

Western Nevada College  
Digital Learning Distance Education Committee  
Bylaws

ARTICLE 1: NAME, REPORTING CHAIN, AND OPERATIONAL CONTACT The Digital Learning 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 Digital Learning 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 8 members, and should include:

A. A Representative of Instructional Innovation

B. Representative of the Department of Digital Campus and Technology.

C. Academic Faculty member representatives:

Experience Teaching Online courses within the last 12 months.

D. Representative from the Division of Liberal Arts & Sciences

1 representative from the Division of Workforce Career and Technical Education

E. A member from the Division of Student Services

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- 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.  
**the Chair or Vice Chair will be an Academic Faculty Member.**

Chair:

The Chair shall:

1. Recommend a meeting schedule for the committee at the beginning of **the each academic year semester;**
  2. ~~Reside~~ Preside at meetings of the committee;
  3. Send out an agenda for meetings, ideally three days prior to the meeting;
  4. Submit the committee's annual goals in the fall and year-end report to College Council per College Council's Guidelines;
  5. Serve as a tiebreaker for all votes taken by the committee requiring majority;
  6. ~~and~~ Serve as liaison between the committee and College Council and/or other college groups.
  - 7.
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- b. Transmit such records in a timely manner to committee members and others as directed by The Committee;

#### ARTICLE 5: MEETINGS

1. The ~~Digital Learning~~~~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.
- ~~23.~~ Voting may take place when a quorum of the membership is present or by quorum via e-mail.
- ~~35.~~ A motion passes when it receives a majority of the votes cast.

#### ARTICLE 7: COMMITTEE REPORTS, MINUTES, AGENDAS AND WEBSITE

1. ~~4.~~The committee shall report to College Council twice during each academic year by October 1st and by May 1st.
2. ~~2.~~The Fall report shall include the specific committee goals and objectives for the academic year.
3. ~~3.~~The Spring report shall include the committee's progress toward completing its goals and objectives for the academic year.
4. ~~4.~~The committee shall maintain its own web page, which shall include:
  - a. ~~a.~~Current committee membership, including officers.
  - b. b. ¶
  - ~~e.~~~~e.~~All prior meeting dates, along with agendas and minutes.
  - d. ~~d.~~All annual reports.
  - e. ~~e.~~All other reports or documents prepared by the committee.
  - f. ~~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 ~~Digital Learning~~~~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 withp