College Operating Procedures (COP)	FLORIDA™ SOUTHWESTERN STATE COLLEGE

Procedure Title: Standing Committee: e-Learning Committee
Procedure Number: 03-0408
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:
Board Policy   n/a
Florida Statute   n/a
Florida Administrative Code   n/a

Procedure Actions: 12/2/14

Purpose Statement: This COP defines the responsibility, membership, chair, meetings, and reporting of the e-Learning Committee.

Guidelines:

The e-Learning Committee will work with the Division of Teaching Innovation, Faculty Development and Online Learning to develop and modify procedures and best practices for online education, including course development and online supplements to traditional courses. The e-Learning Committee will consider topics such as:

- Program(s) for certifying online and blended/hybrid faculty
- Potential new software, online programs, services, platforms
- Best practices in blended/hybrid teaching
- Best practices in promoting student success
- Best practices for bringing technology paradigms into the traditional classroom

Procedures:

I.   **Membership:** Three members of the Division of Teaching Innovation, Faculty Development and Online Learning; one faculty from the division of Academic Success and Learning Resources; two faculty from the School of Pure and Applied Sciences; two faculty from the School of Arts, Humanities, and Social Sciences; and one faculty member each from the remaining three Schools: Education, Business and Technology; Health Professions; and one member each from the IT staff and the Student Affairs staff. All faculty committee members should be certified to teach online and have taught online for at least two semesters. Faculty members will serve for a two year term and are limited to two consecutive two-year terms (with the exception of the Chair who will serve for a minimum of two additional years after assuming the role of Chair.). Membership should include faculty from Lee, Collier, and Charlotte Campuses and the Hendry/Glades Center.

II. **Committee Chair**:   The Chair will be elected from the faculty membership on the committee and will serve for a two year term, subject to the approval of the Provost/Vice President of Academic Affairs.

III. **Meetings**: Monthly September through April.

IV. **Reporting:** The Chair of the e-Learning Committee will be responsible for updating the Provost/VPAA on the recommendations of the e-Learning Committee. Committee members will be expected to offer monthly reports to their respective Faculty Senate groups. Meeting minutes must be maintained and will be posted for all College review within 2 weeks of each meeting.