Distance Education Committee (DEC)
Approved Minutes for December 4, 2013 Meeting
Location/Time: Palanakila 117 from 1pm – 2pm

Present: Sam Craddock, Sarah Hadmack, Ross Langston, Navtej Singh, Michael Tom, Lance Uyeda

The meeting was called to order at 1:10 PM. The minutes of the November 14, 2013 meeting were approved.

Survey Questions for WCC-Staff
The committee discussed and revised a distance education committee survey that will be distributed via wcc-facstaff listserv.

Committee Goals
The committee set the following goals for spring 2014:
1. Reassess goals that were set at the beginning of AY 2012-2013.
2. Finalize the peer evaluation form that the online peer evaluation subcommittee has been working on.
3. Continue Distance Education Hui—three hui sessions in the spring.

Distance Education Hui
The committee discussed whether an overall agenda for hui sessions should be developed to respond to needs identified by the committee and by the faculty survey.

Possible topics for spring 2014 hui sessions:
1. Modeling effective online teaching strategies.
2. Tools for increasing student engagement/interaction—chat, elluminate, captivate, course notes.

Other Business/Suggestions/Comments
The committee discussed the college’s need for an instructional developer to coordinate and develop training programs for online faculty and students including course design, the use of online tools, and integration of support services.

The meeting was adjourned at 2:00 PM.