

College of Sequoias
Distance Education @ COS (DECOS)
A subcommittee of the
Academic Senate

BY-LAWS

- I. DECOS shall serve as a subcommittee of the Academic Senate.
- II. Purpose
 - a. Review and recommend policies and procedures for the conduct of online instruction and the operation of online courses
 - b. Make recommendations regarding priorities as they relate to instructional support for online and hybrid courses
 - c. Provide input on the development of policies and academic initiatives as they relate to online courses
 - d. Serve as a discussion forum for pedagogical issues regarding the teaching, learning, assessment, ADA/504/508 compliance, and student support services for online and hybrid courses.
- III. Membership per Governance at COS
 - a. Distance Education Coordinator, co-chair
 - b. VP of Academic Services or designee, co-chair
 - c. Full-time faculty (one per division) appointed by Academic Senate upon recommendation from the divisions, including one librarian
 - i. A part-time faculty member may serve as division representative if a division cannot produce a full-time faculty representative.
 - d. One instructional designer
 - e. One adjunct faculty member, appointed by COSAFA
 - f. One classified employee, appointed by classified employees
 - g. One student, nonvoting, appointed by students
- IV. Meetings
 - a. Frequency: 1x monthly during the Academic Year, with other meetings as needed.
 - b. Voting members cast one vote for items indicated for action. The co-chairs do not have a vote.
 - c. A quorum is half of the committee's current voting membership +1.
 - d. Developing and Publishing the Agenda
 - i. Any member may add an item to the agenda by sharing it by email with one or both of the co-chairs at least 4 days in advance of the next meeting
 - ii. The deadline for adding action items to the agenda is 4 working days prior to the meeting so the agenda can be posted to the DECOS Governance webpage at least 72 hours before the next meeting.
 - e. One of the co-chairs or their designee will preside over meetings
 - f. A draft of the meeting summary will be posted along with the meeting documents. If amendments to the agenda are made in the next meeting, the amended document will replace the draft in the meeting documents,
 - g. Any recommendations DECOS approves will be forwarded to the Academic Senate.
- V. Modification of By-Laws
 - a. Must be listed as an action item on the agenda
 - b. Must be approved by a quorum