Distance Education Advisory Committee
Meeting Minutes
November 22, 2013

Convened: 1:00 pm; Ended: 2:00 pm
Present: Wayne Sunahara, Cynthia Smith, Mike Lee, Ross Egloria, John DeLay, Melissa Martinez
Recorder: Melissa Martinez

1. **Accreditation Visit:** Discussed the Accreditation team visit that took place on Tuesday Nov 12, 2013. Visit went well. No specific feedback.

2. **State Authorization for Distance Education:** Ross informed committee of the current policy on state authorization for distance education. The state authorization is a procedure that requires students to get authorization from their state to take DE courses from another state. In 2011 it was determined by the Court of Appeals that the Federal Government could not regulate this between states. It was decided that individual states will be left up to their discretion and an office should be authorized by each state. Hawai‘i does not have an authorization office at this time. Interim Vice Chancellor Russell Uyeno will bring up in VCAA meeting. For more information you can visit: [www.sheeo.org](http://www.sheeo.org)

3. **Video Recording in Class:** Issue taken to COSA. Discussed whose jurisdiction this would be under. It will most likely be up to the discretion of the instructor. Also discussed this issue should be addressed in the Student Handbook.

4. **DE Re-Certification:** Will begin in Spring 2014. Deadline will be in mid to late February. DERB will reviewing DE courses to re-certify. Re-certification is required every 5 years for every DE course. Instructor will have April to correct any discrepancies. DE re-certification form will be available on the intranet. Form still requires minor changes. Ross will send re-certification form to instructors after meeting (11/22/13).

5. **DE Website:** Will add a direct link to IT resources, ITS recommended software/hardware to DE website. Ross will include feedback link on DE website, as well as a link for prospective students.

6. **Halawai Usage:** This is adobe software system supported. This system is user friendly and system supported. Allows instructors to hold classes and/or meetings online. Halawai has 160 concurrent users. By putting in the campus, class crn and term, system will add student to meeting. Meetings can be recorded, however not automatically. Recording will be deleted the following semester. Halawai also allows students to download recordings. Halawai allows instructors to save and archive meetings. System does not
work on mobile devices. DEAC committee will hold a meeting on Halawai on January 17, 2013.

7. **DE Faculty Meeting:** There will be a mandatory DE faculty meeting. The room and date have been scheduled. Ross will send an email to DE faculty notifying them of the date and time.

8. **MOOCS:** Massive Open Online Courses. Website contains a collection of various MOOCS across the web. Cannot verify quality of MOOC. Ross will send a letter stating HCC is not interested at this time.

9. **DE Student Survey:** Survey sent directly to top students last semester. Survey will now have 10 or less questions. Survey will focus on key issues highlighted in last semester’s survey. Survey will also include open ended questions such as: “What kind of classes they would like to see online?” and “What does the student need in terms of technical support?”

10. **Next DEAC Meeting January 31, 2014 at 1PM.**

    January 17, 2014 Ross will hold a demo of Halawai online meeting tool.