

**Ad-hoc Distance Education (DE) Committee
Academic Senate Meeting Report - September 23, 2016
Submitted by Leanne Urasaki, Chair**

We had our first meeting on 9/7. Five of six members continued from last year. We made an announcement for new members at the August Senate meeting; new to the committee this year is Kuulei Kanahale.

- Kuulei Kanahale, HUM/HLS
- Jessica Lerma, SSCI/PHIL
- Larissa Leslie, Counseling
- Cheryl Puntil, NURS
- Kate Sims, ENG
- Leanne Urasaki, Academic Support/ITSO (Chair)

Committee meetings will be held from 2:00-2:30 PM via Google Hangouts, and supported with the use of Google Docs and Google Drive. Committee meetings schedule for fall 2016:

- Wed., October 12
- Wed., November 9
- Wed., December 7

We discussed issues we will be looking at this year, including:

- Work towards becoming a standing committee (our current ad-hoc charge ends in May 2017).
- Continue testing of the Draft evaluation tool shared with the Senate in Spring 2016; revise & present a finalized version to the Senate by the end of Spring 2017 for endorsement.
- Begin discussions regarding who teaches online, which classes are offered online, class caps, and office hours.
- Start work on drafting a DE Master Plan.