

# Ad-hoc Distance Education Committee Annual Report: 2014-2015

## General Information

The ad-hoc Distance Education Committee was established at the December 6, 2013 Academic Senate Meeting, with the following charge:

The Hawai'i Community College ad-hoc Distance Education Committee of the Academic Senate shall examine and discuss the development and implementation of distance education at the College. The committee shall consider and make recommendations on academic policy matters, program development, academic, student and technical support services, and professional development. The ad hoc DE committee will submit reports on a monthly basis to the Academic Senate. The committee and its functions shall terminate at the end of the Spring 2015 semester, at which time the Senate will review the status of the committee and determine if it should become a standing committee of the Academic Senate.

## Membership, Meeting dates

### The 2014-2015 members:

- Leanne Urasaki (Chair, Academic Support/ITSO)
- Brianna Day (Science)
- Jessica Lerma (Philosophy)
- Violet Murakami (Art)
- Kate Sims (English)
- Mai Wong (Social Sciences and Public Service)

### 2014-2015 Meeting Dates:

- September 22, 2014
- October 27, 2014
- November 24, 2014
- January 20, 2015
- February 13, 2015
- March 17, 2015

## 2014-2015 Committee Goals

As a continuation of the work the committee did in 2013-2014, the following goals were re-established for the 2014-2015 year. Work groups were formed to research each topic, and to present their findings and recommendations to the committee. The committee then discussed each topic in more detail and voted on committee actions on each.

- **Goal: Research and evaluate what other UHCCs and colleges outside the UH system, are doing in terms of instructor evaluation, etc.**
  - *Tabled. Members of the committee researched what other colleges were doing with regards to DE and discussed what other colleges were doing with regards to instructor evaluation and*

*training. Tools used for evaluation by other colleges were shared. The committee discussed the present evaluation tool that has been developed in collaboration with ITSO and the departments over the past 4 years. Concerns about its length and scope were raised. It was agreed that the evaluation tool for online classes would need further discussion and collaborative revision.*

The committee voted to recommend the formation of a new ad hoc DE committee with a 2 year charge to look at this issue.

- **Goal: Research how other colleges determine which instructors teach online. Research and recommend what would “qualify” an instructor to teach an online course.**
  - Completed. The committee developed a professional development framework based on digital credentials (badges) to promote and validate training and skills needed to be adequately prepared to develop, build and teach online classes. This framework was shared with Department/Division chairs at their January 13 meeting with a request for feedback from their departments by February 11. The committee then reviewed the feedback and finalized the framework and forwarded it to the Instructional Technology Support office for development.
- **Goal: Begin discussions to create goals for Hawai'iCC's DE to present to the Senate.**
  - Tabled. The committee agreed that a Distance Education Plan should be written, but that it will require more time and more discussion and decisions than can be accomplished by the end of the committee's charge. The committee voted to recommend the formation of a new ad hoc DE committee with a 2 year charge to work on a Distance Education Plan.
- **Goal: Create online resources for students (e.g., info about tutoring, counseling, etc.); perhaps create a webpage just for DE students.**
  - Completed. The workgroup developed content, which was reviewed by the committee, and forwarded to the Web Developer in August 2014 to publish these pages on the College website. A draft website was created and shared with the committee and the Senate at the November 21, 2014 meeting with a request for feedback by December 12, 2014. The Web Developer then finalized and published the website (<http://hawaii.hawaii.edu/de/>) in March 2015.