



## CHARTER

### California Virtual Campus - Online Education Initiative Advisory Committee

Reviewed May 17, 2019

#### Establishment and Authority

The California Virtual Campus-Online Education Initiative (CVC-OEI) Advisory Committee is a committee established by the Foothill De Anza Community College District and management team for the CVC-OEI project.

#### Purpose/Responsibilities

The purpose of the committee is to advise and make recommendations to the CVC-OEI project staff on issues of policy and strategic direction for the implementation of the CVC-OEI Grant for the California Community Colleges.

The committee shall:

- Solicit input from respective constituent groups to inform the committee
- Communicate project status and direction to respective constituent groups and colleges
- Review progress and provide input on project planning and deliverables
- Provide input in an annual project review process

Committee members shall:

- Prepare for and attend meetings
- Serve as representatives of listed organizations by providing organizational input and by communicating information back to represented organizations.

#### Committee Composition and Governance

##### 1. Membership

###### Regular Members

- a) The committee shall be composed of Regular Members representing the following organizations:
  - Faculty appointed by the Academic Senate (9 total including at least one member from the following areas as indicated)
    - o Counselor (1)
    - o Librarian (1)
    - o Articulation Officer (1)
    - o Additional Faculty – (6 total)
  - Tutoring (1) - Appointed by ACTLA
  - Chief Executive Officer (1)- appointed by the CCLC CEO Board

- Chief Instructional Officer (2) - appointed by CCCCIO
  - Chief Information Officer (1) - appointed by CISOA
  - Chief Student Services Officer (2) -appointed by CCCSSAA
  - DE Coordinator (2) - appointed by CCCDECO
  - Students (2) - appointed by SSSCC
  - Classified Staff (2) - Appointed by the CCC Classified Senate (CCCCS)
- b) The Regular Members of the CVC-OEI Advisory Committee shall be appointed by the leadership of the appropriate constituency groups represented on the committee for terms of two (2) years. Members may be reappointed by their constituency groups to serve additional terms. Faculty shall be appointed by the Academic Senate pursuant to Board of Governors Standing Order 332 except as otherwise noted within that standing order.
- c) All Regular Members are voting members of the committee.
- d) Positions may be deemed vacant if an appointee to that position is absent for two consecutive meetings. The committee chairs shall notify the leadership of the appropriate constituency organization of the vacancy and request a new appointment.

### **Ex-officio Members**

- a) The committee shall include the following non-voting, ex-officio members:
- CVC-OEI Executive Director
  - CCCCO Technology Director
  - CCCCO Dean of Academic Affairs
  - CCCCO Specialist, Student Success and Support Program
  - CCC Curriculum Committee (5C) Liaison
  - Student Services Support Programs Advisory Committee (SSSPAC) Liaison
  - Financial Aid (1) - appointed by CCC Student Financial Aid Administrators Association (CCCSFAAA)
  - Admissions and Records (1) – appointed by CACCRAO
  - College Researcher (1) - appointed by the RP Group
- b) Ex-officio committee members may invite members of their staff to attend committee meetings as resources.
- c) Committee meetings will not be scheduled for the convenience of ex-officio members or their invitees.

## **2. Leadership**

- a) There shall be two Co-Chair positions each elected by a majority vote of those members present at a scheduled meeting or through electronic ballot of the entire committee membership. One Co-Chair shall be a faculty member. The Co-Chairs shall serve staggered two-year terms. Elections will occur annually in May.
- b) The Co-Chairs shall coordinate actions of the committee and conduct its meetings.
- c) The CVC-OEI Executive Director shall appoint a member of his / her team to prepare and distribute draft minutes of committee meetings for the committee's approval, and archive approved minutes.
- d) The CVC-OEI Executive Director shall appoint a member of his/her team to maintain a current roster of the voting and ex officio membership of the committee and keep a record of meeting attendance. The record of meeting attendance shall be provided to the Co-Chairs.
- e) The Co-Chairs - Advisory Committee may appoint sub-committees or workgroups as needed to gather information and develop recommendations on designated issues or topics.

### 3. Meetings

- a) The committee shall determine the time of its meetings, provided that it meets at least quarterly generally two face-to-face meeting and additional online as determined by the CVC-OEI Executive Director or designee, in consultation with the Co-Chairs . The location of in-person meetings shall be determined by the CVC-OEI Executive Director or designee, in consultation with the Co-Chairs.
- b) The committee shall determine the procedures to conduct its meetings. Robert’s Rules of Order shall be used as the parliamentary authority.
- c) A quorum is 50% of the active voting membership in attendance in-person or via audio/video conference. Audio/Video Conference will only be supported at in person meeting only in extenuating circumstances. Voting members who are not present for two consecutive meetings will be deemed inactive and will not count towards the quorum. Vacancies do not count towards a quorum.
- d) Action taken by the committee shall require a majority vote of those members present at a scheduled meeting.
- e) Scheduled meetings of the committee may be conducted in person, or through audio/video conference, but not both. Audio/Video Conference will only be supported at in person meeting only in extenuating circumstances. Members of the committee must attend committee face-to-face meetings in person.
- f) The Co-Chairs (or designee) shall provide email notice of the time and place of all meetings of the committee to each member of the committee, the CVC-OEI project staff, and the CCCCCO no later than 72 hours prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken.
- g) Guests who wish to attend committee meetings should provide notice of intent to a Co-Chair by email at least 48 hours prior to the meeting. The Co-Chair shall provide an email copy of the meeting notice and agenda of meeting to that guest within 24 hours of the notice being received by the Co-Chair.

### 4. Workgroups

- a) Workgroups may be short-term or on-going as established in the workgroup charter.
- b) Workgroups may be established through action of the Advisory Committee.

## Reporting

The committee shall report to the CVC-OEI project staff and constituent groups on its activities and any recommendations. The approved minutes of the meeting may be used as a report of the committee’s activities.

## Review and Changes to the Charter

The committee will review this charter on an annual basis and may approve any changes needed.