Minutes for January 24th 2013 Meeting

Location: Alakai 123
Meeting Call to Order: 3:30pm
Meeting Adjourned: 4:45pm

Present: Ross Langston, Lance Uyeda, Navtej Singh, Mike Tom, Sarah Hadmack, Pam DaGrossa, Brian Richardson, and Jamie Boyd.

Excused: Kuʻulei Lessary

- Minutes from November 20, 2012 meeting were approved as circulated (Lance 1st and Ross 2nd).

- It was decided to keep the committee name as “Distance Education Committee” instead of “Distance Education Advisory Committee” until going through the charters toward the end of the semester.

- Office hours for online classes: In lieu of the one office hour per 3 credit course expected of instructors of face-to-face classes, online instructors will provide equivalent and reasonable accessibility in multiple communication modes.

  Brian noted that a distinction is made between correspondence courses and online courses. The former are not eligible for financial aid.

- Online peer evaluation format, student evaluation for online classes, and online course syllabus template (mandatory content) will take time. So the committee will start discussing these issues during next meeting.

- The committee acknowledges that acceptable return time for email for online courses should be within two days (excluding non-instructional days).

- The committee recommends developing the following guidelines regarding student access to syllabus when they register for an online course – All faculties teaching online course(s) should make the syllabus available in Laulima prior to the first day of instruction.

- Future meetings: The committee decided to hold a meeting approximately every two to three weeks on Thursdays from 3:30 – 4:30. Johnny will email possible future meeting dates and location.

- The committee decided to hold off on answering the following questions until we begin to review charter: Should the committee provide training and help with course development or other professional development? Should the committee consider making PBC requests?

- Ross raised the possibility of creating a system where instructors can fill out the proctor form online and upload enrollment data such that the information can be accessed by all testing centers in the UH system.
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Remark

The committee will determine what to do with its best practice recommendations (i.e. creation of policy) on later date. Effectiveness of these policies will be assessed per student surveys.