Distance Education Advisory Committee
Meeting Minutes
February 22, 2013
12:00-1:00PM

Present: John DeLay, Sarah Myhre, Ross Egloria, Melissa Martinez, Bill Becker, Wayne Sunahara, Maggie Templeton

Proceedings

I. Prior minutes approved.

II. Updates – Loss of classroom space due to building 7 renovation
   a. Presentation was done on Hybrid/Online courses by Mary Hattori (CELT Director) and Joy Shirokane (DE Coordinator) of Kapiolani CC on Friday, February 15, 2013 from 10:30AM to 12:00PM in the Loui Conference Room. About 40 people were in attendance.
   b. If any faculty are interested in possibly creating a Hybrid/Online course, Mary and Joy will be returning on Friday, March 1, 2013 (Excellence in Education Day) to conduct a workshop on how Kapiolani CC has trained their faculty to offer Hybrid/Online courses.

III. Accreditation Warning

   College Recommendation 3:

   As was recommended by the 2006 evaluation team, in order to meet the Standards, the college must "develop a formal assessment process to evaluate the effectiveness of its Distance Education program in meeting the institutional mission. The process should include a systematic evaluation, analysis, communication, and improvement of the program, including assessment of how well each online course is satisfying its student learning outcomes, support for staff development, and technical assistance for faculty." This review must include a formal evaluation of student support services and learning resources including its design and delivery. The college should compare the instructional quality of face-to-face and distance education courses and develop a strategic plan for distance education. (Standards II.A.2.e, II.A.2.f, II.B, II.C.1.c, III.A.5.a)

IV. DE Policy Creation
   a. Policy language to support DE would help with the formal assessment process.
      Task for committee members: research other CC (outside the UH system) for DE Policy language that we could adapt

V. Other Items
   a. Sarah asked the question, what purpose does the DEAC Committee serve? How much “weight” does the DEAC have in matters pertaining to DE? How can the DEAC Committee be more productive/effective?

VI. Remaining meetings for the semester are scheduled for:
   a. Friday, March 22, 2013 at 12PM with the location to be determined.
   b. Friday, April 26, 2013 at 12PM with the location to be determined.