Distance Education Advisory Committee  
Meeting Minutes  
September 15, 2011  
2:00-3:00PM  

Present: Maggie Templeton, Ralph Kam, Heidi Green, Wayne Sunahara, Sarah Myhre, Bill Becker, Gregg Gruwell, Ross Egloria  

Proceedings  

I. Introductions of everyone present.  

II. Reviewed the purpose & function of the DEAC.  

III. Darlene Dockman (Coordinator of Civil Rights – State Office) asked Wayne if he would distribute a survey titled “Self-Assessment of the Status of Providing Technology Accessibility in Distance Education”. The draft of the survey was distributed and while no one on the committee opposed conducting the survey, questions included, a) how will the information collected be reported and used, b) could she develop/distribute a cover letter that we could preface the survey with explaining why the survey is being conducted and how the results will be used, and c) the timeline/deadline for collection of data. Wayne will check on this issue and report at the next meeting before we proceed with this agenda item.  

IV. DE course re-certification is a “to-do” list item that has never been addressed. There is a need to have a process in place to ensure that DE courses are kept up-to-date with current requirements (ACCJC, USDOE, etc.). This will be an on-going discussion for the rest of the academic year but a draft re-certification process is needed before the academic year ends.  

V. DE course assessment (comparing student learning in DE vs. Face-to-Face) has been attempted before in varying formats but Ross would like to try to draft a standardized process before the academic year is over. He will work on a draft and bring it to the committee for input later this semester.  

VI. While DE is not considered a “program”, it still requires some strategic planning in order for our DE offerings to grow. It also needs some form of budgetary support for things such as supplies, testing room needs (we do quite a bit of DE testing for the entire system), and training support (for students and faculty). Ross will work on creating a DE Program Review (including the formation of a dedicated budget to support DE) for this academic year.  

VII. Support of DE Information Technology resources is still being sorted out pending some of the re-organization issues. Bill will keep the committee updated as this issue works itself out.
VIII. Sarah asked about conducting a needs/use survey for DE in order to assist her with creating appropriate tutorials and support materials for the library. Ross will help her with this as some needs/use have already been surveyed from past surveys. Sarah also asked if all DE instructors were required to use Laulima. She asked because if we could standardize a Laulima template, this would help not only instructors but also help the library in creating support materials to assist both students and faculty with using Laulima. This idea has merit and will be further discussed throughout the year.

IX. Next scheduled meeting is for October 20, 2011 (Thursday) from 2-3pm with the location to be determined.