Distance Education Meeting (Alakai 123)
February 7, 2013

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

Excused: Sarah Hadmack

Meeting call to order at 3:35pm

1. Motion to accept minutes (Ross 1st / Lance 2nd) was passed with few suggested (6-0-0).

Jamie asked to include a statement that the effectiveness of these policies will be assessed per student surveys. Johnny will add this suggestion to the minutes.

Mike noted the need to clarify what is talked about versus what has been moved. Questions were raised such how much detail to include in minutes and what further needs to be done with items discussed?

The committee will determine what to do with its best practice recommendations (i.e. creation of policy) on later date.

2. Term limit and member replacement:

Length of service on Distance Education is currently 1 year. For this committee the service year stats in Fall 2013. There was a discussion to extend the service to two years and initially allow about half of the members to opt out after one year to allow continuity. This item will be further discussed during next meeting on Feb. 28th.

Pam, division II representative, will not be here in Fall 2013. There for a Division II replacement need to be elected. The Office of Academic Affairs will conduct the election. The committee would like Pam’s replacement to be able to attend last meeting of this semester.

Ryan Perreira will be substituting for Kuʻulei for remainder of the semester.

3. Sub-committees

Johnny proposed that the following three subcommittees be formed to address

(a) Online Peer Evaluation Form
    Members: Lance, Kuʻulei/Ryan, and Sarah
    Discussion Date: 3/21
(b) Student Evaluation Questions for Online Classes
    Members: Ross, Pam, and Brian
    Discussion Date: 4/11
4. Other Business

- Mike pointed out that we ought to find ways to enhance student success and also talk about teacher’s experience. Mike suggested that WCC consider using some of the resource being devoted to live students to online students (e.g., S.I.).
- Brian noted that we might begin searching for practices supporting online success, not just for accreditation purposes (e.g., some schools start online terms later to allow for mandatory orientation). Johnny suggested some sort of “introduction” and “test” that must be successfully completed in order to take the online course. It was also suggested that increasing consistencies (best practices) among online courses would increase student success.
- There were some suggestions on what the committee can do to help faculty such as create guidelines, create an FAQs for faculties, and send recommendations on procedures and policies appropriate offices
- A question was raised; can we provide faculty support for the development of online courses? Pam noted that Staff Development has Hui for small group support and Peer Mentoring for one-on-one learning.
- Idea about making motion to create a policy where the drafts of minutes will be accepted as edited was discussed.
- Johnny plans to send out an email informing the campus on this committee’s activities and requesting questions and concerns.

Meeting adjourned at 4:33pm