



Distance Education Subcommittee

Final Document 4/17/15

Charge and Purpose of the Distance Education Subcommittee

The Distance Education Subcommittee will establish a structure for the PCCD Online Initiative that aligns with Distance Education Guidelines proposed by the Chancellor's Office of the California Community Colleges (2008) http://extranet.cccco.edu/Portals/1/AA/DE/de_guidelines_081408.pdf and the Online Education Initiative of the California Community Colleges <http://ccconlineed.org/>

The Distance Education Subcommittee, in collaboration with the District Academic Senate, will make recommendations to the District Education Committee to design and conduct a thorough evaluation of the PCCD Online Initiative project. As part of this process, the DE Subcommittee will develop metrics to assess student performance outcomes and track other related student data. Milestones for all project areas will be developed and the plan will be monitored on a regular basis by the appropriate governing bodies.

Furthermore the DE Subcommittee will make recommendations to the DEC in the following areas:

- Policies and procedures for enhancing faculty teaching and student learning in online Education;
- District-wide communication of Distance Education policies, procedures, and strategies, standards, and processes;
- Faculty requirements for teaching online classes;
- Standards for online courses;
- Development of specific student success support strategies for online learning;
- Evaluation of the learning management system;
- Course evaluations;
- Ways of working collaboratively with the appropriate constituencies, such as the DAS, the DEC, and the PFT;
- Development of documentation in the area of course requirements;
- Reviewing the current District and College administrative structures to assess how these structures can be revised to best support the delivery of effective campus-based distance education
- Review of the new ACCJC Standards related to Distance Education and complete a crosswalk of those standards with the PCCD Curriculum Manual in regard to Distance Education
- Other areas of relevance to Distance Education

Membership of the District Education Subcommittee (15 members)

- Distance Education Coordinator, Berkeley City College
 - Distance Education Coordinator, College of Alameda
 - Distance Education Coordinator, Laney College
 - Distance Education Coordinator, Merritt College
 - District Technology Analyst
 - One member appointed by the Peralta Federation of Teachers (PFT)
 - One Vice President of Instruction appointed by the Vice Chancellor of Ed Services
 - One Vice President of Student Services appointed by the Vice Chancellor of Ed Services
 - One representative from the District Office of Information Technology appointed by the Associate Vice Chancellor of Information Technology
 - Four at-large faculty members appointed by the District Academic Senate – which includes two faculty members who have experience teaching online courses and one faculty member from Student Services:
 - Two student members appointed by the Peralta Student Council
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- The Chair of the Distance Education Subcommittee shall be chosen annually by the committee members.
 - All appointments are for one year in length with the option of reappointment annually.
 - Meeting agendas and minutes will be posted online on a regular basis.

2015/2016 Membership of the District Education Subcommittee

- Distance Education Coordinator, Berkeley City College : Fabian Banga
- Distance Education Coordinator, College of Alameda: Ed Loretto
- Distance Education Coordinator, Laney College: Ann Buchalter
- Distance Education Coordinator, Merritt College: Alexis Alexander
- District Technology Analyst: Surjana Tumu
- One member appointed by the Peralta Federation of Teachers (PFT): *vacant*
- One Vice President of Instruction appointed by the Vice Chancellor of Ed Services: Tim Karas
- One Vice President of Student Services appointed by the Vice Chancellor of Ed Services: May Chen
- One representative from the District Office of Information Technology appointed by the Associate Vice Chancellor of Information Technology: *vacant*
- Four at-large faculty members appointed by the District Academic Senate – two faculty members who have experience teaching online courses and one faculty member from Student Services:
BCC: Louisa Roberts- Librarian
COA: Vinh Phan - Counselor
Laney: Inger Stark - Sociology
Merritt: *vacant*
- Two student members appointed by the Peralta Student Council: *vacant, vacant*