# 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 10/10/18):

Full-time Faculty Representatives. Karen Bishop (co-chair)

Sherie Burgess

Elisa Queenan

Part-time Faculty Representative vacant

Counselor Representative Hector Briseno

Distance Education Coordinator Sarah Phinney (co-chair)

Educational Media Design Specialist Sarah Phinney

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.