

PORTERVILLE COLLEGE
DISTANCE EDUCATION SUB-COMMITTEE
(of Academic Senate)

Purpose:

The Distance Education Committee addresses all matters that affect distance education classes, services, and programs operated by the college, and reports on those matters to the Academic Senate.

Membership Composition:

Full-time (FT) Faculty representatives	2 or more
Part-time Faculty representatives	1 or more
Counselor representative.....	1
Educational Media Design Specialist	1
Distance Education (DE) Coordinator	1
Student representatives	1
Total membership	7 or more

(Note: The DE Coordinator and one FT Faculty representative shall serve as co-chairs.)

Membership (as of 09/29/2022):

Full-time Faculty Representatives.	Karen Bishop (co-chair) Joy Lawrence Elisa Queenan Xenia Conquy Denise Jackson
Part-time Faculty Representative	Clara Zimmerman
Counselor Representative.....	Yolanda Vasquez
Distance Education Coordinator..... (interim)	Michelle Miller-Galaz
Educational Media Design Specialist	vacant
ASPC Representative	vacant

Functions:

1. Reports to the Academic Senate. Reports can be submitted electronically.
2. Become knowledgeable and experts on all aspects pertaining to distance education.

Meetings:

- Meetings are held once a month.
- The committee will decide through consensus when to hold regular meetings.
- The committee co-chair(s) will call special meetings as well as cancel or postpone meetings as necessary.
- A quorum will consist of at least one chair and two additional members being present.
- Agenda items may be proposed by any committee member.
- Items requiring a vote must receive a majority of votes of the members present. A tie vote is considered to be not-approved.
- Meeting reports are submitted to the Academic Senate. These reports may be submitted electronically to the Academic Senate President.