

EAST LOS ANGELES COLLEGE
DISTANCE LEARNING COMMITTEE
BYLAWS

Article 1	Purpose
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- Section 1 Per Article 40 of the LACCD & AFT Agreement 2011-2014, the Distance Learning Committee (DL) “will serve the function of communicating with and advising the college on its decision making regarding distance learning issues. It should report to the college’s Educational Planning Committee or its equivalent and should include equal representation of AFT and Academic Senate DL faculty, administrators, and information technology staff involved in DL course development and delivery. The college curriculum committee and the DL Committee or equivalent should address DL efficacy as it relates to the total instructional program. The DL Committee shall have the responsibility of determining proficiency in a CMS and shall serve as a resource to the college on distance learning issues.”
- Section 2 To carry out its primary purpose as stated in section 1 above, the DL Committee will promote guidance to faculty in various learning modalities including online, hybrid/blended and web enhanced courses. In addition, the DL Committee shall participate in the development and evaluation of all distance learning policies and procedures, and oversee the implementation of such policies and procedures.

Article II	Membership
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- Section 1 The Distance Learning Committee membership should include equal representation of AFT and Academic Senate Distance Learning faculty, administrators, and information technology staff involved in DL course development and delivery.
- Section 2 The voting and non-voting members of the DL Committee shall consist of the following:

Position	Constituency
Voting Members	
Administrator	Dean, Distance Education
Faculty	Academic Senate Representative
Faculty	Academic Senate Representative
Faculty	Academic Senate Representative
Faculty	Academic Senate Representative
Faculty	Academic Senate Representative
Faculty	AFT Representative
Faculty	AFT Representative
Faculty	AFT Representative
Faculty	AFT Representative
Faculty	AFT Representative
Classified	Information Technology
Student	Associated Student Union
Non-Voting Members	
Faculty	Distance Education/Learning Coordinator
Classified	AFT Staff Guild

Section 3 No single person shall represent more than one position as a voting member.

Section 4 A quorum shall constitute more than 50% of the voting membership.

Article III Chair

Section 1 The Distance Learning Coordinator shall chair the Distance Learning Committee meetings.

Section 2 The DL chair shall be responsible for preparing and distributing a proposed agenda in advance of the meeting and shall assist in the preparation of the minutes.

Section 3 The DL chair shall be responsible for provide periodic updates of the DL Committee discussions to the District Distance Education Committee, Academic Senate, EPSC, and TPSC.

Article IV Meetings

Section 1 Meetings shall be held on the second Wednesday of each month at 2:00 p.m. during the semester. This schedule may be altered by a simple majority vote of the committee. In the event of a holiday, alternate meeting dates and times shall be arranged. Additional meetings may be held as needed.

Section 2 Meetings shall be open to all members of the campus community, and individuals may address the committee under the “Items from the Floor” agenda item.

Article V	Amendment of By-Laws
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Section 1 Amendments to these Bylaws may be proposed by any committee member. A majority vote of the committee members shall be necessary for adopting proposed amendments, which shall then be forwarded to EPSC and Academic Senate.