

North Orange Continuing Education Distance Education Committee

Adopted by DE Committee, January 23, 2024

Adopted by Academic Senate, March 5, 2024

Revised by DE Committee, November 6, 2025

Revision adopted by Academic Senate, March 3, 2026

DE Committee Constitution

Preamble

We, the faculty of North Orange Continuing Education's Academic Senate, do hereby establish the Distance Education Committee.

Name

The committee shall be known as the Distance Education Committee hereinafter referred to as the DE Committee.

Purpose

Section 1

The DE Committee shall provide recommendations to the Academic Senate related to distance education and distance education matters as outlined in the committee's guiding documents. The committee shall have established bylaws approved by the Senate. The Academic Senate bylaws hold precedent.

Section 2

The DE Committee provides recommendations to successfully implement the goals and objectives adopted in the Distance Education Plan and supports student success by promoting best practices for high-quality instruction and online student resources at NOCE.

Bylaws

Article I: Membership

Section 1: Composition

- A. Chair of the DE Committee shall be nominated and elected by the Academic Senate by a 50% plus 1 vote, with at least a quorum of the Academic Senate participating in the vote during normal elections. The DE Chair must be a member of the full-time Electorate.
- B. If at any time, the Chair of a Senate committee is vacated before their term expires, the Academic Senate Vice President will hold a special election to fill the vacancy. The newly elected Chair will hold the seat for the remainder of the initial term that was vacated.
- C. The term of office shall be two (2) years for the DE Chair. The Chair can serve a maximum of two consecutive terms, followed by at least one academic year away from the position before serving

again. Time served due to a special election will not be factored into the maximum two consecutive terms if the chair filled the vacancy for fewer than two semesters. In the case where no other faculty member runs for office, the current DE chair may choose to run for another term or an agreed upon timeframe with the approval of the Academic Senate.

- D. Appointment of DE Committee members shall initially be from among the Academic Senate membership of faculty
- E. To provide for terms that alternate every year, fifty percent (50%) of DE Committee members shall be appointed on even-numbered years and fifty percent (50%) shall be appointed on odd-numbered years whenever possible.
- F. If at any time the position of a DE committee member is vacated before their term expires, the position can be reappointed by a formal call through the Senate President.

Section 2: Organization

The organization of the DE Committee may be comprised of the following whenever possible:

- A. One adjunct and/or one full-time faculty member from each department. The term of appointment shall be two (2) years, and may be renewed for an additional 2-year term or an agreed upon timeframe, with service limited to three (3) consecutive terms: in the case where no other faculty member is appointed, the current department faculty may choose to serve another term or an agreed upon timeframe with the approval of the Academic Senate for faculty.
- B. One Instructional Designer for NOCE.
- C. One classified staff who works with students in an instructional environment, holding one of the following job titles: Instructional Aide, Instructional Assistant, or Student Services Specialist.
- D. The NOCE Curriculum Committee Chair, ex officio, shall serve as a resource and voting member. The Curriculum Committee Chair may concurrently serve as a department representative for their respective department.
- E. Three administrative committee members to be comprised of the Vice President of Instruction, the DE Director, and a Dean or an Associate Dean. Any Dean shall have a term of office of two (2) years. Administrative committee members shall be granted an advisory vote.
- F. One student representative. The term of office shall be one (1) year for students.
- G. Voting members shall include the following:
 - a. DE Committee Chair
 - b. Full time faculty
 - c. Adjunct faculty

Article II: Powers and Responsibilities

Section 1

The primary function of the DE Committee is to recommend and promote best practices for teaching online and using technology for learning.

Section 2

Review and revise the Distance Education Plan and Faculty Handbook to recommend policies and processes pertaining to distance education.

Section 3

Establish processes and training to certify or maintain certification of faculty to participate in distance education.

Section 4

Establish standards for distance education certification equivalency.

Section 5

Draft, review, evaluate, and make recommendations for the approval of Distance Education Addenda.

Article III: Officers' Powers and Duties

Section 1: DE Committee Chair

The DE Committee Chair shall...

- A. Plan a calendar of DE Committee meeting dates.
- B. Establish the DE Committee meeting agenda, call meetings, and preside over the meetings.
- C. Disseminate information across the campus related to DE.
- D. Assist with the promotion of DE modality to students.
- E. Serve on the Curriculum Committee as a resource and voting member.
- F. Serve on district level committees or workgroups as required
- G. Be certified to teach online in accordance with requirements in the North Orange Continuing Education Distance Education Plan.
- H. Serve as the NOCE Peer Online Course Review (POCR) Lead
- I. Participate in institutional accreditation and strategic planning in matters related to distance education
- J. Engage in ongoing institutional efforts and processes related to academic program review
- K. Liaison with the Office of Institutional Research and Planning for the drafting, coordination, and implementation of the NOCE Online Student Survey

Section 2: Committee Members

DE Committee members shall...

- A. Communicate department needs to the DE Committee on a monthly basis.
- B. Attend and participate actively in DE Committee meetings.
- C. Review all DE Committee meeting materials in a timely manner.
- D. Participate in subcommittees as needed e.g. OTC Equivalency

Article IV: Meetings and Procedures

Section 1

- A. Matters not specifically covered in these bylaws shall be governed by the latest version of Robert's Rules of Order: Revised.
- B. Meetings of the DE Committee shall be held at least once a month during the academic year.

- C. Posting of agendas shall comply with the Brown Act. The agenda for regularly scheduled meetings shall be posted at all locations 72 hours in advance. The agenda for special meetings shall be at all locations 24 hours in advance. The discussion of new business is limited per parliamentary procedure and in accordance with the Brown Act.
- D. Meetings should reach a quorum defined as 50% plus 1 of voting members of the DE Committee.
- E. When no quorum is present, any substantive action taken is invalid.
- F. Meetings shall be open to all interested parties.
- G. Actions of the DE Committee shall be in the form of motions or resolutions approved by the majority of the voting members present.
- H. Motions proposed by the DE Committee may be voted on in the same meeting they are proposed. However, if it is determined that voting on the motion be delayed, such voting may be conducted at the next DE Committee meeting.
- I. Special meetings may be called by the DE Chair, or at the request of any three faculty DE Committee members.
- J. Teleconference meetings may be held if the agenda specifically identifies all the teleconference locations; such locations must be fully accessible to members of the public, with the agenda posted at all locations as outlined in the Bylaws.

Article V: Adoptions and Amendments

Section 1

- A. Amendments to these Bylaws may be proposed by any Senator to the DE Committee.
- B. All proposed amendments shall be submitted in writing to the DE Committee at least one meeting before the vote.
- C. To be ratified, amendments must receive an affirmative majority vote from the DE Committee and adopted by a majority vote of the Senate.