Distance Education Subcommittee

Co-Chairs:
- Distance Education Coordinator
- One Member Chosen from Existing Membership

Membership:*
- Disability Services Representative
- Counselor, Representative
- Faculty, Distance Education Reviewer on Curriculum Committee**
- Faculty, Liberal Arts**
- Faculty, Business, Science, & Applied Technology**
- Faculty, Career Technical Education
- Faculty, at large
- IT Representative or AV Representative

*A member may represent multiple constituency groups.
** The Distance Education Coordinator position may satisfy one of these faculty representative positions

Length of Term:
Co-Chairs Two Years
Members: Indeterminate

How Selected:
Members are appointed by respective shared-governance bodies.
DE Coordinator is a position with faculty re-assign time. Refer to DE Job Description.

Committee Charge:
The Berkeley City College Distance Education Committee ("BCCDEC") is a Subcommittee of the Berkeley City College ("BCC") Academic Senate. Its mission is to recommend policies, practices, and procedures that (1) aim to support faculty teaching in the online environment and (2) contribute towards the creation of high quality, engaging, and equitable online, hybrid, and web-enhanced courses to BCC students based on research and existing regulatory and accreditation requirements.

BCCDEC acts as the point of contact for issues related to distance education at BCC and serves as the primary recommending body to the BCC Academic Senate on issues related to distance education and online learning. Additionally, BCCDEC, through the BCC Distance Education Coordinator, provides input to the Peralta Community College District Distance Education Committee.

The BCCDEC Tech Review Subcommittee will meet and work with faculty to review courses in small teams ("DE Tech Review") in order to facilitate and support the design and creation of "Aligned" courses within the meaning of the Online Education Rubric

("OEI") Rubric. The DE Tech Review subcommittee is focused on each section of OEI Rubric (Content Presentation, Interaction, Assessment, and Accessibility)

Within the DE Tech Review Subcommittee, at least one member of the section review teams shall be certified as an OEI Course Reviewer, or in the process of completing certification. Members of the section review teams shall receive stipends or release time based on their work with faculty to create OEI Rubric "Aligned" courses.

Committee Functions:
- Inform the college community on issues related to distance education.
- Provide recommendations to the Academic Senate regarding issues related to distance education.
- Provide input and advice on distance education issues in order to promote the creation of a strategic distance education plan related to online education and instructor professional development.
- Review the allocation of resources dedicated to distance education and effectiveness of distance education policy through distance education program review.
- Collaborate and coordinate with other Academic Senate subcommittees and college stakeholders on issues related to distance education.
- Work with faculty by providing one-on-one assistance and identifying and promoting professional development opportunities in order to promote the development and alignment of distance education courses that are consistent with the requirements of the OEI Rubric.
- Review faculty courses based on the four sections of the OEI Rubric (Content Presentation, Interaction, Assessment, and Accessibility) and work with faculty to design and create "Aligned" courses.

Recommends to:
College Integrated Planning Committee
Academic Senate
Curriculum Committee

Frequency of Meetings:
Monthly during the academic year.