

Foothill College Distance Education Policies & Planning Workgroup Charter
Draft: February 28, 2022

1. **Purpose:** The FHDA Academic & Professional Matters Committee (APM) has requested Foothill and De Anza work together to draft an administrative procedure (AP) to meet Title 5 requirements for distance education policies & processes (AP4105). A districtwide workgroup is being formed to draft this district AP. De Anza has existing guidelines addressing AP4105, which includes language around definitions of “Regular & Effective Contact” (required by Title 5), however, Foothill does not currently have an up-to-date Distance Education policy or guidelines addressing these requirements. We therefore have the need to work on this language locally, through this workgroup with final approval by the academic senate. This language will guide Foothill’s representatives to the districtwide AP4105 workgroup.

In addition to the need to establish a Distance Education AP, Foothill’s Distance Education Plan is also past due for updating (our [current plan ran from 2017-2020](#)), and this work is integral to our upcoming accreditation self study. After completion of the work on AP4105, this new Distance Education Policies & Planning Workgroup will then move to completion of the new Distance Education Plan.

2. **Charge:** Research and draft AP4105 (Distance Education); Develop and draft updated Foothill College Distance Education Plan.
3. **Composition:** 8-11 members
 - a. Leads/facilitators: Kerri Ryer (COOL) and Lené Whitley-Putz (Online Learning)
 - b. 5-7 faculty representing each division (2 of these representatives will serve on the district workgroup)
 - c. One academic dean
 - d. One student from ASFC
4. **Initial Time Commitment:** Eight 60-minute meetings (total 8 hours) during Winter 2021 and Spring 2021 quarters.
5. **Responsibilities:** Draft AP4105 (Distance Education). Once this is completed, workgroup leads Kerri Ryer and Lené Whitley-Putz will present the draft to Academic Senate. Draft Foothill College 2022-2025 Distance Education Plan. Once draft is completed, workgroup leads Kerri Ryer and Lené Whitley-Putz will present the draft to COOL and then Academic Senate for approval.