Distance Education Meeting Minutes (Alakai 118)
April 11th, 2013

Present: Ross Langston, Navtej Singh, Vanessa Cole, Brian Richardson, Sarah Hadmack, Lance Uyeda, Mike Tom, and Jamie Boyd

Excused: Pam DaGrossa and Woody Garrison

Meeting called to order at 2:30pm

• February 28th, 2013 meeting minutes were approved as circulated [Lance 1st, Jamie 2nd]. Mike asked if changes made to charters were recorded. Johnny mentioned that changes to charters were recorded directly on the word document and can be seen via “track changes” feature.

• Brian presented the “Online Office Hour Memo from Doug” to get committee’s feedback. The committee approved the wording but recommended that the memo go through the Faculty Senate before adopting the policy [Ross 1st, Lance 2nd].

• The notion of having a disability service representative on the committee was discussed. The committee feels that while it’s not necessary to have a full voting member from disability services, an expert in this area should be invited as a guest when disability related issues come up in the discussion.

• The committee completed its revision to the charter. The revised word document will be emailed to the members for record and pdf of this document will be posted on the Distance Education Committee website.

• Online Peer Evaluation Subcommittee shared the evaluation form with the rest of the committee members. The committee feels the form is too long and may discourage people from using it. The committee recommended combining some of the categories in the form and using similar format as face to face peer evaluation. The subcommittee will revise the form and present updated version during next meeting.

• The subcommittee in charge of Online Course Syllabus Guidelines presented the completed document. The subcommittee pointed out that the disability statement from the standard syllabus was missing. Brian mentioned that at some point the college needs to revise the standard syllabus guidelines and template. The committee would like to see the requirements for online course syllabus be integrated into standard syllabus when the revision is made and distinguish can be made for items that are only applicable to online courses.

• Brian mentioned that the process for creating policies for items approved at DE meetings should be handled case by case. The committee concurs that the effective date for items approved by the committee this semester will be after summer 2013.

Meeting adjourned at 4:30pm