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

Present: John DeLay, Ross Egloria, Bill Becker, Jon Blumhardt, Melissa Martinez

Proceedings

I. Prior minutes approved.

II. DE Student Survey
a. This survey is based on the ad-hoc survey that Ross ran last November 2012 as well as past DE Assessment surveys [(http://programs.honolulu.hawaii.edu/intranet/node/595)](http://programs.honolulu.hawaii.edu/intranet/node/595).
b. Various suggested edits made by DEAC committee members to incorporate in this next iteration. Focus especially on gaining information on DE student usage of student services (financial aid, counseling, health, etc.) and academic support services (library, testing, tutoring, etc.), especially trying to determine how often a particular service is accessed.
c. To be implemented in next month, April 2013.

III. DE Policy Creation / Language
a. Sarah and Bill will work on this document over the summer.
b. They found some sample language to model by doing a search. Some policy models they looked at came from Bishop State College, Pearl River Community College, and Marin Community College.

IV. Support Website for DE Students in Laulima
a. Sarah noted that information is primarily disseminated through the HCC Internet Website but that it is difficult to search for the information needed. To alleviate this problem, she suggested creating a single Laulima page with hyperlinks that connect to the various pieces of information on the website like financial aid, counseling, registration, health services, reference desk library services, testing, etc.
b. Sarah will work on this project over the summer.

V. Other Items
a. DE Faculty Orientation – a mandatory orientation for all DE faculties teaching in the fall 2013 semester has been scheduled for the Wednesday of duty period. This will be the first ever gathering of all DE instructors at one time. The agenda will be developed and disseminated over the summer.
b. DE Student Orientation – many successful colleges utilize some form of mandatory orientation for their DE students, often in the form of a non-credit or 1-credit pre-requisite requirement. We have New Student Orientation (NSO) which is required of all students entering HCC. An “online” version of NSO has been created by student services and is being used for students who cannot attend the face-to-face NSO sessions. More research into what is included in the NSO training is needed to determine if this will meet the needs for helping DE students succeed in the DE courses.
c. DE Student Support – this topic requires more research but the essential question is who supports DE students? What is supported from a technical standpoint? Is DE student support the responsibility of the Information Technology Center (ITC)? Is it the responsibility of the Education Technology Center (ETC – formerly the EMC)? Is it a shared responsibility between everyone, including support at the system level (ITS)? This discussion should also happen with the Campus Technology Committee.

VI. Final meeting for spring 2013 is scheduled for Friday, April 26, 2013 at 12PM with the location to be determined.