Distance Education Advisory Committee
Meeting Minutes
January 31, 2014

Convened: 1:00 pm; Ended: 2:00 pm
Present: Cynthia Smith, Mike Lee, Ross Egloria, Melissa Martinez, Maggie Templeton, John DeLay, Marcia Roberts-Deutsch, Elton Ogoso, Mike Ferguson, Bill Becker

Recorder: Mike Lee

1. **Minutes of Nov. 22, 2013 meeting:** The minutes was approved with one question regarding MOOC. Mike Lee asked Elton if the recording (video and audio) of Philosophy classes was a part of developing MOOC. Elton replied the effort is not part of MOOC.

2. **IT Resources for HCC DE page:** Ross informed that the links to IT resources has been added to the HCC DE page for students to get recommended hardware and software so that they don’t need to go and hunt for what’s needed. Other information as to how get support is also available on HCC DE page.

3. **FSEC & COSA Discussion on Students Video Recording Class:** Maggie stated that the issue was discussed and looked at many different schools and the legality issue. No final decision has been made yet but the Faculty Senate will make ‘suggestions’ and is working on the wording. Ross said he will contact Sara and Mieko.

4. **DE Faculty Orientation:** Ross stated that the latest one went very well with 94% attendance with 2 faculty member not being able to make it. The biggest issue is still the consistent communication between faculty member and students. One of the survey results indicated that over 90% responded that the instructors’ constant reminder about the due dates was important.

   Proctored exam is still a big issue but it’s not a system requirement, yet. All instructors should let students know that all exams must be proctored, including out-of-state students.

   Marcia mentioned that one of the faculty members who did not attend the orientation will not be teaching a DE class for the summer and fall semester of 2014 but if s/he attends the fall orientation, then will be allowed to teach for the spring 2015 semester.

5. **Halawai Demo:** had a demo on Jan. 17; Ross stated that an instructor should be able to reserve a space on the day of the conference; it allows you to record, download, audio chat, share power point slides and annotate. Maggie
raised a concern how much longer it will be available and Ross replied that we had it for about 5 years and does not see it ending anytime soon.

6. **HENC (Hawaii Education Network Consortium):** they give funding for cable classes; Marcia and Ross attend meetings with HENC every semester and during the latest meeting, they requested new ideas for educational programs. Not many instructors are willing to do a full 30 plus episodes. They are looking for some non-credit programs such as financial aid, test prep, etc. It could be 30-min. or 1-hour single episode program that could help students. Marcia and Ross need to take ideas to the agency.

7. **DE Student Survey Result:** Ross presented the results of the survey given out last semester; 35% responded compared to 37% for the previous semester (Spring 2013). Students are given a 3-week window to respond. Majority of the response was from the online courses and not too many from the cable courses. The results of the survey is available at DE site. One result of the survey indicate a very low usage of Brainfuse. The highest rate of usage occurred when an instructor encouraged it.

8. **DE Course Re-Certification Form:** has not been officially approved, yet; still in draft form. Ross distributed a copy with suggested changes. Several changes were suggested; Ross will make changes and send out another version; members are asked to review and comment. If no comments are received, then it is assumed to be approved.

9. **Brainfuse:** Ross presented sample pages of Brainfuse. Only students have the access, not faculty members.

10. **Other Items:** Counselor, Ina Miller Cabasug, asked Ross what is the best way for an instructor to contact students before a semester starts. E-mail is one of the ways to contact students.

11. **Next meeting scheduled:** February, 28, 2014, 1pm, 6-101. John DeLay is scheduled to be the recorder.