Distance Education Advisory Committee  
Meeting Minutes  
March 21, 2014

Present: Marcia Roberts-Deutsch, Ross Egloria, Mike Ferguson, Mike Lee, Sarah Myhre, Cynthia Smith, Wayne Sunehara  
Recorder: Maggie Templeton  
The meeting was called to order at 1:00 PM.

1. **Statistics on DE Instructors who utilized the Early Alert System in Fall 2013**

   Ross reported that the Academic Success Center counted 12 out of 49 DE Instructors, used Early Alert in fall, 2013. The Early Alert system is still using the current report form and will be transitioning to STARFISH. Students who took action to drop DE courses early would not need to be reported. Follow-up: Will continue to gather more information on DE Early Alert and how it affects student success. Evaluate what works and what doesn’t work using this system.

2. **Standardized statements for DE courses on the Class Availability website**

   Currently there is a varied range of instructions for DE students on how to reach the Instructor on the HCC Class Availability website. It would improve communication between students and DE Instructors to standardize instructions regarding expectations of students to contact the Instructor and a timeline for Instructor response.

3. **DE Instructor Semester Preparation Checklist**

   Discussion took place on the need to orient students to distance education, set their expectations, and increase their initial level of preparedness. Clear communication regarding student expectations is crucial before the first week of class, including how test proctoring will be addressed. Students need to recognize their ability and/or willingness to handle increased time management for DE courses, as well as to frequently read material and work on assignments. It was suggested that the course syllabi be posted on Laulima addressing these expectations. Students appreciate knowing what the Instructor looks like and are more likely to respond to information about the Instructor. Maggie reported that Counselors currently use a posted picture on Your Profile, along with General Overview and My Biography on STARFISH (see instructions below):

   **General Overview:** A general message should go here. Tell people how you can help them during your office hours.

   **My Biography:** You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.
Mike Ferguson shared an example of how he provides this information to his DE students (video). It was agreed by all that most students want this type of Instructor recognition/interaction.

4. **DE Student Preparation Checklist/Website**

How students can be screened for DE readiness was discussed with a variety of options. Cynthia described using an assignment on plagiarism as a successful way to check student readiness. It was agreed that to insure student compliance these activities need to be mandatory and have some type of reward (extra credit, etc.). It may help to include more successful DE readiness tips during Student Registration.

5. **Hybrid Courses**

Pros and cons of using hybrid courses were discussed. Faculty teaching hybrid have the worst of both worlds, regular in class (limited contact), and DE (posting assignments) teaching. Sarah pointed out that unless Hybrid course Instructors arrange a group time for their class, students are requesting individual assistance at the Library, which takes up a lot of time. Certain courses were deemed by faculty as more appropriate for Hybrid teaching than others.

Meeting adjourned at 2:00PM

The next meeting will be held April 25th at 1:00 PM.