

## **TCC Governance Committee: DLTC Bylaws**

I. Name: Distance Learning and Technology Committee

II. Purpose: To consider, discuss, and make recommendations on issues involving classroom and online instruction. The committee will draft and recommend policies and procedures related to standards for effective teaching and learning that utilizes technology. Reports through the Vice President for Academic Affairs and Chief Academic Officer.

III. Membership:

- One teaching faculty from each pathway ensuring that each campus is equitably represented
- One counselor or advisor elected college-wide
- One Educational Accessibility representative
- One Librarian elected college-wide
- One student services representative from any campus
- One academic dean representative
- Two representatives from Academic Affairs, with at least one from the Department of Distance Learning
- One student representative
- One administrative liaison
- One OIS representative
- As many as three members appointed by the President's Advisory and Planning Council Chair (PAPC) to ensure that each campus has representation on the committee, considering appointments from centers as well.
- Past Chair (ex-officio)

A. Each voting member of the committee elected by his/her constituency group shall serve a two-year term. Each member of the committee, except for the student representative, must be under contract to TCC while serving on the committee. If a member should step down from the committee prior to the end of his or her term, a replacement shall be appointed by the committee Chair to serve out the remainder of the term. At the end of the term, the replacement will be eligible for election to serve a subsequent two-year term.

B. Members may be re-elected or re-appointed in accordance with PAPC By-Laws.

IV. Voting

A. All members of the DLTC may vote. Members must be listed on the current membership list.

B. Quorum - A quorum is a simple majority of the filled vacancies for voting members. A quorum is required for any votes on official business.

C. All committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time-sensitive action items when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on the virtual vote will be binding provided the number of votes received constitutes a quorum.

## V. Election of Officers:

- A. DLTC officers will be elected by the members of the committee.
- B. Elections of officers will be held at the last meeting of the spring semester.
- C. On June 1 of each year, the DLTC officers shall begin their one-year term.
- D. The chair may serve up to two consecutive one-year terms if elected by the committee members.

## VI. Officers:

### A. The Chair shall:

- 1. Call regular meetings
- 2. Create an agenda for each meeting
- 3. Distribute agenda and draft minutes of previous meeting electronically to all committee members prior to each scheduled meeting
- 4. Preside over meetings. In the absence of the Chair, the Chair shall designate a committee member to preside.
- 5. Attend PAPC meetings
- 6. Provide reports, including a mid-year report (January) and an end-of-year (May) report, to the PAPC in accordance with the Governance Timeline.
- 7. Provide the Vice President for Academic Affairs & Chief Academic Officer with reports and recommendations in a timely manner
- 8. Verify on a monthly basis that the committee's web postings are accurate
- 9. Report upcoming openings on the committee to the President's Advisory and Planning Council Chair by March 15.
- 10. Submit a complete roster of members for the upcoming year to the President's Advisory and Planning Council by April 15
- 11. Report the Chair-elect for each academic year to the President's Advisory and Planning Council by May 1.
- 12. Meet with the Vice President for Academic Affairs & Chief Academic Officer upon appointment, between the time the charges are given and the next meeting, and after the end-of-year report is submitted.
- 13. Attend the Administrator's Work Day (August) session as the DLTC representative
- 14. Report relevant information to DLTC members from the President's Advisory and Planning Council
- 15. Keep an updated record of actions in process and completed by the ~~OLC~~ DLTC during the Chair's term
- 16. Review the previous year's minutes before August 1, and add all unfinished business to the agenda of first meeting of the academic year.

17. Upon end of a Chair's term, the Chair will provide the incoming Chair with a current copy of the DLTC Bylaws and all meeting minutes from the previous year, and all reports submitted to the PAPC.

B. The Vice Chair shall

1. Perform the duties of the Chair in the Chair's absence
2. Perform other official duties in consultation with the Chair.

C. The Secretary shall:

1. Take accurate minutes (including attendance records) of each committee meeting
2. Submit draft of minutes from the previous month to the committee Chair no less than 10 days prior to the meetings
3. Assist with verifying electronic posting of approved minutes
4. Arrange meeting space for all regular DLTC meetings
5. Track membership rotation and report to the committee Chair before March 15
6. Perform other official duties in consultation with the Chair
7. Organize the elections for officers for the upcoming year.

## VII. Meetings

A. The Distance Learning and Technology Committee will meet between September and May on the third Friday of every month at 10 am unless otherwise specified.

B. The location(s) of the meetings will be decided by the chair.

C. All meetings are open. If, for any reason, the committee feels the need for a closed meeting, the committee Chair will give written notice of the request and the justification for the closed meeting to the Vice President of Academic Affairs & Chief Academic Officer at least three weeks prior to the proposed meeting. The Vice President of Academic Affairs & Chief Academic Officer should inform the committee Chair of their decision at least one week prior to the proposed meeting.

D. The Chair may call special or non-voting meetings on matters that may require further discussion at a time and a place agreed upon by the membership during a regularly scheduled meeting or via electronic means. Distance Learning and Technology Committee subcommittees are free to hold meetings as they see fit - virtually or face-to-face.

E. Special or summer meetings will be held on an as needed basis with no less than two weeks' notification.

F. Committee meetings can meet face-to-face or virtually, or any combination of both.

## VIII. Attendance

A. Distance Learning and Technology Committee members are expected to attend meetings, participate in discussion and tangibly contribute to carrying out the charge of the committee.

B. The Chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings per academic year. A replacement may be appointed by the committee Chair to serve out the remainder of the term.

C. Represented groups may send designees as representatives only after notifying the chair in writing.

IX. Subcommittees:

A. Standing Subcommittees may be created and officially charged by the OLC DLTC to address specific, ongoing issues. All standing committees must propose a set of Bylaws to be approved by the committee within 1 year upon being constituted.

B. Ad Hoc Subcommittees may be established on an as needed basis by a vote of the DLTC.

X. Amendments:

A. These Bylaws may be amended by a majority vote of the committee members. The Chair must disseminate to members copies of the proposed amendment and allow for discussion. Votes on changes can occur via email or the next regularly scheduled meeting.

B. If a Bylaws change vote passes, the Secretary and Chair will amend the Bylaws.

C. The Chair will report the Bylaws change to the PAPC. The PAPC has the right to review Bylaws to ensure the integrity of the Governance Structure.

D. If the PAPC does not reject the Bylaws amendment within 30 days, the Chair and Secretary will amend the Bylaws accordingly on the Distance Learning and Technology Committee website.

XI. DLTC as part of the general function of the TCC Governance Structure

A. The DLTC recognizes that its Bylaws must be in accordance with the Governance Structure.

B. The DLTC will review its Bylaws every even year.