Members Present: John DeLay, Ross Egloria, Sarah Myhre, Cassandra Kam, Patrick Patterson, Mike Lee

The meeting was called to order at 1:10 p.m.

Mailing Supplies for DE: A question was raised who is supposed to be providing supplies for postal mailing items related to DE. Ross clarified that if it is for the purposes of getting print exams to the various Test Proctoring Centers, then Ross will provide the supplies to accomplish this task. However, if the purpose is for individual instructors to get printed material to their students, then either the individual instructor bears the cost of this or their respective department/division (if approved).

Guest Access Project: The Laulima Guest Access Project started today. It will run through March 20. Ross will present his findings at the DE Faculty Orientation Meeting in August.

ProctorU: The ProctorU Online Proctoring Service agreement is complete and Honolulu CC (officially University of Hawaii, Honolulu Community College with respect to ProctorU) is now officially a higher education partner institution. Ross is putting together an information packet for DE faculty on how to access and use the service and will be distributing soon. He will also be holding an informational session for DE instructors who want to use this service.

DE Lecturer Responsibility: A concern was brought up regarding the responsibility of our lecturers who teach DE courses and what their responsibility is with participating in various meetings like the DE Faculty Orientation Meeting that occurs during duty week every Fall and Spring semester. Ross reminded everyone that it was at the request of the Chancellor that all DE instructors, both full-time faculty and part-time lecturers, be required to attend this meeting that occurs only twice a year. However, as to the enforcement of this, Ross relies on the administrative team of the Chancellor, VCAA, Deans and Division Chairs as to how this is actually enforced.

The meeting was adjourned at 1:53 p.m.

Submitted by
Ross Egloria