC webpage](#) should be regularly updated with current information, committee membership, bylaws, meeting agendas and summaries, meeting days and times.

MEETINGS

1. Frequency of Meetings

Cañada DEAC typically meets monthly for 90 minutes.
Currently, meetings are held on the first Wednesday of the month.

2. Meeting Agenda

Meeting agendas are created by committee co-chairs with input from the DEAC membership.

3. Decision-Making

DEAC uses the consensus method of decision-making based on quorum (half the membership +1).

ACTIONS & DECISIONS ON COLLEGE POLICY

n/a

BYLAWS CHANGE PROCESS

Council and Committee bylaws may be amended and/or adopted by consensus or by a two-thirds vote of all members in consultation with their respective constituents. Any member may propose a change to bylaws.

EVALUATION

Committees report to the Planning and Budget Council annually on the progress of the 3-year plans. Annual reports may be submitted or presented to PBC.