DISTANCE EDUCATION ADVISORY COMMITTEE
(DEAC)
CHARTER

Statement of Purpose
The Distance Education Advisory Committee (DEAC) will
• Ensure that the Distance Education (DE) curriculum is adequately certified and recertified in order to maintain high quality instruction. (See details under Operating Procedures.)
• Ensure that the Distance Education curriculum is adequately supported to promote high quality instruction that will equal or surpass traditional classroom delivery.
• Provide a mechanism for maintaining a coordinated effort of the various campus units affecting the delivery of distance education offerings including instruction, assessment, student service, technology support, and faculty development.

Operating Procedures
The Distance Education Advisory Committee (DEAC) will
• In conjunction with the Technology Advisory Committee, search and solicit information from multiple sources on new technology, software, and teaching methods that may improve delivery of DE courses.
• Determine if personnel support is adequate in number and function.
• Coordinate with Faculty Development and ITS to determine and provide the necessary training for instructors and support personnel.
• Ensure that DE is assessed annually using approved assessment methods. Such assessment will include a determination as to whether the quality of a DE course is equal to the same classroom-based course.
• Prepare budget requests for the College’s planning cycle if it is determined that new equipment, software or personnel are required to adequately support Distance Education.
• Keep DE instructors advised of all major developments and findings. For new courses, advise faculty on requirements for certification, and establish a timeline for that process.

In its role of certifying/recertifying DE curriculum (see Statement of Purpose above), the DEAC will utilize the following process:
• Create and publish a schedule for certifying new DE courses. This should be early in the Fall semester for subsequent Spring offerings, and early in the Spring semester for subsequent Fall offerings.
  NOTE: Exceptions to this schedule may be considered if circumstances warrant, and if sufficient justification is provided.
• Create and publish a schedule for the recertification of DE courses. The list of approved courses shall also be published, including dates of upcoming re-certifications.
• No course should be included in the schedule without formal certification. **NOTE: If the appropriate paperwork is not submitted and approved, the relevant Dean shall have the new DE course (or one that has not been recertified) removed from the Schedule of Classes before Banner is activated for student registration.**

• DEAC will serve as a committee of the whole in re/certifying courses, but will include ad hoc members (e.g., appropriate Division Chair, Dean, or discipline faculty) as needed to ensure comprehensive review.

• A faculty member seeking re/certification shall submit the appropriate form (which includes the Division Chair signature) to the DE Coordinator by the published deadline.

• The application form will include checks to ensure that the DE version of a course provides high quality instruction that equals or surpasses classroom delivery. The application form must be accompanied by a DE syllabus, and provide evidence that the course is substantially developed or already complete.

• The DE Coordinator will make proposals available to the DEAC (and other parties if needed) for timely committee review and decision-making.

• The DE Coordinator will provide a list of all new DE courses as well as those that have been recertified to the CPC at the end of each academic year, as part of the committee’s end-of-year report.

• The DE Coordinator will also maintain hard copy files of applications for re/certification.

• Faculty members whose courses are re/certified are expected to be familiar with DE support materials (e.g., DE Handbook, Best Practices, DE Faculty Development website, etc.) and to attend all required orientation sessions as scheduled by the DE Coordinator.

**Scope of Authority**
The DEAC was initially authorized by the FSEC on November 2, 2007. The DEAC will now be a standing committee under the Committee on Programs and Curricula (CPC), incorporating the functions of the former Distance Education Review Board (DERB), and will also provide reports to the FSEC. DEAC has the authority to communicate and make requests for services of any campus or UH system unit. It may provide input directly into the Strategic Plan and make requests of other funding sources.

**Structure of the Committee**
All members have voting privileges. If members leave the committee, they will be replaced by the Chair of the Committee on Committees (CoC), in consultation with the Chair of the CPC or the appropriate Unit head. The Distance Education Coordinator will serve as Chair, ex officio.

Members of this committee are appointed, as follows:

- Three (3) faculty teaching distance education (DE) courses (2 UC, 1 CTE)
- One (1) representative from Academic Support
- One (1) representative from Student Services
• One (1) representative from ITS
• Distance Education Coordinator
• Assessment Specialist or Assessment Task Force Chair
• Dean of University College
• Dean of Tech I
• Dean of Tech II
• Disability Specialist
• Additional members may be appointed as needed from year to year

Meetings
Meetings will be held at least once a month for regular business, and may be held more frequently if needed for certification / recertification of DE courses.

Documentation / Communication
• Minutes will be taken at each meeting and posted on the Intranet after members’ approval.
• An end-of-year report will be provided to the CPC and the FSEC.
• DEAC will participate in self-assessment when required by FSEC.
• DEAC will review its Charter on a biannual basis (or as required), and present any changes for ratification by the CPC.
• The DE Coordinator will work with the Webmaster to ensure that all web sites that provide DE information to students, the campus, and the public are up-to-date and well maintained.

Authorization
CPC Approval: 2/17/2017
FSEC Approval: 3/10/2017