Distance Education Advisory Committee (DEAC)
Meeting Minutes
November 21st, 2014

Members Present: Ross Egloria (Chair), John DeLay, Margaret Templeton, Shidong Kan, Mike Lee, Beth Nishimura representing Cassandra Kam

Recorder: John DeLay

The meeting called to order at 1:00 PM

1. **October 2014 Meeting Minutes**
   The October 2014 meeting minutes were approved.

2. **Distance Course Observation Project**
   Distance Education (DE) Coordinator Ross Egloria will be asking DE instructors for access to their Laulima courses with the understanding that some instructors are not using Laulima. He will be requesting access during the Spring 2015 semester from February to Spring Break which will allow time for the sites to populate with content. Instructors will be notified at end of the Fall 2014 semester and the start of the Spring 2015. Ross discussed the project with the Faculty Senate Executive Committee (FSEC) which had some comments including that possibility that some instructors may not want to participate if the entire DEAC had access to their courses. Only Ross will have access and if instructors do not to participate there is no consequence. Ross explained that the goal is to see what tools and approaches are being used in general, not to target individual faculty members. Currently, the number of instructors using Laulima and the tools they are using is unknown. Although Laulima has been recommended by the DEAC, there will be no penalty or criticism for instructors who are not using it. The information collected will only include whether Laulima is used and what tools are used within Laulima. This will be used provide suggestions for using Laulima. Ross will send the evaluation form to the DEAC before bringing it back to FSEC.

3. **Distance Education Student Survey**
   Ross Egloria discussed the end of semester DE survey. Last year’s questions focused on proctored exams and why students enrolled in DE courses. This semester questions will include the use of e-books and mobile devices. Discussion followed regarding student communication via mobile devices and the low percentage of students that contact their instructor after registering for the course. It was also suggested that questions include the type of mobile device students are using.

4. **Other Items**
   Some students enrolled in DE courses have begun the course content before the semester has begun and have requested to take quizzes or exams in advance. It was recommended that instructors wait until the semester begins to allow students to take evaluations particularly in the event that the course is cancelled, and in the case of Laulima, that the content and record are erased.

The meeting was adjourned at 1:49 PM. No meeting will be held in December.