

Baylor College of Medicine®

GIVING LIFE TO POSSIBLE

Distance Education Committee

A. Background and Purpose

The Baylor College of Medicine Distance Education Committee will serve as the College's primary recommending body on matters related to distance education – specifically, focusing on supporting excellence in distance education teaching and learning, recommending policies, procedures, and resources to support effective, innovative distance education at BCM; and support consistent and continuous commitment to improving student learning and success in the online environment.

B. Committee Charge

The Distance Education Committee has the primary responsibility for the following:

- Serve as a resource for and advisor to the VP of Education Affairs in matters of policy, practice, and pedagogy regarding distance education instruction.
- Identify and recommend distance education best practices to support continuous improvement.
- Develop recommended policies, procedures, and processes related to distance learning requirements.
- Recommend, plan, and/or facilitate faculty development for faculty and administration engaged in or responsible for distance education courses.
- Work with the Office of Accreditation and Education Effectiveness to establish process(es) for adequate data collection regarding distance learning programs and courses that are comprehensive and accurate.
- Review new distance learning courses, modules, and programs and address the coordination of policies, programs, student support services, and supporting infrastructure for distance learning across BCM schools and programs.

C. Membership- 12 College-wide members

- Five School Representatives (One designee from each school. Additional members can be added with permission of the V.P. of Education Affairs.)
 - School of Medicine
 - Graduate School of Biomedical Sciences
 - School of Health Profession
 - 1 Doctor of Nursing Practice Rep
 - 1 Genetic Counseling Rep
 - National School of Tropical Medicine

- Two Central Unit/Service Representatives
 - Academic IT
 - Institutional Policy/General Council
- Four Education Affairs Representatives
 - Registrar
 - Instructional Designer
 - Academic Compliance
 - Executive Director, Education Affairs (Will serve as Chair)
- One Office of Accreditation and Education Effectiveness Representative

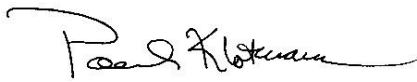
D. Meeting Schedule

Meetings of the Distance Education Committee will be held quarterly. Additional meetings can be scheduled as needed.

E. Practical Activities

- Establish and update distance education institutional distance education standards.
- Establish institutional distance education level definitions.
- Review and approve distance education components of new programs.
- Review and approve distance education additions to existing programs.
- Recommend, plan, and implement training for faculty and staff involved in distance education.
- Completes the annual survey of distance education courses and maintains the official list of these courses.
- Complete the Time-on-Task certifications and certify other compliance-related matters such as NC-SARA.
- Consult on the acquisition of technology related to distance education.
- Disseminate information about changes and updates to policies, practices, and regulations related to distance education.

Reviewed and approved



Paul Kotman, M.D.

1-16-24

Date