Distance Education Advisory Committee  
Meeting Minutes  
October 31, 2014

Present: Marcia Roberts-Deutsch, Cassandra Kam, John Delay, Ross Egloria, Sarah Myhre, Shidong Kan, Patrick Patterson, Bill Becker, Mike Lee

Recorder: Cassandra Kam

The meeting was called to order at 1:05 pm.

Old Business
Meeting notes from 09/26/14
- Minutes were reviewed and approved by the committee

New Business
COSA—No Show Policy
- Sarah shared the proposed No-Show policy drafted by COSA in which faculty would be required to drop a student who missed the first class of the semester unless the student made arrangements/obtained the instructor’s prior approval
- The proposed change of language for dropping the student is to replace “may” with “will” to make the policy clearer and more specific
- The DOSS and counseling will assist a student who is inadvertently dropped; there is also an appeal process that will be drafted
- COSA is hoping to have an approved policy in place by Fall 2015; this policy has also been proposed to pop up when a student registers on MyUH Portal
- This policy is for HCC and not system-wide; COSA’s draft is based on UH Hilo’s policy
- Motivating factors for this policy were to assist students in not missing their 100% tuition refund/negatively affecting their VA or financial aids benefits, clearing spaces for students who wanted to take the classes but were wait listed, improving retention rates for faculty, and helping to assist the drop process for the Registrar
- The committees questions were: 1) does this preclude student responsibility if a faculty member does not comply with this procedure, 2) how will this procedure be enforced for faculty and who will enforce it, 3) what is the deadline (day/time) that faculty would need to drop a student
- Patrick brought up the concern that Laulima does not accurately reflect dropped students and that students are still active although they are no longer in the course; Ross advised following the MyUH Portal roster when possible

Peer Evaluation Form for DE Courses
- Ross obtained permission from KCC to review and share their peer evaluation form for DE courses and has modified a draft for HCC
- Committee suggestions included changing the formatting from landscape to portrait and widening the left gutter margin for easy insertion into the dossier
• Questions included how to observe instruction in a setting using a paid publisher website (ex: Pearson). Shidong will inquire with the Pearson publishing representative and report back in the next meeting

DEAC Charter Membership Edits
• Ross proposed the removal of three positions from the DEAC charter as the positions are vacant and will not be filled: 1) DL production, 2) Director, MIR and 3) Web Support Specialist
• The committee agreed to the proposal
• Ross will submit the request for removal to FSEC

Examity
• Ross reviewed the Examity purpose and gave a brief overview
• Shidong shared his experience in working with the Examity proctor to set up the exam and indicated it was easy to utilize
• Shidong’s student has paid but not yet taken the exam; Shidong will ask his student to provide feedback after the exam is over
• There were questions regarding whether a video link will be provided to the instructor only if there are violations or in any instance; Shidong will inquire with the Examity proctor

Meeting adjourned at 2:06 pm.

The next meeting will be held November 21, 2014 at 1:00 pm.