Distance Education Advisory Committee
Meeting Minutes
September 27, 2013

Convened: 1:00; Ended: 2:05
Present: Ross Egloria, Mike Ferguson, Mike Lee, John Delay, Bill Becker, Sarah Myhre, Cynthia Smith, Wayne Sunahara, Melissa Martinez, Erika Lacro

Committee Logistics
- John Delay identified himself as a representative of the Distance Education subcommittee for the strategic planning council

Agenda Items

1. September 13th minutes approved
2. Accreditation visit preparation
   a. The visit will probably occur around November 15th
   b. We had town hall meetings in Spring 2013 (DE only) and Fall 2013 (accreditation meetings and DE)
   c. DE Student Survey Results. 85-90% of students use Laulima and they think it is easy to use. Communication is very important to students and most students expect a 24 h response time from their instructors. This response time may not always be realized by the students. There was a low use of online tutoring. Perhaps the new brainfuse subscription will result in more usage, but the results are not in yet. 46% of DE students participate in financial aid, which is low.
      i. Response to this is Sarah created a new page for student services on laulima. 49% of DE faculty and students have visited this page.
         1. There is a section on the HCC homepage that has similar information
   d. DE Faculty Orientation
      i. 91% participation
      ii. Laulima training was administered where indicated by faculty
      iii. 100% of the faculty rated the training as “good” on a scale of Good, Fair, or Bad
      iv. other items that need addressing is to improve student-teacher and student-student interactions
3. DE Course Recertification. Proposed is to do it every 5 years as a function of the DERB committee. The preferred method would be an analysis table showing SLO competencies
4. On the issue of video recording lectures, this will be forwarded to the faculty senate as an agenda item for them.
5. Hybrid Support. Hybrid courses are not currently regulated under DE, but many DE skillsets are needed to properly teach hybrid courses. There is currently no formal certification for hybrid courses.
a. Hybrid assessment training will take place on October 10th
b. Language has been added to indicate if a course is a hybrid course for Spring 2014
c. A method to standardize hybrid courses will recommended for review to the CPC agenda

6. Cable DVD masters are currently stored on the 6th floor of building 7. This may be soon moved to the Educational Technology Center

7. Other items
   a. The DE Policy will be listed as a working draft
   b. The difference between the DE strategic plan, DE policy, and DE handbook and how they all work together will be written up by Ross.
   c. System point that it may be commonplace soon that SLO achievement accounting to be part of a faculty member’s duty and to be a consideration for promotion, reappointment, and review. The main point in this is that the faculty show that they review their SLOs and change to address any issues that arise from those assessments. This is to show evidence of closing the loop.

8. Next meeting October 25th at 1 PM

Minutes Prepared by Mike Ferguson