1. Committee Name: *

Distance Education

2. Committee Chair: *

Vivian Varela

3. Background and Purpose: *

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

Background
The purpose of the Distance Education Committee is to lead in developing policies and promoting practices that contribute to the quality and growth of student-centered Distance Education at Mendocino College.

Purpose
The Distance Education Advisory Committee creates policies that govern course quality, faculty training, and a more effective course review system.

4. Typical Actions/Decisions: *

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

Typical Actions/Decisions
Provide professional development in andragogy-based teaching strategies and best practices for online instruction as well as provide the support and tools to faculty teaching distance education courses to ensure that students are provided a high-quality learning environment when taking distance education courses at Mendocino College.
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: *
   - 3:30pm-4:30pm

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)

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9. Average Term lengths of Committee Members: *
   Select all that apply
   - 1 year
   - 2 years
   - 3 years
   - 4 years
   - Nature of Position
   - Other

10. Members Chosen by: *
    Select all that apply
    - Constituent Appointment
    - Position in Constituent Group
    - Employment Position
    - Resource Member
    - Other

11. Experience Required for Membership: *
    - None
    - For Faculty - one year online teaching experience

Academic Year Membership
Please go to this site: https://www.mendocino.edu/college/institutional-research/committee-goals-and-descriptions, click on the link “Committee Membership”, download the file and input member names. Then upload the file to this section.

12. Committee Membership 2022-2023
    Upload Membership Template - After this, you will be prompted to submit your form. Please check the box “Send me an email of my responses” for your records.

Distance Education Committee 2022-2023, Vivian Varela.docx