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

Absent: Ku’ulei (Christy) Lessary

Meeting called to order at 1:06pm

• Online Learning Tools - Brainfuse online tutoring service

Mike Tom presented Brainfuse tutoring system. Mike also created an account for each committee member to test out this service. For login and password information please see a recent email sent by Mike on Brainfuse. Some of the key features discussed in the presentation are: live chat function in wide range of subject areas, learn now - searchable lessons/modules in basic math and English, writing lab – students can submit their written papers for feedback within 24-hour, flash cards in content areas, brainwave – movie like notes/ideas, and designable games - crossword puzzle, hangman, etc. In addition, students can create their own materials meeting functionality, including shared whiteboard and voice over IP.

Mike mentioned that Brainfuse and Smarthinking are shared services among UH campus with set hours of live tutoring allocated to WCC. Other than live tutoring hours, there are no limitations on services offered by Brainfuse. [http://windward.hawaii.edu/brainfuse](http://windward.hawaii.edu/brainfuse) outlines how to access Brainfuse.

• Campus Video File Storage Server

The committee discussed various modes of serving and streaming online videos. It was suggested that the campus server has enough capacity to meet faculty demand for digital storage space. The campus server lacks streaming capacity, so a separate mac server has been created to allow for streaming videos. The committee also discussed ways data stored on servers can be securely shared with students.

• Group Discussion Forum to mentor instructors new to Distance Education.

Committee agreed that it might be a good idea to have a group that meets with new online instructors. It was suggested that experienced teachers might create/curate instructional videos or screen captures to be posted in a public space or Laulima. It was also suggested that live training sessions might be recorded and posted online, or that online teacher training modules be created. A potential issue is whether enough experienced volunteers can be recruited.

The committee agreed that the project will begin as a brown bag series called "Distance Education Hui" at which experienced online instructors present resources such as brain
fuse and share course features/strategies. To engage discussion, Vanessa volunteers to share her online class structure at first Distance Education Hui.

- **Update on Student Evaluation Form for online classes**

  Brian Richardson reported that the UH system is redesigning ecafe. One or two faculty members are needed from each campus to participate in the system-level committee to work on ecafe questions. Ross Langston and Jamie Boyd volunteered to represent WCC.

Meeting adjourned at 2:15pm