Distance Education Committee (DEC)
Minutes for February 7th Meeting
Location/Time: Palanakila 117 from 12pm – 1pm


Excused: Sarah Hadmack and Mike Tom

The meeting was called to order at 12:05pm

Discussed Items:

• Approval of December 4, 2013 meeting minutes
  o Minutes approved as circulated [Ross 1st, Lance 2nd]

• E-Café Update
  o Ross will encourage the E-Café committee to create a pool of Distance Education Related questions for instructors to select from.
  o Ross will also bring up the option of allowing instructors the ability to remove questions that do not apply to the course as well as adding “Does not apply” box on the survey that do not count toward averaging the scale points.

• Meeting Schedule
  o Adjustment in an instructor’s Tuesday/Thursday teaching schedule allows the committee to reschedule its meetings to Tuesday between 2:30 – 3:30pm which is convenient for all members. Johnny will send out the dates for the remaining three committee meetings.

• DEC Faculty Survey Results
  o Johnny explained that the purpose of this survey was to get faculty’s perspective on the role of this committee as well as their opinion on the areas the committee should focus on.
  o The committee discussed the survey results and noted the following common requests:
    ▪ Peer mentor support
    ▪ Assessment of face to face vs online classes
    ▪ Guidelines for best practices for teaching online courses
    ▪ Providing training for faculty teaching online classes
  o Brian will post the survey results on the DE webpage.
  o Committee also discussed counselors’ role in advising students to take DE courses.
  o In the future, committee will survey the instructors already teaching online classes.
• Jamie’s Letter
  o Committee back Jamie’s letter, requesting support for distance education at WCC. To strength the letter, committee offered the following suggestions:
    ▪ Use survey results to “back up” the letter
    ▪ Make request of specific support items such as budget
  o Jamie will edit the letter and share it with the committee at next meeting.

• Distance Learning Strategic Plan
  o Brian and Johnny will work on a draft of Distance Learning Strategic Plan that will include suggestions from the survey results. Primary purpose of this document is to clearly define the role of DEC and the direction it should take moving forward.

• Distance Education Hui
  ▪ The committee discussed adding a peer mentor aspect to DE Hui and supports working with Staff Development to cross promote it.
  ▪ Brian has someone lined up to present on distance education related topic that will be used as next DE Hui. Brian will send out more information about time and presentation topic.

• Online Peer Evaluation Form
  o The subcommittee (Sarah, Brian, and Lance) will present their final draft at next meeting.

Meeting adjourned at 1:01pm