Distance Education Meeting (Alakai 118)
February 28, 2013

Present: Ross Langston, Navtej Singh, Pam DaGrossa, Brian Richardson, Ryan Perreira, Sarah Hadmack, and Woody Garrison

Excused: Lance Uyeda, Mike Tom, and Jamie Boyd

Meeting call to order at 3:40pm

1. Approval of Feb. 7th, 2012 meeting minutes (1st Ross, 2nd Woody, unanimous)

2. Division II Election Results - Vanessa Cole won the election and will replace Pam as the Division II representative, effective next academic year. Johnny will inform Vanessa of the election results and will include her in further DE related emails.

3. DE/Online/Hybrid - Sara raised the question: is this committee responsible for hybrid courses? How Hybrid, DE, and Online courses are defined? Johnny mentioned that the committee will discuss this issue at the beginning of next academic year along with other matters such as should all DE courses be required to have certain percent of the graded material proctored. The agenda for the remaining DE committee meetings for this semester is already set.

4. Posting Minutes – Minutes will be posted on the committee’s page. Brian is working on setting up this page.

5. Amendments/Revision to the Charter – The formatted word document (converted from pdf file) of current Distance Education Committee charter was projected for direct editing (with track changes on). The committee was able to discuss and make appropriate changes to items 1-5 and part of item 6 of the charter. The committee will continue to discuss and revise the charter at next meeting on March 21st.

Meeting adjourned at 4:53pm