

**Hawai'i Community College
Academic Senate**

Proposal:

Ad-hoc Distance Education Committee

Purpose:

To examine, discuss and advise the development and implementation of distance education at the College.

In addition, the committee will address questions regarding distance education (DE) decision-making processes that are commonly asked by accrediting agencies, as the federal government is taking more steps to ensure quality teaching and learning are occurring in distance education.

At present, the Instructional Technology Support Office and Media Services are the only two offices charged specifically to support DE. However, both offices are support service providers and have no authority to create or enforce policies.

An ad-hoc DE committee would provide a venue for Senators to discuss issues facing all DE modes (Videoconference, Online, Hybrid), and to make recommendations on policy matters.

Draft Charge (Motion):

The Hawai'i Community College ad-hoc Distance Education Committee of the Academic Senate shall research the latest distance education trends and practices and draft a distance education master plan. The committee will propose policies regarding distance education at Hawai'i Community College to ensure online courses are of quality and meeting standards. Furthermore, the committee will research, discuss, and develop an evaluation tool for peer evaluation of online courses.

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 2017 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.

Committee membership:

Committee chair, plus an additional four to six members (total of five-seven members). A minimum of the three to five members (depending on size of the committee) should have online teaching experience at Hawai'i Community College. Two seats should be open to all Senators.

Respectfully submitted by:

Leanne Urasaki

Chair, 2013-2015 ad-hoc Distance Education committee

Instructional Technology Developer, ITSO