Distance Education Advisory Committee
Meeting Minutes
August 30, 2013

Convened: 1:00; Ended: 2:10
Present: Ross Egloria, Steven Shigemoto, Marcia Roberts-Deutsch, Mike Ferguson, Mike Lee, John Delay, Bill Becker, Sarah Myhre, Cynthia Smith, Wayne Sunahara, Melissa Martinez

Committee Logistics
- All members introduced themselves.
- Meeting dates for the academic year were announced. Meetings will occur at 1:00 on the last Friday of the month (with a few adjustments based on holidays). Meetings will be in administrative conference room when possible. Ross will announce meeting places.
- It was discussed that additional meetings will likely be necessary prior to October to address Accreditation report issues.

Notetaking
Ross asked for volunteers to take notes for each meeting; members signed up for monthly duty.

Summer Recap
Ross summarized work done over the summer, much of it directly addressing ACCJC concerns and preparation for the October Progress report.

1. D.E. Strategic Plan. A draft of a strategic plan was developed. It is currently being reviewed by administration and then will be shared with the D.E. faculty

2. Sarah and Bill worked during the summer to develop specific policies for development and delivery of D.E. classes. The goal was to make explicit expectations and obligations of those teaching D.E.. These are to complement, not replace, D.E. Handbook materials and reflect research done of D.E. policies at other institutions. Some discussion took place about the requirement to use Laulima and the degree of specificity (e.g. kinds of tools to use) to include in the policy. Ross will send out an electronic copy. Committee members were asked to review and provide feedback regarding content (not grammar) including identifying additional areas to address by end of the day Friday, September 6.

3. Sarah spearheaded development of a D.E. support page for all students and faculty. It contains relevant links to various information and support services for D.E. students. It is expected to be completed by early next week. Once completed, it will be posted up on Laulima as a distinct tab, added to the accounts of all HonCC
D.E. students and faculty. She asked committee members to provide feedback on items that should be added.

**D.E. Orientation Recap**

Ross reviewed the mandatory orientation session conducted during duty period for all D.E. instructors. Attendance was very good, over 30 instructors in attendance. Ross recapped key topics from the PowerPoint including discussion of proctoring issues during the renovation, advocacy of the Early Alert system to improve retention, tutoring support services available, directing students to technical support available, and available support from the EMC. Ross also reviewed the data shared at the meeting regarding retention and success numbers for D.E. students as compared to those in face-to-face classes. This will be posted on the intranet. Ross announced these aggregate numbers have been broken down into specific classes and this information will be shared with individual faculty members. Will need to analyze and respond to these numbers as a program, and as faculty/staff providing D.E. instructions, as part of ongoing D.E. assessment.

**Fall D.E. Sections – Comparisons**

Ross shared report of the number of sections being taught in Fall 2013, compared with previous semesters. They reflect some growth over the past 4 years, with a decrease in cable sections and increase in online sections. Most of the growth is in the U.C..

**D.E. Assessment Activities**

Ross announced that information is being gathered and in some cases posted on the intranet related to individual course assessment. Cynthia will help create a table to indicate assessment strategies and outcomes for all D.E. sections. Reports from departments and those willing to post up individual inventory sheets will be on the intranet as evidence. Will need to create a more standardized method of reporting and archiving reports in the future. There are some tools on existing programs (Laulima, Kuali) that have potential for storing support materials.

**Laulima Workshops**

Ross reiterated what was announced at the Orientation regarding upcoming workshops on Laulima. A survey was given out at the meeting to determine where most help is needed and based on that feedback (survey results were shared), will focus on use of specific tools in Laulima in workshops. This led to discussion of different ways of conducting virtual office hours and giving help to students through demonstrations (e.g. in Math or Science classes). There is a tentative schedule of workshops established.
Rethinking How We Grow Distance Education at HCC

Ross shared thoughts based on planning sessions over the summer by those providing technical support and D.E. support. As the College responds to renovation and instructors are increasingly reliant on technological tools for the classroom (e.g. digitization, virtual sessions), the expectation is faculty will become more comfortable with tools and technological which can more readily translate into development of fully distance sections. Will also try to systematize and encourage peer mentoring so that faculty with advanced skills can better help those learning.

Submitted by Cynthia Smith