



Appendix F

Distance Education and Instructional Technology Committee

A Standing Committee of the Academic Senate

Responsibilities:

The duties of the Distance Education and Instructional Technology Committee (DEITC) shall be to:

- Advise the senate on issues related to distance/web-enhanced education and making effective use of educational technology in the delivery of instruction and related activities.
- Coordinate efforts with the Technology Advisory Committee and the Distance Education Coordinator.
- Align priorities with Technology Master Plan, Education Master Plan and the College's Strategic Plan.
- The committee shall recommend guidelines associated with technical and instructional support and design including personnel, services, software, training, and equipment to assure the successful use of educational technology and to improve the quality of the Distance Education Program.
- The committee shall form appropriate subcommittees and/or task force(s) to meet its objectives approved by the committee.
- Set and assess goals for the committee on an annual basis at the beginning of each fall semester and reviewed at the end of spring semester.
- The DEITC is the designated Pierce College D/DL Committee specified in Article 40 B 5 of the AFT contract dated July 1, 2008 through June 30, 2011.

Committee Membership:

The following shall be the voting members of the Distance Education and Instructional Technology committee:

- The membership of the Distance Education and Instructional Technology committee shall be composed of at least one (1) member from each of the four discipline areas described in the Curriculum Committee membership section, all to be appointed by the Academic Senate (priority will be given to DE faculty).
- One (1) faculty member selected from the Library.
- One (1) faculty member selected from Counseling.
- Four at-large faculty members appointed by AFT.
- Distance Education Coordinator, or designee.
- The membership of the Distance Education and Instructional Technology committee shall be fixed at eleven voting members.
- No department of the college shall have more than one member of the Distance Education and Instructional Technology committee.
- The term of office of faculty committee members shall be two years. The terms of the committee membership will be staggered so that one half of the committee is selected at the beginning of each academic year.
- The DEITC will appoint a member to represent the DEITC on the campus Technology Advisory Committee.

The following shall be non-voting members of the Educational Technology Committee:

- Manager of Info Tech, or designee.
- Academic Senate Second Vice President or designee.
- A member appointed by the Vice President of Academic Affairs, whose duties shall serve as a Liaison to the office of Academic Affairs.

Committee Chair:

- Committee members shall select a faculty member of the DEITC as chair and submit the name to the Academic Senate for confirmation. *The term of office for chair will be two-years and the election will occur at the last meeting of the spring semester.*

- The chair or designee shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate.

Meetings:

- Meetings will be held once a month during fall and spring semesters.
- All the members are expected to attend all meetings. The voting members, who miss two consecutive meetings or four meetings within a year may be subject to the removal process as per academic senate bylaws.
- Proxy votes are not allowed.
- The committee shall invite the participation of other members of the campus community, when appropriate, to help in the information-gathering and/or decision-making process.

Approved by the Academic Senate May 19, 2014