Members Present: Marcia Roberts-Deutsch, John Vierra, Shidong Kan, Ross Egloria, Cassandra Kam, Patrick Patterson, Sarah Myhre, Lauren Prepose-Forsen, William Becker

The meeting was called to order at 1:07 p.m.

Standardize Laulima Tools Across All DE Courses: After discussion, proposal is unanimously approved. Attached is the verbatim proposal to send to the Faculty Senate for discussion and approval. Laulima standardization is sought for three tools, 1) Syllabus tool, 2) Announcements tool, and 3) Gradebook tool.

Bill also suggested that in addition to these “required” tools that maybe a set of “recommended” tools also be stated. This is a good idea that will be followed up later after getting this initial proposal implemented.

DE Start Here Website Created: Ross created a website to help students, primarily first-time DE students, navigate the challenges when first starting a DE course. While still a working draft, the webpage is live for students to see. The website is http://www.honolulu.hawaii.edu/node/1296

It was suggested that we could insert this URL in the Class Availability – Comments Section for all DE courses offered at HCC. Ross will investigate if this is feasible as there is sometimes an overwhelming amount of information already present in the comments section for many classes.

It was also suggested if MyUH could be altered so if a student registers for an identified DE CRN, it triggers a pop-up window with this website and any other important pertinent information related to DE. Once we get this website edited and finalized, Ross will inquire with Katy if this is at all possible.

Better Surveying: It was recently determined that the results from the DE student survey that is implemented during the last three weeks of every semester comes primarily from successful students. Information is needed to develop better training and interventions to help more students successfully completed their DE courses but how do we get that information?

Suggestions include survey earlier, survey multiple times over the semester, text message based survey, paper surveys mailed to DE students, and survey utilizing the resources from our MySuccess Center (C.A.R.E.). Ross will investigate how to accomplish
some of these suggested methodologies and report back to the committee later in the semester.

In discussing this issue, a research question comes to mind, “How many DE students who do not successfully complete their DE course, enroll in another DE course the next semester (and were they successful then)?” The idea behind this research is hopefully identifying this set of students would be the ideal population to survey to determine better interventions to help more students completed their DE courses. Ross will inquire with IR on how feasible this research study is.

**Text Messaging Reminders for DE Students:** Ross had an idea to utilize a free service called Remind.com to use text messaging as a way of helping students to remember to do common tasks to stay on track in their DE course. Reminders would include telling students to login to Laulima once a week, check announcements, look at due dates in the syllabus, time management tips, technology tips, important registration dates, etc. Participation would be entirely voluntary. Ross will be implementing this semester with a goal of 100 students as the benchmark for success. Ross will report back to the committee next fall on how this intervention worked (or didn’t work) and if it should be continued.

**ACCJC Guide to Evaluating Distance Education (June 2013 Edition):** On page 9 of the guide, under Standard II.A.1.a (bullet item number three) states, “Is there a policy that DEFINES ‘regular and substantive interaction’ for DE courses? (34 C.F.R. § 602.3).” Ross searched for any policy language across all UH system webpages and could not find anything that actually defined what “regular and substantive interaction” is for DE courses. To be in compliance with this guide, Ross proposed that HCC develop its own policy defining this term. Here are a few college websites that actually have defined “regular and substantive interaction” as examples to lead this discussion. The goal is to have our own policy, at least a final draft, by the end of this semester so that it can then be vetted through the appropriate committees for approval (CPC and FSEC) before the end of the fall 2016 semester.

- [http://www.valleycollege.edu/online-classes/faculty-resources-online-classes/reg-effective-contact](http://www.valleycollege.edu/online-classes/faculty-resources-online-classes/reg-effective-contact)
- [http://www.hancockcollege.edu/academic_senate/docs/Regular%20and%20Substantive%20Instructor%20Initiated%20Contact%20Policy.pdf](http://www.hancockcollege.edu/academic_senate/docs/Regular%20and%20Substantive%20Instructor%20Initiated%20Contact%20Policy.pdf)
- [http://wnmu.edu/old/facdev/files/Online%20Course_fed_guidelines.pdf](http://wnmu.edu/old/facdev/files/Online%20Course_fed_guidelines.pdf)

**Next meeting will by January 29, 2016 at 1pm in 2-401.** Remaining meeting dates are February 26 and April 22. There is no March meeting due to spring break. All meetings will be from 1pm to 2pm in 2-401.

The meeting was adjourned at 2:08 p.m.

Submitted by
Ross Egloria
**Laulima Course Tool Standardization for All HCC DE Courses**

**What:** All HCC DE Instructors will utilize three tools in Laulima. 1) Syllabus Tool, 2) Announcements Tool, 3) Gradebook Tool.

**Why:** If all DE courses (and instructors) utilized these three tools consistently, it would allow HCC to develop a standardized orientation/training module to help DE students succeed in their DE courses.

**How:** In-person workshops (beginning in the Spring 2016 semester and offered continually every subsequent semester) and self-paced training to help support all DE Instructors with incorporating these three tools into all DE courses.

**When:** To be fully implemented by the Fall 2016 semester.

Discussed and unanimously approved by the DEAC Committee at the January 15, 2016 meeting.

In depth details on this issue can be found on the November 20, 2015 DEAC Committee minutes.

*(To be forwarded to the Faculty Senate for discussion and approval.)*