Distance Education Committee
Minutes for October, 3rd 2013 Meeting
Location/Time: Palanakila 117 from 1pm – 2pm

Meeting started at 4:02 PM

Present: Mike Tom, Ross Langston, Navtej Singh, Brian Richardson, Lance Uyeda, Sarah Hadmack, and Jamie Boyd
Guest: Jan Lubin
Excused: Vanessa Cole and Ku'ulei Lessary

• Minutes from September 11, 2013 meeting were approved as circulated. [Ross 1st, Lance 2nd].

• Jan Lubin recommend that IEC representation be included in the Distance Education Committee (DEC) to address face-to-face course quality compared to online course quality of the same course (e.g., Religion 150). Ideally someone well acquainted with online course development and developments of the Institutional Effectiveness Committee (IEC) will volunteer to contribute to the DEC’s online course evaluation without changing the Distance Education Committee Charter. Sarah Hadmack volunteers to serve as informant between the IEC and DEC.

• Accreditation requires that online students have equal access to resources, services, and supports as students in face-to-face classes. Brian Richardson volunteers to develop a dedicated site for information about online education that clearly addresses students’ right to equal services and guidance for instructors to address these rights in their syllabus. During spring 2013, the DEC created a document that includes guidelines, requirements, and recommendations for online courses to be included in the generic syllabus which address equal access for online students. The document was forwarded to the office of academic affairs. Jan Lubin will contact Ellen Ishida-Babineau to follow up on that and discuss the inclusion of these guidelines in generic syllabus at IEC meeting.

• Vanessa Cole officially resigned from the DE committee. Brian and Johnny will work on filling Division II representative through the election process.

• Mike Tom informed that Smarthinking has been replaced by Brainfuse. Students can access this tutoring service through myuh portal.

• The first Distance Education Hui was held on September 25th, from 1pm to 2pm in Akoakoa 201. The feedback from DEC was positive and the
committee decided to continue this pilot program. Below are some of the topics and presenters that committee brainstormed:

1) Mike McIntosh could present on best approaches for hosting online videos and to address issue of storage space. (Johnny will contact Michel McIntosh to see his availability and set up next DE Hui).
2) Find an expert to speak about creating multiple choice exams and quizzes.
3) Find someone from library to present on online resources
4) Johnny could present on data storage.

• DEC discussed the need to identify (hire) a designated expert to support online course development and provide support to faculty and students (i.e. support for library services and laulima).

• Johnny mentioned the idea of having a suggestion box at DEC website for direct input from students and faculty. The committee agreed with this and Brian took the initiative to create a suggestion box. Comments will be directly emailed to all committee members and discussed at next meeting.

• Online peer evaluation form development is in progress. Ross Langston was selected as WCC representative for the UH system eCafe Committee. Ross will take current work done by the DE subcommittee and lobby toward integrating these questions in eCafe. Currently online courses may use eCafe and/or WCC in-house online student evaluation from.

• The DEC explored integrity in online courses in regard to proctoring exams for online and the amount of course work to be proctored. Accreditation requirements include verification of student identification for online instruction enrollment and there is a need to explore WCC’s policies on academic honesty. The committee’s recommendations at this time are that policy development consider:
  1) Proctored exams are more reliable than password protected sites as students may share passwords.
  2) Syllabus must include academic honesty policy of WCC

Meeting Adjourned at 5:11pm