

SECTION I: PURPOSE.

The CSU-UPI Contract requires that a standing committee be established to study and make recommendations to the provost regarding quality, university support, faculty training and development, and workload issues for the teaching of Distance Education courses.

The committee's recommendations will provide information for future negotiations regarding distance education, workload and compensation. The Union and the CSU Administration mutually agree that they will enter into general on-going discussions on Distance Education, which shall include but not be limited to matters of compensation, quality of instruction and teaching assignment policy.

The committee will routinely assess activities related to Distance Education by academic departments/divisions, the Center for Teaching and Research Excellence (formerly the Office of Distance Learning), the Information Technology Division, and the CSU Administration. The Center for Teaching and Research Excellence (formerly the Office of Distance Learning) will collect this information, compile it and present it to the standing committee. These reports will include actions taken to meet the various responsibilities described in the Contract.

SECTION II: MEMBERSHIP

The membership of the committee will consist of 15 member constituents as follows:

Seven members will be selected by the Union from each of the following areas of the university (the Distance Education Committee recommends that these appointees be faculty members):

One representative from each of the 5 colleges (Arts and Sciences, Business, Education, Health Sciences, and Pharmacy)

One member from the Division of Continuing Education and Non Traditional Programs

One member from the Library and Instructional Services

Five members selected by the respective chairperson, director, or union chapter president from each of the following areas:

The Union
Information Technology
Graduate Studies Council
University Curriculum Coordinating Committee
General Education Committee

One member selected by the VP of Enrollment Management. The Distance Education Committee recommends that the VP of Enrollment Management select a non-faculty representative.

Two members of the committee will be selected by the Provost. The Distance Education Committee recommends that the Provost select non-faculty representatives.

Members are appointed for a three-year term to a maximum of two consecutive terms. The Union chapter president and the Provost at the request of the Distance Education Committee shall fill mid-year vacancies.

Alternate members may be selected by the duly appointed member.

To accomplish the purpose of the Distance Education Committee, its members should regularly attend meetings to insure adequate representation of each academic and administrative area. At the end of each semester the committee shall report to the Union chapter president and the provost those members attending less than 50% of the 5 fall and/or 6 spring scheduled meetings so that these members may be replaced within one month with new appointees.

Additional persons may be invited to provide input to the Committee. They can be regular attendees or be invited to address specific topics. They shall serve without vote.

SECTION III. OFFICERS.

The officers of the Distance Education Committee shall be the Chairperson, Vice Chairperson, and Secretary. The term of office shall be one year and elections will be held at the May meeting and will be effective at the beginning of the next fiscal year. Special elections shall be held to fill vacancies.

SECTION IV. MEETINGS.

The Distance Education Committee shall meet at least once per month at a time and place to be designated by the Chairperson. Attendance via a web conferencing program (like Elluminate) is permissible. However, members must attend at least 5 meetings in person. Special meetings shall be scheduled as necessary. Meeting agendas will be published to committee members 3 to 7 days prior to scheduled meetings.

A quorum for ordinary meetings shall constitute a majority of those present and voting. Written proxies may serve to constitute a quorum.

The minutes of the meeting shall be distributed to the members of the committee, the Provost, and the CSU Union chapter president.

SECTION V. COMMITTEES.

Subcommittees shall be appointed as necessary.

SECTION V. PARLIAMENTARY PROCEDURES.

The Distance Education Committee shall follow the most current edition of *Robert's Rules of Order*.

SECTION VI. ADMENDMENTS TO THE BY-LAWS.

Proposed amendments shall be presented to the committee in writing at a regularly scheduled meeting. Approval shall be by affirmative vote (proxies being permissible) of two-thirds of the members at a duly convened meeting.

SECTION VII. RATIFICATION.

Ratification of these by-laws shall be by affirmative vote of two-thirds of the total membership at a duly convened meeting.