

# Illinois Valley Community College

## Distance Learning Committee Charter

*Reaffirmed by the DL Committee September 7, 2022*

### **Charter**

The Illinois Valley Community College Distance Learning Committee supports IVCC's efforts to increase and enhance its distance learning course offerings through quality online teaching and student support. The Distance Learning Committee seeks to identify, review, and evaluate issues and practices related to distance learning. The Distance Learning Committee reports to the Teaching and Learning Committee (TLC).

### **Responsibilities**

1. Assesses technology and training needs for faculty teaching distance learning courses
2. Reviews enrollment trends in distance learning courses
3. Evaluates and coordinates the college's distance learning course offerings
4. Assesses student success in distance learning courses
5. Assesses technical and academic support for distance learners
6. Ensures that the college's distance learning courses are in compliance with the Higher Learning Commission and other regulating bodies
7. Maintains documents referenced in the Distance Learning section of the faculty contract
8. Responds to EEC's biennial charge to review and make possible recommendations for revisions to the Distance Learning section of the faculty contract
9. Makes distance learning recommendations to the Teaching and Learning Committee (TLC) and other appropriate stakeholders

### **Meeting Frequency**

- Three meetings each Fall
- Three meetings each Spring
- Additional meetings as needed

### **Suggested Membership**

- Standing members: The DL Committee wishes to include standing members who are also members of the IT Committee and the Teaching and Learning Committee. The DL Committee wishes to have faculty membership representing all four academic divisions.
  - Administrative co-chair, Director of Learning Resources
  - Full-time faculty member co-chair
  - One or two administrators
  - Three or four full-time faculty
- Ad hoc members as needed for timely issues and topics, such as from Student Services, Learning Resources, and other divisions

### **Membership as of August 26, 2022**

- Mary Black, co-chair (Natural Sciences and Business)
- Dr. Patrice Hess, co-chair (Learning Resources)
- Dr. Gary Roberts (Academic Affairs)
- Tom Tunnell (Natural Sciences and Business)
- Amber Fox (Natural Sciences and Business)
- Michelle Story (Workforce Development)
- Jill Urban-Bollis (Humanities, Fine Arts, and Social Sciences)
- Nora Villarreal (Humanities, Fine Arts, and Social Sciences)