

**RIO HONDO COLLEGE  
DISTANCE EDUCATION COMMITTEE  
BY-LAWS**

The Distance Education Committee, as a sub-committee of the Academic Senate, reviews and recommends to the Senate the following:

1. Develop quality standards for online education as is outlined below:

**55202. Course Quality Standards.**

The same standards of course quality shall be applied to any portion of a class conducted through as distance education are applied to in-person classes, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of Distance Education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, Education Code.

2. Develop policies to ensure online instructors are in line with the requirements of the following area of Title 5:

**55204. Instructor Contact.**

In addition to the requirements of section 55202 and any locally established requirements applicable to all courses, district-governing boards shall ensure that:

(a) All approved courses offered as distance education include regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

(b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

3. Ensure instructor compliance with Section 508 of the American Disabilities Act. Section 508 requires that electronic and information technology developed, procured, maintained or used by the Federal government be accessible to people with disabilities. States which were recipients of Federal funds under the State Tech Act Grant must also comply with the Access Board standards for Electronic and Information Technology. California was a recipient of such funds.

4. Recommend training standards to the Academic Senate for both experienced faculty and those new to teaching online.
5. Provide input regarding the selection of the course management system. This also includes advice on the timing and implementation of both the new course management system and subsequent upgrades to the system.
6. Develop, study, and analyze best practices and technological innovations for distance education, in order to make recommendations to the Academic Senate.
7. Provide instruction and advice for the use of academic technology for distance education.

Membership:

A) The voting membership of the Distance Education Committee shall be as follows:

Area	# of REPS	MEMBERS
Faculty	20 (2 Part-time Faculty)	
Administration	3	2 Academic Deans appointed by the Vice President of Academic Affairs and the Director of IT
Classified	3**	
Online Education Coordinator	1	A committee chair, selected by the committee members, will serve in this role.

\*\* Two of the positions may be filled by the Instructional Assistants from the Office of Online Education.

\*\* One of the DSPS representative positions may be filled by the Instructional Hi-Tech Access Microcomputer Lab Technician

- B) Each member shall be selected by the Academic Senate for a period of two years. The term of each member begins in the Fall semester.
  1. It is recommended that all divisions be represented with one faculty member from each division appointed to the committee. If a division declines to have a representative, then faculty from other divisions may be selected for the committee.

- C) Only Full-time faculty members with online teaching experience through Canvas or the current Course Management System, may be selected.
- D) Each member may be re-elected to an indefinite number of terms.
- E) The term of each member shall begin at the start of the Fall semester.
  - 1. If a member cannot fulfill their duties throughout the academic year (due to personal necessity such as illness/health issues, retirements, etc.), they may be replaced by another member of their academic division.
  - 2. Faculty may have one excused absence per semester. The Academic Division for the faculty member may determine if the member should be replaced if they cannot attend regularly and fulfill their committee duties and recommend to the DEC.
- F) The two administrative representatives shall be appointed by the V.P. of Academic Affairs in consultation with the Academic Senate President.
- G) It would be preferable if one of the Distance Education Committee members could represent Student Services faculty.
- H) The chairperson shall be a **full-time** faculty member elected to a two-year term. Nominations will take place at the February committee meeting. Elections shall take place in March and will be held through online voting using Survey Monkey or a comparable program. The election shall be administered by the Secretary of the Academic Senate or designee of the Academic Senate President. Voting is open to all current active members of the Distance Education Committee. The term of the Distance Education Coordinator will run concurrent with the following academic year.
- I) **The chairperson shall be elected to a two-year term. After the two-year term another election must take place to allow others to run for the position. A chairperson may serve 2 consecutive terms.**

## PROCEDURES

1. The meeting shall be called to order and action items addressed when a quorum exists. A quorum is 50% of the membership, plus one.
2. The Committee may, by majority vote, accept or reject proposals.
3. Any amendment to the bylaws can be made with a motion that passes by 2/3 vote of the membership.
4. The committee shall meet at regular intervals with a minimum of one (1) meeting a month during the Fall and Spring semesters of the academic year. The committee will meet up to twice a month on designated Mondays.