ACCREDITATION WARNING LIFTED!: HCC’s accreditation warning status was officially lifted this academic year. The DEAC played a critical role in helping the college address the specific accreditation recommendation regarding our Distance Education (DE) program.

DE STRATEGIC PLAN DRAFT: A five-year strategic plan aimed at continuous improvement of our DE offerings as well as growth. It has been officially approved by the DEAC and posted to the HCC Intranet site.

DE POLICY WORKING DOCUMENT DRAFT: This is an attempt by the DEAC to develop some over-arching policies to help govern standards and best practices in our DE offerings. While officially approved by the DEAC, it is not an official document in terms of being enforceable at the administrative levels since these policies have not yet been vetted through campus governance channels. This is still a working document and has been posted to the HCC Intranet site.

LAULIMA SUPPORT PAGE FOR STUDENTS: A support page with URL redirects to all pertinent student services on the HCC Internet site was created to provide DE students with direct access to all services without having to “hunt and peck” across the HCC Internet site. All DE students are automatically added to this Laulima Support page at the beginning of the semester and retain access to the page throughout their academic careers.

DE COURSE RECERTIFICATION: Honolulu CC is one of the few campuses in the UH system which implements a secondary curriculum approval process solely for DE courses. While the DEAC is not the committee which governs this process, they have been instrumental in helping to design the recertification forms that will be used. This is the HCC’s first attempt at DE course recertification.

VIDEO RECORDING LECTURES: The issue was what process or policy governs students who wish to video record their instructors in class. While many instructors do not mind being audio taped, video recording is an entirely different matter. Issue was discussed by the DEAC and it was decided that the issue should be forwarded to both the FSEC and COSA for conclusion.

E5.204 DRAFT REVISED EXECUTIVE POLICY FOR DISTANCE & ONLINE LEARNING: The VCAA asked the DEAC for feedback on this document. Most notable feedback was that the document seemed to lack how the system’s role will be defined in
dealing with critical system-wide issues. Feedback was provided in a timely manner back to the VCAA for his monthly system-wide meeting.

**DE INSTRUCTOR PREPARATION CHECKLIST:** The DEAC has developed a pre-semester preparation checklist to help DE Instructor’s prepare for the upcoming semester. The plan is that the checklist will be distributed to all DE instructors every fall and spring semester.

**DISCUSSIONS:**
- Mandatory DE Faculty Orientation during the duty period before every fall and spring semester
- DE Course Assessment
- DE Faculty Development Workshops
- DE Student Survey Results
- Hybrid Course Support
- State Authorization for DE
- Halawai Web Conferencing Tool (Adobe Connect)
- Hawaii Education Network Consortium (HENC)
- Brainfuse (Online Tutoring Tool)
- No Show Drop Policy (campus-wide)
- Remind101 Text Messaging Tool
- Early Alert / Academic Alert (Starfish)
- Standardized statements for class availability comments section
- Creation of a Pre-semester Preparation Website for Students