

As Currently Written in APPM:

Distance Education Council

Function

The function of the Distance Education Council (DEC) will be to provide leadership in evaluating, reviewing, assessing, and developing the distance education philosophy and curriculum. Any recommendation by the DEC concerning philosophies and policies of online learning will be submitted to the Academic Council. The DEC will work with the appropriate academic departments and/or administrative offices to ensure the continuation, assessment, quality, and evolution of the distance education program. The DEC will review the results of distance education assessment to determine if any modifications need to be made in the distance education philosophy and curriculum and make recommendations, if necessary, to the appropriate departments/faculty. The DEC will work with faculty and administration in determining and recommending which technology and training is necessary to implement and maintain courses and programs that will be delivered via distance education.

Membership

The Director of the Center for Instructional Development and Technology will serve as the chairperson of the Distance Education Council (DEC) and will be a non-voting member of the DEC. The composition of membership is:

- One representative from each academic department that offers distance education courses (voting members). Department representatives will be selected by the Chair of the Department and must have taught distance education courses for at least two semesters during the last two years preceding their appointment.
- One representative from the McCurtain County campus (voting member) selected by the Director of the McCurtain County Campus.
- One IETV representative (voting member) selected by the Director of Telecommunications and IETV.
- One representative from the Center for Instructional Development and Technology (CIDT) will be a non-voting member selected by the Dean of Graduate Studies, E-Programming & Academic Services.
- One representative from the library will be a non-voting member selected by the Director of the Library.
- One representative from the graduate faculty (voting member) will be selected by the Graduate Council.
- One student representative (non-voting member) will be appointed by the Distance Education Council. The student must have completed at least one distance education course and hold junior/senior standing. APPM-45

- The Dean of Graduate Studies, E-Programming & Academic Services and the Executive Director/CIO, who will both serve as non-voting ex officio members.

All representatives, with the exception of the student representative, will serve three-year staggered terms; the student representative will serve one year. All representatives may be reappointed to the DEC when their term expires. Appointments will be made as necessary to fill vacancies using the protocols listed above.

Proposed Changes:

It is proposed that the by-laws of the Distance Education Council be modified in the following ways.

1. Include an elected faculty co-chair.
 1. This will provide faculty leadership with the assistance of the Director of CIDT. As DEC enters a critical time of supporting the university through an LMS transition, it is appropriate to ensure the leadership structure of the council is robust and reliable. The addition of a faculty co-chair will provide greater faculty leadership and input when writing agendas, forming sub-committees, and leading meetings. This structure will better enable the council to effectively lead the university in a long-term and scalable manner.
2. Include an elected recorder.
 1. This will improve the organization and communication of the council. Further, Roberts Rules of Order states, "The minimum essential officers for the conduct of business in a deliberative assembly are a presiding officer and a secretary or clerk" RONR (11th ed.), p447, ll. 3-5. The recorder will take minutes and ensure agendas and other documents are distributed to the council.
3. Change: the CIDT Representative will be appointed by the director of CIDT (rather than by the Dean of Graduate Studies).
 1. There was originally only the director in the department. Therefore, the director would need to be "appointed" by his or her supervisor in Academic Affairs. However, this is listed separately from the role of chair and as the number of staff in CIDT has increased and as this is an ex

officio appointment, the appointee of this position should be provided by the Director of CIDT.

4. Change: The Student Representative will be appointed by the Vice President of Student Affairs (rather than by DEC).
 1. It previously stated that the student would be appointed by the council. The last several years, the student has been appointed by the Vice President for Student Affairs in conjunction with Student Government responsibilities.
5. Change the title of the ex officio member with the title of "Dean of Graduate Studies, E-Programming, & Academic Services" to "An Administrator from Academic Affairs."
 1. This change is to avoid the need to update the by-laws every time the title of the appointed administrator changes. Because this appears less specific, however, it will be an appointed position by the VPAA.
6. Change "IETV" to "SIDE" and change the appointment of the SIDE representative to be made by the "Director of CIDT" rather than by the "Director of Telecommunications"
 - a. This change is to reflect updated terminology for Southeastern.
 - b. SIDE is now housed in CIDT instead of Telecommunications.

The proposed changes would be written as follows.

Distance Education Council

Function

The function of the Distance Education Council (DEC) will be to provide leadership in evaluating, reviewing, assessing, and developing the distance education philosophy and curriculum. All recommendations by the DEC concerning philosophies and policies of online learning will be submitted to the Faculty Senate. In addition, the DEC may also forward recommendations to the Academic Council when it is deemed appropriate. The DEC will work with the appropriate academic departments and/or administrative offices to ensure the continuation, assessment, quality, and evolution of the distance education program. The DEC will review the results of distance education assessment to determine if any modifications need to be made in the distance education philosophy and curriculum and make recommendations, if necessary, to the appropriate departments/faculty. The DEC will work with faculty and administration in determining and recommending which technology and training is necessary to implement and maintain courses and programs that will be delivered via distance education.

Membership

The Director of the Center for Instructional Development and Technology (CIDT) and a faculty member elected by the council's voting members will serve as co-chairs. The co-chairs will work together to plan agendas, conduct meetings, organize sub-committees, and fulfill all other leadership needs for the council. The council will also elect a recorder. The recorder will record minutes, assist with agendas, and distribute documents to the council. The recorder may be either a voting member or an ex-officio member. The co-chair and recorder will serve a one-year term with the ability to be re-elected in subsequent years as long as they are within an appointed term for an existing position on the council. The composition of membership is:

- The Director of CIDT, who will serve as a co-chairperson.
- One representative from each academic department that offers distance education courses (voting members). Department representatives will be selected by the Chair of the Department and must have taught distance education courses for at least two semesters during the last two years preceding their appointment.
- One representative (voting member) from a remote site (McCurtain County, Ardmore, or McAlester) selected by the Director of the Center for Instructional Development and Technology.
- One SIDE representative (voting member) selected by the Director of CIDT.
- One representative from the Center for Instructional Development and Technology (CIDT) will be a non-voting member selected by the Director of CIDT.
- One representative from the library will be a voting member selected by the Director of the Library.
- One representative from the graduate faculty (voting member) will be selected by the Graduate Council.
- One student representative (non-voting member) will be appointed by the Vice President for Student Affairs. The student must have completed at least one distance education course and hold junior/senior standing.
- An administrator from Academic Affairs appointed by the Vice President for Academic Affairs and the Executive Director/CIO, who will both serve as non-voting ex officio members.

All representatives, with the exception of the student representative, will serve three-year staggered terms; the student representative will serve one year. All representatives may be reappointed to the DEC when their term expires. Appointments will be made as necessary to fill vacancies using the protocols listed above.