

Institutional Committee on Distance Education (ICDE) Bylaws

The Institutional Committee on Distance Education serves as a recommending body to the administration of the MPC Online Center on all matters related to online teaching and learning. Recommendations on issues pertaining to academic and technical support for online students and instructors, policies and procedures, as well as, planning and development of online offerings will be addressed by this committee.

Mission

The mission of MPC Online is to support the development and delivery of quality online courses and programs.

Responsibilities

- Recommend procedures for new online course and program approvals in collaboration with the Curriculum Advisory Committee
- Recommend technical support policies and procedures for online instructor and students.
- Identify both technical and academic needs and solutions for online learning success.
- Review and assist in the development of distance education reports, proposals, policies, and procedures.
- Review and recommend improvements to the MPC website to support online students.
- Recommend professional development activities for both online faculty and students.
- Assist in developing yearly objectives and follow-up report for the MPC Online Center to address in effort to continually improve distance education at Monterey Peninsula College.
- Recommend the potential role, scope, and directions of online instruction at Monterey Peninsula College

Composition

- Associate Dean of Instructional Technology & Development, Chair
- Faculty Coordinator for Distance Education, Co-Chair
- Faculty members representing Career Technical Education, Counseling/Advising, Liberal Arts, Library, and Sciences
- Financial Aid Department representative
- Information Technology Department representative
- MPC Online Instructional Technology Specialist
- Institutional Researcher (Resource)
- Administrative Assistant (Resource)
- Student representative (Ex officio)

Meetings

- ICDE meets every 3rd Friday of the month from 10:00 a.m. – noon, except during summer.