

Dallas County Community College District
Distance Education and Learning Technologies Council

CHARTER

Effective 04/15/2009 (rev. 10/05/2010)

CONTEXT

Distance and blended learning is one of the fastest changing and growing areas within the DCCCD. Distance education technology is changing how and where students learn which affects enrollment trends, technology, marketing, and retention efforts. Information sharing and planning are key to achieving student success across the district. Collaboration is necessary to provide the highest quality of technology support to faculty and students worldwide.

PURPOSE

The Distance Education and Learning Technologies Council is authorized by the Chancellor's Staff to:

- To work with the colleges and LeCroy Center to share information and provide a forum for action.
- To make necessary strategic policy recommendations and/or decisions for educational technologies.
- To address system-wide issues in distance and blended learning and make operational recommendations to appropriate councils, when necessary.
- To work with the colleges' distance learning teams to share information on campus and work collaboratively.
- To work with campus-based educational technologies (i.e.: new media and smart classrooms).
- To address emerging issues with educational and learning technologies.
- To address information privacy and security risks in the distance learning environment.
- To foster collaboration, avoid duplication, and increase productivity.
- To identify and plan for the impact of technology on teaching and learning.
- To charge task forces to address specific issues.
- Activities and recommendations that promote collaborative educational technology solutions and careful use of resources at the locations including but not limited to:
 - Identifying instructional technology needs for faculty and students.
 - Identifying common uses of courses and courseware.
 - Communicating needs and solutions.
 - Identifying areas of collaboration for cost-effectiveness.
 - Identifying new funding needs and to communicate them to the appropriate level.

- Designing a student-centered distance learning/instructional technology program consistent across the district.
- Identifying information privacy and security risks and ways to mitigate the risks
- Supporting quality instruction and student services.
- Developing a distance learning program with a focus on student success.
- Recommend appropriate training protocols and timetables.
- Activities and recommendations for strategic and comprehensive planning:
 - Anticipating student and faculty needs and demands.
 - Planning for upgrades and improvements in technology and services.
 - Gathering and analyzing necessary data for fact-based decision-making.
 - Providing methods for doing necessary environmental scanning to understand technology and emerging trends.
 - Analyzing competition and determining market opportunities.

BOUNDARIES

- Public policy (THECB, SACS, other regulatory agencies)
- DCCCD policy planning and budget issues
- Available resources

CONSTRAINTS

Initiatives funded by individual colleges that do not have system-wide implications.

TYPE OF ORGANIZATION:

Functional Council - Sponsored by the Chancellor's Staff members, Executive Vice Chancellor of Educational Affairs and LeCroy Center Provost, the Distance Education and Learning Technologies Council has the authority and responsibility for making recommendations and/or appropriate policy decisions within limitations of the charter. Membership is based on education technology functions at the colleges, LeCroy Center, and District Service Center.

- The Council will work with the Chancellor's Staff, Vice Presidents, Business Officers, and IT Strategic Planning Committee.
- The committee will make reports via the LCET Provost to the Vice Presidents and/or Presidents as necessary, at least once per year.
- Committee members will provide feedback and information to respective locations.

- This will be a standing council focused on consensus-building and creating recommendations to those organizational entities charged with the appropriate decision-making authority and responsibility.
- Committee members represent locations but are charged to work collaboratively and for district-wide objectives.
- A co-chair will be elected every year for a two-year term, rotating between a college and a district location.

ORGANIZATION MEMBERS:

Although more than one person may represent a location, there is one vote per location. Campus members will represent a balance of faculty and administrators.

FUNCTIONAL ROLE	NAME *	TITLE	HOME LOCATION
Campus Rep	Sam Govea	Dean of Distance Learning	Brookhaven
Campus Rep	Lisa Nightingale	Executive Dean, Instructional Support & Distance Education	Cedar Valley
Campus Rep	Jane Penney	Faculty	Eastfield
Campus Rep	Glenda Easter	Faculty	El Centro
Campus Rep	Jim Corvey	Dean, Learning Resources	Mountain View
Campus Rep and Co-Chair	Shirley Thompson*	Faculty	North Lake
Campus Rep	Roy Bond	Instructional Dean	Richland
Co-Chair	Audra Barrett*	Dean, Dallas Telecollege	LeCroy
LCET Rep	Pam Quinn	Provost	LeCroy
IT Rep	Emilio Ramos	District Director, Educational Technology	LeCroy
VPI Rep	Jim Picquet	VPI	LeCroy
Technology Rep	J.D. Haight	Associate District Director of Information Technology	DSC
DSC Rep	Sandi Newton	Chief Information Privacy & Security Officer	DSC

** The names listed are the members selected as of the charter date, but they are subject to change.*

NON-VOTING ORGANIZATION RESOURCES:

FUNCTIONAL ROLE	NAME	TITLE	HOME LOCATION
MarCom Council Rep	Angela Auzenne	Director, Public Information	LeCroy
VPBS Rep	Denise Zachery	Dean, Financial Affairs	LeCroy
Resource	Ed Bowen	Director of Production	LeCroy
HOD Rep	Susan Hall	Chief Learning Officer	District
VPSP Rep	TBD		

MEETING SCHEDULE and LOCATION: The Council meets on the 2nd Wednesday of each month, 1:30 p.m. at the LeCroy Center.

ORGANIZATION SPONSOR: Andrew C. Jones, EVCEA/Pam Quinn, LCET Provost

DATE FOR REVIEW/RECONFIRMATION: 2012

Approved for two year period beginning 09/01/2010

Signed by the Sponsor or Sponsor's Representative

Date