

THE UNIVERSITY OF NORTH FLORIDA
DISTANCE LEARNING COMMITTEE BYLAWS

ARTICLE I – NAME

The name of this committee shall be the Distance Learning Committee of the University of North Florida.

ARTICLE II – PURPOSE

The primary aim of the Distance Learning Committee (DLC) of the University of North Florida is to recommend the development of distance learning that meets the needs of our students and faculty in a manner that is consistent with the University's mission. In so doing, distance learning at UNF will employ *the best pedagogical practices based on the existing research literature*.

ARTICLE III – FUNCTIONS

To accomplish its primary aim, the DLC performs the following functions:

- Develop policies, procedures, staffing, and infrastructure recommendations that are consistent with, and that will advance the purpose stated above.
- Facilitate, promote, and be the advocate for high quality distance learning (DL) at the University.
- Identify and recommend best pedagogical distance learning practices.
- Review and coordinate all information technology requirements and related services in support of distance learning at the University.
- Assess all current and proposed course/learning management systems employed to support and enhance instructional efforts.
- Provide advisory support to all University distance learning initiatives.
- Exercise liaison with the University Technology Committee (UTC) through membership of DLC chair on the UTC.
- Provide oral and written assessments and recommendations to the Office of Academic Affairs.

ARTICLE IV - MEMBERSHIP

Membership of the DLC shall consist of:

- Director, Center for Instruction and Research Technology (CIRT)
- Six College representatives elected by the Faculty Association; one from each college, except the College of Arts & Sciences, which shall have two. For a faculty member elected by the Faculty Association, their term on the committee is for two years, and may not exceed two consecutive terms. Terms are to be staggered so that half of the committee's members that are elected by the faculty association are elected each year.
- One member from the Faculty Association Faculty Enhancement Committee (appointed by that committee)
- One representative from the Faculty Association Campus Technology Committee (appointed by that committee)
- One representative from the Graduate School (appointed by the Dean of the Graduate School)
- One representative from the Library (appointed by the Dean of the Library)
- One representative from Information Technology Services (appointed by the CIO)
- One representative from the Student Government Association, (appointed by the Student Body President)

ARTICLE V – OFFICERS

The DLC is co-chaired by the Director of the Center for Instruction and Research Technology (CIRT) and a DLC member elected from among the six college representatives or from the two Faculty Association committee representatives by 50% of the DLC membership + 1.

ARTICLE VI – CONDUCT OF BUSINESS

- The DLC will have regular scheduled monthly meetings. The meeting times and place will be decided upon by the DLC each semester.

Approved on 05/04/2017

- Special meetings of the DLC shall be called by the Chairperson on an ad hoc basis.
- Minutes of all meetings shall be recorded and distributed in a timely manner.
- 50% of the DLC membership +1 shall constitute a quorum for all meetings.

ARTICLE VII - ORGANIZATION

The DLC organization will consist of the chairperson and the members. The Chairperson may in times of his/her absence, request members to preside over meetings. Otherwise, the committee will function as a team whereby each member offers assistance as his/her knowledge and skill set aligns.

ARTICLE VIII – DUTIES

Chairperson’s Duties:

- Organize all DLC meetings and facilitate discussion of meeting agenda.
- Announce each meeting to all DLC members.
- Create and distribute each meeting agenda to all members for review.
- Arrange for recording and distribution of minutes.
- Forward recommendations to the Faculty Association and the UTC. Reports the outcome of these recommendations to the DLC.
- Hold UTC membership.

Co Chairperson’s Duties:

- Chair meetings in the absence of the Chairperson.
- Participate in all meetings.
- Assist with preparation of the agenda.
- Other duties as requested.

Members' Duties:

- Attend all meetings.
- Identify and submit distance learning-related agenda items to the Chairperson at least two days prior to regularly scheduled meetings.

ARTICLE IX – SUB-COMMITTEES

- Sub-committees may be established by a vote of committee as necessary to accomplish specific tasks.
- Sub-committees will terminate upon completion of their assigned tasks.
- Recommendations from Sub-Committees will be forwarded to the full Distance Learning Committee for votes of approval.
- Meetings of sub-committees shall be scheduled as needed with all meetings dates, times, and locations communicated to the full Distance Learning Committee at least one week in advance.
- Minutes of all sub-committee meetings shall be recorded and distributed to the full Distance Learning Committee in a timely manner.

ARTICLE X – AMENDMENTS

These bylaws may be amended by a two-thirds majority of the votes of the membership. Amendments must be submitted in writing to the membership at a regular meeting prior to the meeting at which the vote is taken. Email votes of absent members will be accepted. The DLC will review these bylaws at least every five years and revise as needed.

Amended: