MEMORANDUM

To: Douglas Dykstra
Chancellor, Windward Community College

From: Richard Fulton
Vice Chancellor of Academic Affairs

ACTION REQUESTED:
Creation of Distance Education Committee.

ADDITIONAL COST:
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:
October, 2012.

PURPOSE:
With the expansion of the college's distance learning activities, with the unique challenges to maintain the quality of the educational experience posed by online learning technologies, and with the increased attention being paid to distance education by accrediting bodies, it has become imperative for Windward Community College to create an advisory committee to help improve online learning at the college.

IMPLEMENTATION PLAN:
The policy will be in effect immediately.

ACTION RECOMMENDED:
It is recommended that the Chancellor authorize the creation of the Distance Learning Advisory Committee.

Douglas Dykstra
Chancellor, Windward Community College

Date: 9/20/12
Charter for the Windward Community College

Distance Education Advisory Committee

Date Effective: October 1, 2012

1. Name
The Windward Community College Distance Education Committee

2. Relevant System and College Policies
ACCJC - http://www.accjc.org/all-commission-publications-policies
UH System Distance Learning - http://www.hawaii.edu/dl/

3. Sanctioning Authority
The Windward Community College Distance Education Committee's authority is derived from the Chancellor.

4. Oversight
The Dean of Academic Affairs with authority over distance learning, or another person designated by the Chancellor, will have oversight over the committee.

5. Purpose
The purpose of the committee is to provide advice to the college regarding online and other distance learning activities at Windward Community College.

The committee is charged specifically with the following tasks:

1. To encourage the development of online course and program materials to enhance student success and further the college's mission;
2. To advise on the creation and improvement of policies, procedures, data, and benchmarks for the assessment of online and other distance learning classes, including peer evaluations;
3. With the assistance of the Institutional Effectiveness Committee, to advise on outcome assessment measures that describe and evaluate the distance education program and provide the data on which future recommendations can be made;
4. To review and offer advice on changes to the college's support of distance learning, including facilities, equipment, the college website, and student support;
5. With the assistance of the disabilities counselor and other appropriate resources, to offer advice on policies and procedures to ensure that accessibility issues are responded to appropriately;
6. To advise the Office of Academic Affairs on class scheduling, with specific attention to the educational needs of the students, qualifications of instructors, the requirements of the college's certificates and degrees, and the general institutional goals of the college;

7. To assist the college in effectively connecting with external groups and policies such as system-level committees and regional accreditation demands.

The committee can also consider other elements distance learning at its discretion or on the request of the administrator with oversight of the college's distance learning activities.

6. Membership

Membership is for one year and can be renewed indefinitely. Membership will last from the beginning of the academic year in August to the following July, with the expectation that the group will not meet in the summer except in the case of an emergency or in situations where only informal feedback is sought.

There will be seven regular (voting) members, which are as follows:

- Two positions will be filled by members of the faculty who have taught distance education classes for the college. The members will be decided by self-nomination and a vote of members of the eligible group organized by the Office of Academic Affairs. These positions should be decided in early February for the following academic year.
- One position will be filled by a full-time faculty or staff member from Division I (Humanities, Language Arts, and Academic Affairs) and one from Division II (Mathematics and Business, Social Sciences, Natural Sciences). The members will be decided by self-nomination and a vote of members of the specific eligible groups organized by the Office of Academic Affairs. These positions should be decided in late February for the following academic year.
- One position will be filled by a full-time faculty or staff member from Student Affairs. The member shall be decided by self-nomination and a vote of members of the specific eligible groups organized by the Office of Student Affairs. This position should be decided in late February for the following academic year.
- One position will be filled by a person appointed by the Director of Career and Technical Education. This position should be filled in February for the following academic year.
- One position will be filled by a person appointed by the Chancellor. This person can be a member of the college, a member of the community, or anyone else whose input would be valuable for improving the college's distance education activities. If possible, this position should be filled by March for the following academic year.

The committee will also have two ex-officio (non-voting) members, as follows:
• The Administrator overseeing distance education, or delegate. This position shall be the primary liaison between the committee and the college administration.
• The Coordinator of the Computing Services, or delegate.

7. Leadership
The chair will be elected by the voting members of the group. Only voting members of the committee can serve as chair. The chair will continue to be a voting member of the committee.

8. Compensation
There is no compensation for serving on this committee.

9. Meetings
A quorum for the meeting of the committee shall be 4 of the 7 voting members.

Face-to-face meetings can be organized by the chair or at the request of a majority of voting members.

Unless responding to an urgent need, meetings ought to be scheduled at least two weeks in advance and a draft agenda ought to be distributed at least a week in advance.

10. Decision-Making Procedures
The group shall formulate its advice on distance learning based on input from the college and the group's own deliberation. The advice ought to include the rationale for the advice and include, where appropriate, alternatives and opposing opinions.

Voting on specific proposals can be done via email or a secure online voting system.

The committee will assist the organization of assessments of the website, including the use of focus groups, online surveys, and any other means to provide the college with useful information to improve the web-based resources.

11. Subgroups
The committee may create ad hoc groups to focus on particular issues as desired.

12. Documentation
The group's website address will be http://windward.hawaii.edu/committees/DL/.

Minutes to all meetings and all memos relating advice will be posted on the group's website.

Other documents, such as the results of surveys and focus groups, can be posted as decided by the group.
The chair is responsible for ensuring that all documentation is posted through whatever appropriate channel on the college's website.

13. Assessment of the Group
The group will ensure that an anonymous comment box is available on the group's web page and will, by its own choice, by college policy, or by the direction of the Administrator overseeing distance education, participate in college-wide assessments of chartered groups and other forms of assessment.

14. Dissolution of the Group
The group can be dissolved by a memo to that effect from the Chancellor.

15. Modification of the Group's Charter
The charter can be modified by the Chancellor through a memo. The committee can make suggestions to the Chancellor, via the Administrator overseeing distance education, to modify the charter.