Distance Education Meeting 11-14-13

Palanakila 117 4:00 PM

Present: Brian Richardson, Johnny Singh, Sam Craddock, Lance Uyeda, Elizabeth Ratliff, Sarah Hadmack, Joe Yoshida, Ross Langston

Excused: Jamie Boyd, Mike Tom

1) **Division II Representative:** Sam Craddock was the only volunteer for the Division II representative (Replacing Vanessa Cole)

   Motion to Accept Sam Craddock as Division II Rep: 1st Sarah, 2nd Brian. Motion passed unanimously.

2) **Replacement for Woddy Garrison:** Elizabeth Ratliff will replace Woddy Garrison as a DE rep.

3) **Distance Education Hui:** The next DE Hui is Tuesday, November 19th 4-5 PM Akoakoa 201. Presenter is Sarah Gray from the LLC.

4) **Comment Box:** The comment box has received no questions or comments since the last meeting.

5) **Exam Proctoring:** The committee is not currently recommending a proctoring policy, but suggests that in cases of courses for which multiple sections are offered, instructors of these courses should adopt a similar policy on proctoring.

6) **IEC:** Nothing to report at this time. Sarah Hadmack will continue to serve as the liaison between the IEC and DE committees.

7) **Ecafe:** Ross is the College’s ECAfe rep. So far the committee has met only once. The committee has agreed that a comprehensive revision of the questions is needed. The next meeting is November 21st.

8) **Scheduling of Online Classes:** There has been a proposal that only one section of an online class be offered at one time and that subsequent sections only be offered once the first section has filled >80%. The committee feels that since online classes were not losing money, we should follow the same procedures that are used for face-to-face classes.

9) **Kauai Community College Strategic Plan for Distance Learning:** Johnny presented a strategic plan provided by Kauai CC. Does WCC need a mission, vision, core-values document for the DE committee?

   Discussion: The majority of the committee felt that creating a mission, vision, core values document would be a pointless exercise. On the other hand, members of the committee suggest that it might
be valuable for the committee to draft recommendations that can be included in the college staffing plan including tech and that the committee formulate goals insofar as training, etc.

10) **Surveys:** It was suggested that the committee should poll/survey the faculty to see what types of services and training the DE committee would offer.

Next meeting is Wednesday, December 4th.

The subcommittees will give updates.

Student Evaluation: Lance, Ross, Sarah

Peer Review: Sarah, Brian, Lance

Meeting Adjourned 5:00 PM