Distance Education Advisory Committee  
Meeting Minutes  
September 26, 2014 

Present: Marcia Roberts-Deutsch, Cassandra Kam, John DeLay, Maggie Templeton, Ross Egloria, Sarah Myhre, Shidong Kan, Patrick Patterson, Mike Lee 

Recorder: Ross Egloria 

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

Solicit Note Taker Volunteers 

Committee Member Introductions 

Laulima Observations 
• Ross will be asking DE Faculty to allow observation of their Laulima course to simply see how their course is implemented, what kinds of tools are used, etc. 
• Will be pursuing support of FSEC in this endeavor 
• Plan is to use a generic Gmail account (asking DE faculty to add) in order to allow members of the DEAC to also have access. 

DE Faculty Orientation 
• 100% Participation 
• Student survey results shared with committee 
• Committee asked for input on this semester’s survey 
  • Pat suggested asking about eBook usage amongst DE students 

Conversation Topics for this Year 
• Growing DE (Opportunities & Barriers) 
• Successful Completion – Shrinking the Gap with Classroom 

Online Proctoring – Examity Video 
• Shidong will be using Examity this semester with one of his DE students who lives on the East Coast and could not find a test proctoring center in his area. He’ll brief the committee on how the process went after the exam has been completed. 

Peer Evaluation Form for DE Courses 
• Ross found a very well designed form that Kapiolani CC uses with their online courses. He has asked KapCC’s FSEC for approval for HonCC to edit and use the form. 
• Ross will bring the form to the next meeting for the committee to evaluate.

Meeting Schedule for AY 2014-2015 (1PM-2PM, 2-401) 
  a. 10/31/14 
  b. 11/21/14 
  c. 1/30/15 
  d. 2/27/15 
  e. 3/20/15 
  f. 4/24/15 

Meeting adjourned at 1:50PM. 

The next meeting will be held October 31, 2014 at 1:00 PM.