HONOLULU COMMUNITY COLLEGE  
DISTANCE EDUCATION ADVISORY COMMITTEE  

MINUTES  
January 30, 2015

Members Present: John DeLay, Ross Egloria (Chair), Shidong Kan, Mike Lee, Beth Nishimura (for Cassandra Kam), Patrick Patterson, Marcia Roberts-Deutsch, Maggie Templeton.

The meeting was called to order at 1:05 p.m.

DE Metrics: Ross presented data relating to various aspects of DE instruction, but noted that data from Fall 2014 are not yet incorporated. Some highlights of his presentation include:

- A decline in enrollment in cable courses, but an increase in online offerings
- About half the students in our DE courses are not home-based at HonCC
- F2F v. DE completion rates not yet calculated, a difference is still anticipated
- Students indicate they still prefer print textbooks (easier to take notes, highlight, etc.)
- More than 90% of students have high-speed access, and access DE primarily with a laptop
- Students rarely use computers on campus

Several faculty on the committee who teach DE provided some additional perspective, as follows:

- It is easier to intuit if a student is having difficulty in a F2F class
- An instructor may be perceived as having less empathy in a DE environment
- It helps to have everyone do introductions and/or post photos online
- Students may need some education in using e-books, as they can also take notes, highlight, etc., with these as well
- Faculty may need to some education in use of smartphones, as students sometimes use their phones to ask questions during a class

A question was raised about charging DE students a “tech fee.” Ross indicated that this idea has been discussed but there is no system agreement on this or on a loan program for laptops.

Guest Access Project: Ross reported briefly on his plan to visit various DE classes as a “guest student” during the period 2/27 – 3/20 for the purpose of understanding what Laulima tools are being used by faculty. He stressed that this is not like a course observation, and only he will have access. The ultimate goal is to improve student success in DE.
Housekeeping Items: Ross mentioned a resource for faculty that could enhance student engagement in DE courses—John Orlando’s “Online Discussion Questions That Work.” The link is at http://www.facultyfocus.com/articles/asynchronous-learning-and-trends/online-discussion-questions-work/

Laulima has been upgraded, and Ross wants to encourage all faculty to post their syllabi on Laulima, regardless of whether they are teaching DE or not.

A new benefit for all – faculty are now provided with Microsoft Office 365. Ross previously sent out an announcement about this.

Ross provided a video and a handout out ProctorU, an exam proctoring service in which faculty set up an account but students pay for the service when they take an exam online. This is comparable to Examity that Shidong Kan used in Fall 2014, but the cost is much better. The agreement meets FERPA requirements, and could address student concerns about the limits of testing center options. It was not clear if the fee schedule is linked to the scheduled window for the exam, or the amount of time the student actually takes (which could be less.) Ross will check on this. He will also follow up to clarify a few other aspects of the agreement and will get a list of people authorized to access the video that is taken of the student during the exam (e.g., Ross, the Dean, etc.)

The meeting was adjourned at 1:58 p.m.

Submitted by
Marcia Roberts-Deutsch