

Western Nevada College
Distance Education Committee
Bylaws

ARTICLE 1: NAME, REPORTING CHAIN, AND OPERATIONAL CONTACT

The Distance Education Committee is a standing college committee that reports directly to the College Council. The Vice President of Academic Affairs serves as the operational contact for this committee.

ARTICLE 2: MISSION AND GOALS

To empower Western Nevada College with quality course oversight and support of course offerings within the Learning Management System of Western Nevada College.

Goals

- Oversight and review of the Distance Education Policy
- Oversight of the process of reviewing courses.
- Review of LMS based course data.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

The membership of the committee is composed of 7 members , and should include:

- A. Representative of Instructional Innovation
- B. Representative of the Department of Digital Campus and Technology.
- C. 3 Academic Faculty member representatives:
 - o Experience Teaching Online courses within the last12 months.
 - o 1 representative from the Division of Liberal Arts
 - o 1 representative from the Division of Professional and Applied Technology
 - o 1 representative from the Division of Nursing and Allied Health
- D.
- E. 1 Adjunct Faculty member representative:
 - o Experience Teaching Online courses within the last 12 months.
- F. The Vp of Academic and Student Affairs or representative as an ex officio non-voting member
- G. One WNC student representative who has taken at least one (preferred) Online class.
- H.
- I. The President of WNC formally appoints members to all college-wide committees from the annual volunteer list. Students are appointed through the Associated Students of Western Nevada.
- J. Committee members serve one-year terms starting in August, after the spring appointments. Committee members may serve more than one term.
- K. Committee members are expected to contribute to the activities and goal attainment of the committee. Any committee member who misses three unexcused meetings in an academic year is subject to recall by the committee

- L. If a committee member is unable to serve out the full-term, the college president will appoint a replacement member within thirty working days of the individual's resignation. If requested by the president, the committee will assist in recruiting new members.

ARTICLE 4: OFFICERS

- A. The committee elects its officers by majority vote at the May meeting of the preceding academic year.
 - a. Officers serve one-year terms and may serve more than one term.

Chair:

The Chair shall:

1. ;
2. Recommend a meeting schedule for the committee at the beginning of the academic year; Preside at meetings of the committee; Send out an agenda for meetings, ideally three days prior to the meeting; Submit the committee's annual goals in the fall and year-end report to College Council per College Council's Guidelines; Serve as a tiebreaker for all votes taken by the committee requiring majority; and Serve as liaison between the committee and College Council and/or other college groups.
3. Keep the committee page updated with agenda and approved minutes.

Vice-Chair:

The Vice-Chair shall:

1. Perform all of the duties of the chair in their absence;
2. Call the next regular meeting; and
3. Provide an agenda item that provides for the election of a new Chair as a first item of business should the Distance Education Committee be permanently without a Chair

Recorder:

1. The recorder function shall be performed by each member of the Committee on a rotating/revolving basis.
2. The Recorder shall:
 - a. Maintain a record of all matters considered and recommended by The Committee;
 - b. Transmit such records in a timely manner to committee members and others as directed by The Committee;
- 1.

ARTICLE 5: MEETINGS

1. The Distance Education Committee shall meet as needed throughout the academic year
 - a. In accordance with the annual meeting calendar established at the beginning of the academic year.
 - b. Upon the call of the chair, who is responsible for informing committee members in advance of the meeting time, place and agenda.

- c. The chair shall establish a code of conduct that is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code and shall be governed by them. Robert's Rules of Order Newly Revised, 11th edition shall be the authority in all matters not covered by the bylaws and/or approved operating procedures..

ARTICLE 6: QUORUM AND VOTING

1. A quorum consists of fifty percent (50%) of the voting committee membership.
- 2.
3. Voting may take place when a quorum of the membership is present or by quorum via e-mail.
- 4.
5. A motion passes when it receives a majority of the votes cast.

ARTICLE 7: COMMITTEE REPORTS, MINUTES, AGENDAS AND WEBSITE

1. The committee shall report to College Council twice during each academic year by October 1st and by May 1st.
2. The Fall report shall include the specific committee goals and objectives for the academic year.
3. The Spring report shall include the committee's progress toward completing its goals and objectives for the academic year.
4. The committee shall maintain its own web page, which shall include:
 - a. Current committee membership, including officers.
 - b.
 - c. All prior meeting dates, along with agendas and minutes.
 - d. All annual reports.
 - e. All other reports or documents prepared by the committee.
 - f. All forms used by the committee to conduct its regular business, and instructions on how to use such forms when needed.

ARTICLE 8: SUBCOMMITTEES

There are no permanent subcommittees of the Distance Education Committee. As determined appropriate by the Committee and voted on by the Committee, recommendations for subcommittee creation shall be brought by the Committee to College Council for approval per College Council guidelines..

ARTICLE 9: AMENDMENT OF BYLAWS

1. These bylaws comply with College Bylaws, NSHE Code and all State and Federal Rules and Regulations.
2. Any member of the Distance Education Committee may propose a change to the Bylaws.
3. These bylaws must be amended by a two-thirds majority of the committee.
4. No amendment of the bylaws may be both introduced and passed at the same meeting.
5. The College Council may propose changes to the bylaws.

6. Once amended, the bylaws are to be reviewed and approved by College Council.

Approved by the committee: May 2022
Approved by College Council: May 2022

Revised by the committee: