Distance Education Advisory Committee
Meeting Minutes
February 28, 2014

Present: John DeLay, Marcia Roberts-Deutsch, Ross Egloria, Mike Ferguson, Mike Lee, Melissa Martinez, Sarah Myhre, Elton Ogoso, Jim Poole, Scott Rhodes, Cynthia Smith, Wayne Sunehara, Maggie Templeton
Recorder: John DeLay

The meeting was called to order at 1:03 PM.

1. **Student video recording in the classroom**

Sarah Myhre indicated that the Committee on Student Affairs will not be developing a policy regulating student use of video recording devices in the classroom. The potential for such recordings to be posted in social media and other Internet formats has privacy implications with respect to other students and with instructors depending on its use. She indicated that she would continue to monitor the issue but the Faculty Senate Executive Committee should develop a formal response.

2. **No-show drop policy and distance education**

Sarah Myhre reported that the Committee on Student Affairs would like clarification or removal of the current campus policy to allow for removal of students from courses for which they fail to attend during the first week of the semester. Discussion regarding the policy included the possibility that it may be beneficial for distance education courses to retain the policy but also that some instructors oppose the policy and that the policy could affect retention. The policy was also discussed with regards to the time frame during which students could receive tuition refunds. One possibility is to proceed with the drop in cases where communication cannot be established with the student.

3. **Distance education workshops and retention**

Cynthia Smith shared some feedback from her recent distance education workshops. This began with the need to orient students to distance education, set their expectations, increase their initial level of preparedness, and. Other concerns included: approaching prerequisites realistically, the importance of frequent communication, the implications of encouraging those who are not participating to drop before failing, and guidance on time management. Posting workshops on distance education online would serve as an instructor resource. Discussion regarding retention addressed increasing distance education completion rates, also a future system level goal with metrics of 1-2% annual growth towards achieving parity with face to face courses. System-level goals were discussed with respect to national completion discrepancies of 10%-15% and lack of metrics to account for course development. One issue affecting distance education enrollment is the difference in the perceived ease of competing courses offered through other campuses. Examples of differences in rigor include the requirement of at least one proctored exam and the concentration on peer interaction. Using prerequisites as a retention strategy may adversely affect enrollment numbers. One possible pre-enrollment method to increase retention would be to give students a survey to assess whether distance education is an appropriate option for them.
7. Remind 101 text messaging demonstration

Ross Egloria demonstrated and tested a free, web-based, text messaging tool called Remind 101 (https://www.remind101.com/). The easy-to-use tool allows instructors to send one-way text messages to student’s phones from a phone or computer without the need for senders or recipients to share their phone numbers with other users. Students send a text message to a third party phone number to begin receiving messages.

8. Hawai‘i Education Network Consortium topic

Mike Ferguson shared a video he had made and posted on You Tube as a potential topic for additional educational programming through cable television provided by the Hawai‘i Education Network Consortium. The video covered appropriate communication protocols for students when communicating with their course instructors.

10. Other

Additional items discussed during the meeting included the efficiency and use of Academic Alert and Google Calendar as a useful scheduling tool.

The meeting was adjourned at 2:03 PM

The next meeting will be held March 21st at 1:00 PM.