

Distance Education Review Council (DERC) **Charge Proposed Revision**

NAME OF COMMITTEE	Distance Education Review Council (DERC)
TYPE OF COMMITTEE	Operational Group
COMMITTEE CHARGE	The Distance Education Review Council (DERC) supports advances institutional quality, accessibility, equity, effectiveness , and compliance in across distance education by maintaining the Distance Education Handbook and reviewing fully or partially online courses for Regular and Substantive Interaction (RSI) in accordance with Title 5 and ACCJC standards. DERC ensures consistent, equitable, and high quality online instruction through systematic review, documentation, and communication of effective RSI practices coordinates the review and continuous improvement of distance education practices, resources, student support, and instructional technology; maintains the Distance Education Handbook; and supports effective online teaching and learning. Regular and Substantive Interaction (RSI) is an essential part of this broader responsibility and is addressed through review, guidance, professional learning, and institutional communication in accordance with applicable laws, regulations, and accreditation standards.
TASKS, GOALS & OBJECTIVES	• Conduct semester-based reviews of fully or partially online distance education courses using the online course review process and criteria determined by the Accreditation and Institutional Quality (AIQ) committee, including review of RSI and related documentation. • Maintain, update, and publish the Distance Education Handbook to ensure alignment with so that institutional guidance reflects applicable laws and regulations (Title 5 55202 & 55204), accreditation expectations, accessibility requirements, and college policies and procedures. • Review and interpret faculty submitted RSI questionnaires and related documentation for institutional improvement. • Review distance education practices and information related to course quality, student access, engagement, retention, success, and the distance education student experience, and recommend improvements when concerns or gaps are identified. • Promote awareness of non-compliant practices and share guidance on effective, documentable RSI consistent with institutional expectations. effective and inclusive practices in distance education course design, accessibility, student engagement and support, academic integrity, instructional technology, and emerging teaching tools. • Coordinate guidance, resources, and professional learning and certification for faculty on distance education, including effective and documentable RSI. • Communicate distance education findings, recommendations, effective practices, and emerging requirements to the college community.
SCOPE OF AUTHORITY	DERC is an operational group responsible for implementing approved distance education procedures, coordinating distance education course review processes , maintaining guidance documents and resources , and recommending improvements related to online instruction distance education.
PROVIDES REPORTS TO	Academic Senate, Vice President of Instruction, College Council
COMMUNICATES WITH	Accessibility Goals and Milestones Committee (AGMC) , Accreditation and Institutional Quality Committee (AIQ), Professional Development Committee (PDC), and Technology Committee (TechComm)
MEMBERSHIP	Voting Members Co-Chairs • Academic Senate-appointed faculty member/s (DE Coordinator or designee) • Educational Administrator Members • 1 faculty representative from AIQ • 1 faculty member from Academic Technology • 1 faculty member from each department • 1 faculty member to represent all disciplines not within a department • 3 2 administration representatives • 3 1 classified representatives (OEI preferred) • 2 Faculty-at-large representatives (as needed)- non-voting, course review only

ALIGNMENT WITH ACCREDITATION	Institutional Mission and Effectiveness: 1.2 Student Success: 2.2, 2.6 Infrastructure and Resources: 3.2, 3.4 Governance and Decision-Making: 4.2, 4.3
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Source charge approved by the Academic Senate Executive Board 02/04/2026.

Proposed revision. Committee approval: 09/14/2026 Academic Senate: XX/XX/20XX College Council: XX/XX/20XX Effective date: XX/XX/20XX