**Bylaws for**

**Online Learning Committee**

**Purpose**

The Online Learning Committee is a Standing Committee responsible for the oversight and assessment of the online program. The Committee reviews and recommends practices, policies and procedures to ensure a quality online program in accord with national best practices for the administration of online programs and NEASC Standards. The Committee will review all policies, procedures, support opportunities and technologies to ensure that they are academically sound, comprehensive and relevant to the mission of Online Learning, the College’s mission and any legal or accreditation requirements.

**Scope of Work**

The committee is responsible for reviewing, recommending and assessing procedures, standards and services that support the implementation of the national best practices, NEASC Standards and the mission of Online Learning. The following items are included in the scope of the Online Learning Committee:

* Make recommendations for vision, policies, and implementations related to online education.
* Create, review and update an Online Learning strategic plan that aligns with the goals of the college and the MCCS.
* Adopt and communicate standards for national best practices in online learning.
* Serve as a resource to faculty and staff seeking to offer degree or certificate programs online, new course delivery models and new student support models.
* Create, review and recommend policies, procedures, technologies and support systems that align with standards and legal requirements (Accessibility/ADA/UDL, Fair Use & Copyright Laws).
* Institute an assessment of the online learning program following national best practices and report the results and trends to College Council on a three year cycle.

**Level of Authority**

The Online Learning Committee is responsible for approval of the above items and forwards its recommendations to the College Council for submission to the President for final approval. The President, who has ultimate responsibility for administration of the College, has final authority on actions recommended by the Online Learning Committee.

**Article I**

**Section 1 Composition**

**Section 2: Selection of Online Learning Committee Members**

* Associate Academic Dean shall be a permanent member
* Three faculty, representation is determined annually by faculty senate
* Director of Information Technology or Designee
* Director of Library and Learning Resources or Designee
* Director of Learning Center or Designee
* Two Student Affairs staff as designated by the Dean of Students
* Academic Affairs Instructional Technologist
* Student, representation is determined annually student senate
* The committee elects the chair.

**Section 3: Duties and responsibilities of Online Learning Committee Members**

* Be an active and informed committee member
* Abide by the Code of Conduct
* Be familiar with Sturgis’ Standard Code of Parliamentary Procedure

**Section 4: Terms**

There are no term limits.

**Section 5: Attendance**

Regular attendance at Online Learning Committee meetings is strongly encouraged. Attendance shall be taken at every meeting, and those present noted in the minutes.

**Article II: Officers of the Standing Committee**

**Section 1:** The officer of the Online Learning Committee shall be the Chair. The Chair is elected by majority vote of the OLC.

**Section 2:** **Duties and responsibilities of the Chair**

The Chair will**:**

* Review, set, and publish the agenda for each committee meeting
* Respond to originators of agenda items, as necessary
* Ensure that the Order of Business is followed
* Communicate the need to fill all committee seats
* Assign duties to other committee members as appropriate
* Be a voting member of the committee

**Section 3: Terms**

There are no term limits for the Chair of the Online Learning Committee.

**Section 4: Vacancies**

In the event that the Chair becomes vacant, committee members elect a new Chair.

Article III: Standing Committee Meetings

Section 1: Regular Meetings

The Online Learning Committee meetings will be held the third Thursday of every month; check for specific times on the college portal. Workshop and additional meetings will be held as needed

Section 2: Quorum

A quorum is 2/3 of the seated committee. Understanding that students may be unable to attend every meeting, student representation is not required to achieve the quorum. The Online Learning Committee may meet without a quorum for the purposes of discussion.

### Section 3: Meeting Access

In accordance with State of Maine open-meeting law (M.R.S.A. Sec. 403), standing committee meetings are open. A specified amount of time is set aside for public participation at each committee meeting.

Section 4: Discussion

In the interest of time and efficient decision-making, discussion of agenda items is restricted to members of the committee and the presenting parties. Visiting members of the college community may not participate in discussion of agenda items, unless invited by the Chair.

**Section 5: Voting Procedure**

Decisions are made by majority vote, after establishing a quorum. Voting is conducted by a show of hands, voice vote or by ballot as requested.

Section 6: Order of Business

* Roll Call
* Approval of minutes of previous meeting
* Review of the agenda
* Review of Status Report
* Public Comments
* Unfinished business
* New business
* Announcements
* Adjournment

# Article IV: Operational Procedures

# The Online Learning Committee uses Sturgis’ Standard Code of Parliamentary Procedure, as needed, to facilitate the transaction of business and to maintain cooperation and collegiality.

# Article V: Standing Rules:

# Section 1: Agendas

Agendas are set and published at least one day before the committee meeting. Items are submitted in writing to the Committee Chair seven days before the committee meeting.

The Committee Chair reviews all agenda items and determines if they are within the scope of the committee’s authority. If the item is not to be included on the committee agenda, the Committee Chair returns the request to the originator with the reason for not including the item.

According to parliamentary procedure, the committee may modify the agenda at the opening of a meeting.

Section 2: Minutes and the Duties of the Committee Administrator

The recorder for the Online Learning Committee is the Associate Academic Dean or designee:

* + Receives items and prepares the agenda in consultation with the chair
  + Prepares and distributes agenda packets prior to the meeting
  + Records the minutes during the meeting
  + Prepares and distributes the minutes
  + Distributes approved changes
  + Works with the Chair to prepare and distribute reports of the committee’s activities
  + Maintains the committee’s portal page

Section 3: Reports

The Online Learning Committee maintains an ongoing record of its meetings, which remain on file, in the Academic Affairs Office. The Committee prepares and distributes a year-to-date report twice annually.

**Section 4: Communication**

The Online Learning Committee utilizes varied and appropriate forms of communication to keep the college community informed of their work. The Committee keeps standing committee documents in the office of Academic Affairs. Committee meeting minutes and year-to-date reports are posted on the Committee’s portal page. A faculty representative from the Committee will give Committee updates at Faculty Senate meetings.

**Article VI: Code of Conduct**

The Online Learning Committee, as a Standing Committee, is an integral part of the College’s governance process. Participants in the Governance process agree to the following:

**Vision:**

Commit to achieving the college’s mission by embracing the institution’s vision and core values

**Trust:**

* Promote mutual respect and trust by expecting the best from other Council members
* Uphold and expect the highest standards of performance and behavior
* Act honestly and in good faith, be intentional in avoiding behavior that can undermine goodwill
* Learn how to disagree vigorously while preserving a working relationship that values diverse

viewpoints

* Trust that knowledge and expertise are valued and relevant to the governance process

**Accountability:**

* Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance
* Make every effort to participate in the voting process, avoiding abstention. It is understood that a

vote is based on all available facts in each situation

* Abide by and uphold the final majority decisions
* Be courageous in identifying the real problems and discussing them candidly

**Communication:**

* Actively seek and provide regular feedback to the constituency group represented
* Welcome and encourage active participation by all members of the college community
* Actively seek any appropriate information regarding the topics at hand

**Empowerment:**

* Bring collective wisdom to bear on institutional problems
* Be an informed and active participant