Respondent

10    Vivian Varela

**00:30**
Time to complete

1. Committee Name: *

- ○ Education Action Plan (EAP)
- ○ Planning and Budgeting (PBC)
- ○ President's Policy Advisory Council (PPAC)
- ○ Facilities and Safety
- ○ Outreach and Marketing
- ○ Professional Development
- ○ Staffing
- ○ Student Learning Outcomes Team (SLOT)
- ○ Technology
- ○ Academic Senate
- ○ Associated Students of Mendocino College
- ○ Classified Senate
- ○ Management Team
- ○ Academic Review
- ○ Curriculum
- ○ FLEX
- ○ Accreditation Steering
- ○ Enrollment Management
- ○ Equal Employment Opportunity (EEO)
- ○ Guided Pathways Leadership Team
- ● Distance Education
- ○ Professional Development Leave
- ○ Health Benefits
- ○ Tech Review
- ○ Mendocino Coastal Field Station

2. Committee Chair: *

Vivian Varela

3. Background and Purpose: *

*Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf*

> The purpose of the Distance Education Committee is to support in developing policies and promoting practices that contribute to the quality and growth of Distance Education at Mendocino College.

4. Typical Actions/Decisions: *

*Reference text: https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf*

> The Distance Education Advisory Committee creates the policies that governs course quality, student learning outcomes, faculty training, and a more effective course review system.

## Meeting Schedule

*Indicate meeting day(s), time and frequency*

5. Frequency of Meetings *

- ☐ Weekly
- ☐ Bi-Weekly
- ☑ Monthly
- ☐ As Needed
- ☐ Other

6. Day of the Week: *

- ☐ Monday
- ☑ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

7. Time of day: *

- ☑ 3:30-4:30

## Committee Composition

8. Please indicate which groups are represented in your committee and the numbers of members for each group (select 0 if you do not have representation of a specific group in your committee)

| | 0 | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|
| Faculty | ○ | ○ | ○ | ○ | ○ | ○ | ◉ |
| Administrator | ○ | ○ | ◉ | ○ | ○ | ○ | ○ |
| Classified | ○ | ◉ | ○ | ○ | ○ | ○ | ○ |
| Part-Time Faculty | ○ | ◉ | ○ | ○ | ○ | ○ | ○ |
| Students | ◉ | ○ | ○ | ○ | ○ | ○ | ○ |
| Manager | ◉ | ○ | ○ | ○ | ○ | ○ | ○ |

9. Average Term lengths of Committee Members: *

*Select all that apply*

- [ ] 1 year
- [x] 2 years
- [ ] 3 years
- [ ] 4 years
- [x] Nature of Position
- [ ] Other

10. Members Chosen by: *

*Select all that apply*

- [x] Constituent Appointment
- [ ] Position in Constituent Group
- [x] Employment Position
- [ ] Resource Member
- [ ] Other

11. Experience Required for Membership: *

- [ ] None
- [x] familiarity with online learning/Canvas

## Academic Year Membership

*Please go to this site: https://www.mendocino.edu/about/mlccd/institutional-research/committee-goals-and-descriptions, click on the yellow link* **"Committee Membership",** *download the file and input member names. Then upload the file to this section.*

12. Committee Membership 2023-2024 *

**Upload Membership Template  - After this, you will be prompted to submit your form. <u>Please check the box "Send me an email of my responses"</u> <u>for your records.</u>**

📄 DE Committee 2023_Vivian Varela.docx