Distance Education Advisory Committee
Meeting Minutes
October 20, 2011
2:00-3:00PM

Present: Maggie Templeton, Ralph Kam, Wayne Sunahara, Sarah Myhre, Gregg Gruwell, Ross Egloria

Proceedings


II. Regarding the survey titled “Self-Assessment of the Status of Providing Technology Accessibility in Distance Education” from Darlene Dockman (Coordinator of Civil Rights – State Office), Wayne asked for and received a cover letter to send out with the survey to explain to our DE instructors what the survey was for. Since no timeline/deadline was provided, the committee has internally decided on a November 15, 2011 deadline for responses. Wayne will convert the cover letter and survey to PDF and send to Ross for distribution via email to the DE instructors.

III. Since the HCC Website is one of the primary vehicles by which our DE students obtain information about academics and support, a point was made that there is an optional video that appears in the informational window on the main page of the HCC Website and the video is not captioned. The committee and its members do not know if the campus has a responsibility to make sure it is captioned but we will further investigate this issue and discuss at the next meeting.

IV. Ross reported on an issue that he found out about regarding financial aid scams by students in Distance Education courses/programs. It is a growing national problem and one that could potentially cost HCC thousands of dollars if we don’t educate our DE instructors about this issue. Students can receive thousands of dollars in financial aid but it is predicated on the assumption that the institution monitors these students for attendance and continued academic performance. For students enrolled in DE courses where there is typically no attendance taken and academic performance is only gauged in totality at the end of the course, it is easy to see how institutions can be scammed out of millions of dollars nationally from DE courses/programs. This is an issue that needs to be addressed with getting all of our DE instructors educated.

V. While DE is not considered a “program”, it still requires strategic planning in order for our DE offerings to grow. The DEAC should come up with a draft of some obtainable goals to achieve in order to move DE forward. Ralph had a draft that he will forward to Ross. Ross will edit and bring to the next meeting for discussion.
VI. Gregg mentioned that cable courses have officially moved from Oceanic Cable standard channel 55 to digital cable channel 355 and over the air digital channel 46.55. The system is also undergoing some upgrades in order to improve the process by which cable courses are uploaded for broadcast from the individual institutions (including a server at UH to directly receive the cable courses that Gregg produces) as well as for broadcast to the public. Gregg will inform the committee when those system upgrades have been completed.

VII. Sarah will be collaborating with a UHM librarian to develop various tools accessible via the web to help students use the library. This will be useful to DE students, especially if they don’t have the opportunity to physically visit our library. Sarah will keep us informed.

VIII. Since November is such a short month with the various holidays and our next scheduled meeting would fall on Thanksgiving Thursday, the committee discusses whether to move the meeting a week earlier or later or postpone it to December. Since no one had any immediate issues that needed our attention in November, the committee unanimously decided to postpone the November DEAC meeting to December. The next scheduled meeting is for December 8, 2011 (Thursday) from 2-3pm with the location to be determined.