

Bakersfield College
PROPOSED: BC Distance Education Handbook Task Force

NAME OF TASK FORCE	BC Distance Education Handbook Task Force
COMMITTEE / TASK FORCE CHARGE	<p>The Distance Education Handbook Task Force is a 1-year ad hoc task force of the Academic Senate. The primary purpose of this task force is to draft and facilitate the vetting of the BC Distance Education Handbook.</p> <p>The task force will:</p> <ul style="list-style-type: none"> • Actualize the handbook recommendation of the 23-24 Distance Education Task Force. • Draft a handbook to support compliance with regulations, namely Title 5, accreditation, and Americans with Disabilities Act (ADA). • Vet the DE handbook draft through HR. • Keep the Senate informed of matters that affect distance education classes, service, and programs conducted by Bakersfield College.
SCOPE OF AUTHORITY	Make recommendations to Academic Senate and Vice President of Instruction on matters pertaining to Distance Education, and Online Teaching and Learning. A report should be given to Academic Senate and College Council in both Fall 2024 and Spring 2025. The vetted handbook is due in Spring, 2025.
PROVIDES REPORTS TO	Academic Senate and the Vice President of Instruction
COMMUNICATES WITH	Additionally, the task force will communicate regularly with areas through Curriculum Committee (CRC), Accreditation & Institutional Quality Committee (AIQ), Information Services and Instructional Technology Committee (ISIT), College Council, Faculty Chairs and Directors Council (FCDC), Instructional Operations, Academic Technology, Human Resources, Professional Development Committee (PDC), Office of Student Life (OSL).
MEMBERSHIP	<p>The task force is co-chaired by one Administrative Co-Chair and one Faculty Co-Chair.</p> <p>All members have privileges unless otherwise indicated. Unfilled positions will not count towards quorum. Quorum will be one more than half the filled positions.</p> <ul style="list-style-type: none"> • 1 Community College Association (CCA) representative • 2 Deans of Instruction • 1 Student representative • 1-3 ad hoc member from the “Communicates with” line as determined by agenda items (non-voting member(s)) • 1 FCDC member (department chair) • 5 Faculty-at-large (different departments)
ALIGNMENT WITH ACCREDITATION	

Reviewed by Executive Board, date
Approved by Academic Senate, date

Approved by College Council, date (depending on type of committee)
Effective Date: