Distance Education Advisory Committee
Meeting Minutes
October 25, 2013

Convened: 1:02; Ended: 1:40
Present: John DeLay, Ross Egloria, Marcia Roberts-Deutsch, Mike Ferguson, Mike Lee, Sarah Myhre, Cynthia Smith, Wayne Sunahara, Melissa Martinez, Maggie Templeton
Guest: Scotty Rhode
Recorder: Sarah Myhre

9/13 & 9/27 Minutes
Both minutes approved.

Student Video Recording in Class
Ross forwarded this issue to the FSEC. At this point there is no decision on if a policy is needed.

Marcia suggested this issue be brought to COSA because some responsibility needs to be placed on the students. Should COSA put out a statement?

Ross will forward the issue to the COSA chair.

John said he has a form he asks students to sign when they ask to record lectures.

Wayne has had a few requests to record lecture through the Student ACCESS office. They are handling it on a case by case basis.

E5.204 Draft Revised Executive Policy for Distance & Online Learning
Ross had an email response from Elton, and he had a concern regarding 2H. Does this include captioning of all videos? Wayne responded that captioning is nice to have, but not required.

Cynthia expressed some concerns as well via email and voiced them in the meeting.
From email: “My fundamental problem is there is no substantive role of system indicated in dealing with critical system-wide issues. If they don’t actively coordinate creation of MOAs, how are these going to happen.

System has been far too passive and AWOL in coming up with system wide solutions (and enforcing them, and helping us fund them) for issues that are simply not campus-based,
they are systemic.”
John agreed with Cynthia. He pointed out that Hilo, although part of the system, would not administer his test to one of his students even though the student was enrolled at Hilo.

Ross asked that people contact him via email if they have any additional comments. He will forward everything on to Russell Uyeno.

**DE Course Re-Certification Form**

Ross passed out a list of DE courses from 2005-2009 which should be up for re-certification.

Ross used the Writing Intensive (WI) form as a template for the recertification form. The first section of questions on the form address the accreditation issue received from ACCJC. Questions 1-2 address student fraud. Questions 3-4 address substantive/meaningful interaction. Question 5 addresses procedural communication. Questions 6-7 address assessment and closing the loop.

Cynthia pointed out that the assessment of SLOs should be more than just student feedback. She also noted that in the beginning of DE courses, there were no rules or guidelines for how to create DE courses.

John asked if we recertify the courses?

Ross responded that he would like more participation from the membership of this committee for recertification process.

Sarah asked if this was a DERB responsibility?

Ross responded that he wanted a more stable committee for the recertification process.

Marcia suggested one person from each department, Ross, a Counselor, and herself for the recertification committee.

Ross plans to start the recertification process in the Spring of 2014, but will send out a heads up to faculty this semester.

John suggested that instructors need to provide access to their Laulima sites for the recertification process.

We will finalize this form at the next meeting.

**Possible Additional DEAC Meeting Prior to Accreditation Visit**
Ross asked if there was a date for the ACCIC visit.

Marcia said not yet.

Wayne commented that Erika is leaning toward the whole DEAC committee meeting with the accreditation team during the visit.

It was decided that if the accreditation team comes after November 22. The next scheduled meeting will be the committee prep meeting. If the team comes before our next scheduled meeting, an earlier meeting will be scheduled.

Additional Item

Mike Lee has a student attending class via Skype. Other students in class asked if they could attend via Skype. Mike is not sure if this is a DE issue and how to address it.

Ross said it is a unique situation and a non-DE issue since it is not a DE class.

Next meeting November 22nd at 1PM