

# eLearning Committee

## BYLAWS

**I. OFFICIAL NAME**  
eLearning Committee

**II. MISSION and PURPOSE**

**A. Mission**

To ensure high quality eLearning courses and services at LCC.

**B. Purpose**

The purpose of the eLearning Committee is to:

1. Develop and maintain eLearning quality assurance processes, policies, procedures, and guidelines;
2. Evaluate legal compliance in regard to eLearning activities;
3. Recommend instructional design tools;
4. Provide input on significant eLearning purchases and technologies;
5. Plan and support technical and pedagogical training courses and workshops;
6. Support Digital Literacy initiatives;
7. Explore eLearning strategic enrollment initiatives, and;
8. Provide opportunities for collaboration and communication regarding a wide range of eLearning initiatives.

**III. GOVERNANCE**

The eLearning Committee is a subcommittee of Instructional Council.

**IV. AUTHORITY**

The eLearning Committee makes recommendations to the Instructional Council on policies and procedures, and to the Instructional Administration team on eLearning procedures and technologies.

**V. MEMBERSHIP & LEADERSHIP**

The eLearning Committee is chaired by the Director of eLearning, and co-chaired by the Dean of Learning Resources.

Representation shall be by appointment and will include the following areas:

- A. Faculty representatives from a wide variety of disciplines
- B. Ex-Officio Members
  1. Online advising staff
  2. Disability support services
  3. Information Technology
  4. Student Government

**VI. SUB-COMMITTEES**

The eLearning Committee Chairs shall establish sub-committees as necessary.

**VII. MEETINGS**

The committee will meet a minimum of once per quarter.

**VIII. OPERATING PROCEDURES**

- A. The committee will operate by consensus. If unable to reach consensus, *The Standard Code of Parliamentary Procedures, 4th Edition* by Alice Sturgis will be utilized.
- B. Each committee member shall have one vote.
- C. Voting may be conducted in-person at the meeting or electronically.
- D. Quorum - A voting quorum is established by having over half of the voting members present.

**IX. RELEVANT ACCREDITATION STANDARDS, POLICIES, &/OR PUBLICATIONS**

**X. MINUTES**

The eLearning office arranges for the collection of minutes. Minutes are archived in the Office of Instruction and will be made available on the eLearning Committee webpage.

**XI. PROCESS FOR AMENDMENT OF BYLAWS**

Recommended changes to bylaws require a two-thirds vote from committee members and are subject to the approval of Instructional Council.

**XII. EFFECTIVE DATES & CHANGE RECORDS**

Official bylaws were approved on January 10, 2018 by the Executive Leadership Team.