


UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET
University of Louisiana at Monroe

Committee/Council Name:	Electronic Learning Committee		
Committee Type:	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
Reports to:	Vice President for Academic Affairs		
Term/Date formed:	2003-2004		
Membership (Describe in general terms who should serve on the committee/council): Total = 16			
<i>Faculty Senate Member(s):</i>	1 Faculty Senator		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-4; CBSS-2; CHS-5; VPAA-1 (Director of ULM Online)		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	VPIS-1 (Manager of Instructional Technology); VPAA -2 (ULM Online Student Advocate & Retention Coordinator; Coordinator of Advising Support for ULM Online)		
Officers (Describe in general terms who should serve as officers):			
<i>Chair:</i>	Director of ULM Online		
<i>Secretary:</i>	Elected from the committee members		
Charge (Describe the charge or purpose of the committee/council):			
Oversee academic standards and issues of quality assurance with respect to all undergraduate and graduate courses and programs taught online or in hybrid format.			
Rotation Rules (List the rules that govern how committee/council membership changes with time):			
Faculty/Staff members serve a three-year term. Faculty/Staff members' years of service may be increased or decreased as deemed appropriate or necessary. Special consideration of membership beyond the three-year limit is appropriate to ensure adequate representation and continuity of Committee work. Faculty Senate member will rotate off when their term as a Faculty Senator ends.			
Duties of Members (Describe the duties expected of each committee member)			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	Represent the Faculty Senate at all committee meetings, report committee actions to the Faculty Senate, and participate in committee responsibilities.		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities.		
<i>Ex Officio Members:</i>	Participate in committee responsibilities.		
Last updated	<input checked="" type="checkbox"/>	Date: 9-8-21	Signature: 
Last reviewed	<input checked="" type="checkbox"/>	Fall 2021	Chair: Jessica Griggs